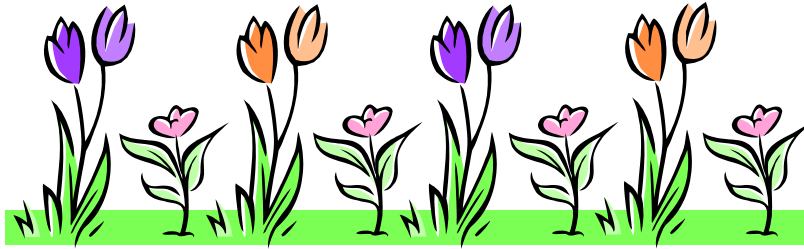


MARCH 2016

# MONTSERRAT AT NEWPORT RIDGE

[www.montserrathoa.com](http://www.montserrathoa.com)

Professionally Managed by Keystone Pacific Property Management, Inc. - 16775 Von Karman, Ste. 100, Irvine, CA 92606



## 2016 ANNUAL MEETING AND ELECTION

The 2016 Annual Meeting and Election will be held on **March 10, 2016**, at 6:00 P.M. There are three (3) director positions up for election this year. The location of the annual meeting and election will be at the Newport Coast Community Center, at 6401 San Joaquin Hills Rd., Newport Coast.

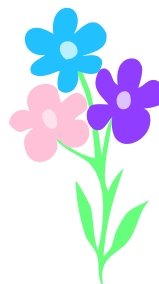
For clarity, the record date for the 2016 Annual Election was January 26, 2016 and the ballots were mailed out on February 8, 2016. If you have not received your ballot, please contact Management immediately and one can be provided to you prior to the **March 10, 2016** Montserrat at Newport Ridge Annual Meeting and Election.

**MOST IMPORTANT:** Fill out the upper left corner of the outer envelope with your name, address and signature in order for the ballot to be counted towards quorum.

## POOL EQUIPMENT/FURNITURE ETIQUETTE

Every so often, kids and teenagers decide that throwing all of the pool furniture, in the pool, is an exciting activity. Throwing the furniture in the pool can cause severe damage to the plaster at the bottom of the pool on impact, or when they are trying to remove the heavy cumbersome furniture. We kindly ask that you have a discussion with your youngsters to remind them that this is not a good idea and ultimately costs their mom and dad their hard earned money, in monthly Association dues.

Additionally, please remind them that the pool safety equipment, located at the pool, is a required safety element and is not to be touched or played with at any time. The pool heater will be turned back on in April so be sure to take a moment and remind your youngsters of safe and courteous play at the pool as well. Thank you in advance!



### BOARD OF DIRECTORS:

**President:** Signe Keller  
**Vice-President:** Greg Lynch  
**Treasurer:** Sharon Fisher  
**Secretary:** Sally Phelps  
**Member-at-Large:** Herbert Roth

### NEXT BOARD MEETING:

**Thursday, March 10, 2016**  
**6:00 PM**  
Newport Ridge Community Center  
6401 San Joaquin Hills Road  
Newport Beach, CA 92657

*The final agenda will be posted at the bulletin board inside the pool area next to the water fountain and telephone. You may also obtain a copy of the agenda by contacting management at 949-838-3202.*

### IMPORTANT NUMBERS:

#### ASSOCIATION MANAGER:

**Adrian Robertson**  
Phone: 949-838-3202  
Fax: 949-833-0919  
[arobertson@keystonepacific.com](mailto:arobertson@keystonepacific.com)

Emergency After Hours:  
949-833-2600

#### COMMON AREA ISSUES:

David Washington  
Phone: 949-838-3293  
[dWASHINGTON@keystonepacific.com](mailto:dWASHINGTON@keystonepacific.com)

#### BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: 949-833-2600  
[customer-care@keystonepacific.com](mailto:customer-care@keystonepacific.com)

#### INSURANCE BROKER:

La Barre/Oksnee Insurance  
30 Enterprise, Suite 180  
Aliso Viejo, CA 92656  
Phone: 949.588.0711  
Fax: 949-215-9815

## MARCH 2016 REMINDERS

- For after-hours association maintenance issues, please call 949-833-2600 to be connected with the emergency service line. Please call 9-1-1 for life-threatening emergencies.
- Street Sweeping Day: Conducted on the 2nd and 4th Friday of the month. Please insure your vehicles are moved from the street by 7:00 AM when they come through.
- Trash Pick-Up Day: Monday  
\*Trash receptacles must be removed from the curbside on the same day that the trash is picked up.
- Board Meeting: Thursday, March 10, 2016  
Time: 6:00 PM  
Location: Newport Coast Community Center  
Address: 6401 San Joaquin Hills Road  
Newport Coast, CA 92656

### SIGN UP FOR COMMUNITY E-NEWS

Sign up to receive news and updates pertaining to our community association via email.

To sign up, please register from the "Account Notifications" page once you have logged into The KPPM Connection at [www.kppmconnection.com](http://www.kppmconnection.com).

### SIGN UP FOR THE ACH PROGRAM

Save time and money and never miss a payment again! Sign up to have your assessment payments automatically debited from your checking or savings account. Please call Customer Care at 949-833-2600 or send an e-mail to [customercare@keystonepacific.com](mailto:customercare@keystonepacific.com) to request an ACH application.



## BOUNCE HOUSE REQUIRMENTS

Bounce houses can be a liability to Management, the Montserrat Homeowners Association and the homeowner. If you are thinking or planning on hiring a Bounce House for your next event, please contact Management to obtain all the liability specifications. You **MUST** name Montserrat at Newport Ridge **AND** Keystone Pacific Property Management, Inc. as additionally insured or you are putting every homeowner at risk if something tragic were to occur.

## ASSOCIATION MAINTENANCE ITEMS

If homeowners ever have any maintenance questions or concerns, please feel free to phone your Community Association Manager, Adrian Robertson, at (949) 838-3202 or send an email to [arobertson@keystonepacific.com](mailto:arobertson@keystonepacific.com). David Washington is the Associate Manager and is also available to answer any questions or concerns. He may be contacted at [dWASHINGTON@keystonepacific.com](mailto:dWASHINGTON@keystonepacific.com) or (949) 838-3293. For any monthly assessment questions or concerns, please contact the Accounts Receivable representative for Montserrat, Calvin Le, at [cle@keystonepacific.com](mailto:cle@keystonepacific.com).

## NEWSLETTER ARTICLES

Please feel free to submit any newsletter ideas or articles that you feel would be relevant to your neighbors here, at Montserrat at Newport Ridge. To be considered, all entries must be sent to Adrian Robertson, no later than the 1st of each month, for inclusion in the following month's newsletter.