

DECEMBER 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



## Seasons Greetings



### POOL AND SPA RENOVATION

Management would like to provide advanced notice of the upcoming pool and spa renovation. The commencement date of this project will be January 4, 2017 and the pool and spa will need to be drained several days prior to this date. The demolition portion of the renovation is extremely noisy and we appreciate your understanding through this step. Caution tape will be put up in areas, so please inform the “adventurous little ones” that this is not a playground and they must respect the boundaries. The project is projected to take six to eight weeks including the full week it takes for the plaster to cure before the pool and spa can be refilled.

### HomeWiseDoc.com

Keystone Pacific Property Management, Inc. is pleased to announce its transition to HomeWiseDocs.com, the next generation in document and data delivery for resale packages, resale demands, lender questionnaires and association documents.

HomeWiseDocs.com provides reliable, around-the-clock online access to all governing documents and critical project data for lenders, closing agents, real estate professionals, and homeowners from Keystone Pacific’s managed communities.

Please see below for login information:

Online Chat at [www.homewisedocs.com](http://www.homewisedocs.com)

Help Desk: 866.925.5004 x 1

e-mail: [info@homewisedocs.com](mailto:info@homewisedocs.com)

Log on to [www.homewisedocs.com](http://www.homewisedocs.com) and select the Sign Up link to register. The many system enhancements geared toward an improved user experience include:

- Order by address or association name
- Email and SMS text completion notices for users
- Track orders online with confirmation
- Much more!



### BOARD OF DIRECTORS:

**President:** Sharon Fisher  
**Vice-President:** Herbert Roth  
**Treasurer:** Gerhard Widtmann  
**Secretary:** Stephanie Sandoz  
**Member-at-Large:** Signe Keller

### NEXT BOARD MEETING:

**Thursday, January 12, 2017  
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:

Larissa Rounsaville  
Phone: 949-838-3293  
[lrounsaville@keystonepacific.com](mailto:lrounsaville@keystonepacific.com)

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

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

#### INSURANCE BROKER:

La Barre/Oksnee Insurance  
30 Enterprise, Suite 180  
Aliso Viejo, CA 92656  
Phone: 800-698-0711  
Fax: 949-588-1275

## DECEMBER 2016 REMINDERS

- Keystone Pacific will be closed in Observance of the Holiday Season :
  - \* Christmas Eve - Friday, December 23rd
  - \* Christmas Day - Monday, December 26th
- 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: 2nd and 4th Fridays. Please ensure your vehicles are moved from the street by 7:00 AM when they come through.
- Trash Pick-Up Day: Mondays
  - \*Trash receptacles must be removed from the curbside on the same day that the trash is picked up.
- Board Meeting: Thursday, January 12, 2017
  - Time: 6:00 PM
  - Location: Newport Coast Community Center
  - Address: 6401 San Joaquin Hills Road  
Newport Coast, CA 92656

### WE NEED YOU! GET INVOLVED & JOIN AN ASSOCIATION COMMITTEE!

If you have a passion for paint colors, have a knack for detail, a drive for architecture, or are an avid gardner, then the Board of Directors encourages you to get involved and join a committee! Being on a Landscape Committee or the Architectural Review Committee (ARC) is similar to the Board of Directors, in that volunteer homeowners take part in landscape walks and are responsible for reviewing incoming homeowner architectural applications.

If you have any questions, or would like to be a part of a committee, please do not hesitate to contact your Community Manager, Adrian Robertson, at [arobertson@keystonepacific.com](mailto:arobertson@keystonepacific.com).



### HOLIDAY DECORATIONS

Holiday decorations are permitted 14 days before and 14 days after the holiday, with the exception of Christmas type decorations, which are permitted from Thanksgiving until January 15th **ONLY**. Please remember that decorations are limited to your Lot and shall not be placed in or across the Common Area or across other Lots.

### HOLIDAY TREE RECYCLING

Holiday trees will be collected on your regular collection day beginning **Monday, December 26, 2016 and through Friday, January 6, 2017**. Trees must be curbside, no later than 7:00 AM, please remove stands, plastic bags, decorations and all other items from the tree. Trees larger than six-feet must be cut into four-foot lengths. Flocked trees cannot be recycled, please call CR&R Environmental Services: 866-949-9694 to schedule a pick up.

### BULKY ITEM PICK UP

Bulky items are considered any items that cannot fit in your automated carts, weigh less than fifty (50) pounds and can be managed by a two (2) man crew. These commonly include sofas, desks, chairs, tables, mattresses and excess green waste. Enhanced bulky items are items exceeding the standard bulky item guidelines and often include sleeper sofas, refrigerators, ranges, washer/dryers, dishwasher, florescent bulbs and household batteries. For both types of pick up's you would still contact CR&R Environmental Services at 866-949-9694.



**MONTERRAT AT NEWPORT RIDGE MAINTENANCE ASSOCIATION**

**Owner Notice Disclosure (Civil Code section 4041)**

California law requires Owners in a community association to provide the following information to the association on an annual basis. Please fill out and return this form to the address below no later than **December 31, 2016.**

Owner Name:

- 1. Address or Addresses to which notices from the association are to be delivered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2. Any alternate or secondary address to which notices from the association are to be delivered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3. The name and address of your legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of your extended absence from your property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4. Your property is (please check one):  Owner occupied  Rented out
- 5. Is your property developed but vacant (please check one)?:  Yes  No
- 6. Is your property undeveloped land?  Yes  No

*Please return this form to:*

**MONTERRAT AT NEWPORT RIDGE MAINTENANCE ASSOCIATION**

*c/o Keystone Pacific Property Management, Inc.  
16775 Von Karman Ave Suite 100  
Irvine, CA 92606*

**APPLICATION FOR CANDIDACY  
FOR THE BOARD OF DIRECTORS**

Dear Homeowner:

The Annual Election will be held in March 2017. If you are interested in serving on the Board, please complete this application and return it to KEYSTONE PACIFIC PROPERTY MANAGEMENT, INC. at the office address displayed below. The deadline to submit is on **February 22, 2017**.

*Please type in the information requested below.*

NAME: \_\_\_\_\_

*(Please note: Be sure to complete and return verification information on page 2 of this application)*

*\*Candidacy statement needs to be kept to one page.*

WHY WOULD YOU LIKE TO SERVE AS A BOARD MEMBER?

WHAT IS YOUR BACKGROUND?

WHAT IS YOUR VISION FOR THE COMMUNITY?

WHAT WOULD YOU LIKE TO ACCOMPLISH DURING YOUR TERM OF OFFICE?

*(Per Civil Code, this form will be sent with the election materials, as submitted)*

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**Professionally Managed by: Keystone Pacific Property Management, Inc.**  
16775 Von Karman Avenue, Suite 100 · Irvine, CA 92606-4960  
Tel (949) 833-2600 · Fax (949) 833-0919 · [www.keystonepacific.com](http://www.keystonepacific.com)

**APPLICATION FOR CANDIDACY  
FOR THE BOARD OF DIRECTORS**

HOMEOWNER VERIFICATION INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_