

NOVEMBER 2017

MONTSERRAT AT NEWPORT RIDGE

www.montserrathoa.com

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



LANDSCAPE UPDATE

The grass renovation is in progress and additional hand watering will be helpful in growing new lush, green grass. Please try to keep animals and children off of the area while it is growing. Our landscapers have provided a trimming maintenance schedule for our community, which is only possible if Ariel is not sidelined by homeowner's requests. Please send all landscape requests to Trina Alexander at talexander@keystonepacific.com and she will request a work order to Earth Co. Homeowners can update their own courtyard and backyard plant material, but all hardscape changes in those areas need architectural approval, prior to the commencement of work. Requests to make changes to a front yard require landscape/Board approval. The rabbits are a problem for our new grass and flowers, and unfortunately we have a lot of them. The Board is working on a solution, now that the coyotes are gone.

POOL AREA VANDALISM

Recently there has been some misuse of the pool area reported to the Board and to Management. The community has 3 cameras in this area, recording activity in the area which is helpful in identifying those who are misusing the area. Please be reminded that only 6 guests per home are allowed in the pool area with the homeowner present. All minors MUST have an adult present at all times; no exceptions. Please remember to not prop open the pool gate and make sure it is closed tightly behind you. And as always, no pets or pet waste is allowed in the pool area. We have received several reports of people disposing of their dog waste in the pool trash cans, which is causing unwanted flies and odor and is not acceptable. Remember to smile because you are on camera!

DAY LIGHT SAVINGS

It is that time of the year again! Remember it is time to fall back on November 5th. Just in time to get that extra hour of sleep before the holiday shopping begins!

BOARD OF DIRECTORS:

President: Open
Vice-President: Herbert Roth
Treasurer: Gerhard Widtmann
Secretary: Stephanie Sandoz
Member-at-Large: Marcy Kessler

NEXT BOARD MEETING:

November TBD
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:

Trina Alexander
Phone: 949-430-5837
Fax: 949-833-0919
talexander@keystonepacific.com

Emergency After Hours:
949-833-2600

COMMON AREA ISSUES:

Chandler Schuyler
Phone: 949-838-3269
cschuyler@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: 949-833-2600
customercare@keystonepacific.com

INSURANCE BROKER:

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

NOVEMBER 2017 REMINDERS

- **Board Meeting:** November TBD Please Check Website
Time: 6:00 PM
Location: Newport Coast Community Center
Address: 6401 San Joaquin Hills Road
- 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.
- **Keystone Pacific will be closed in Observance of Thanksgiving – November 23-24th**

EXTERIOR IMPROVEMENTS

Please keep in mind that before you make **any** exterior modifications to your home, including exterior paint, regardless of if you plan to apply the same color, you must fill out an architectural application and it must be approved by the Architectural Review Committee before commencing any work. The Committee has up to 45 days to review and return your architectural application. Please contact Management for an architectural application form.



OPEN BOARD POSITION

If you are interested in serving on the Board of Directors, please contact Trina Alexander at talexander@keystonepacific.com or 949-430-5837. The meetings are bi-monthly and are held at the Newport Coast Community Center, located at 6401 San Joaquin Hills Rd, Newport Coast.

PARKING REMINDERS

Parking in the Montserrat neighborhood poses many challenges. We are kindly requesting that you exhibit extreme consideration and courtesy to all of your surrounding neighbors when it comes to your household's extra vehicles. We ask that you utilize your garage and driveways for the parking of all of your vehicles and refrain from parking your vehicle in a manner that blocks the path of travel on the sidewalk. Please be cognoscente of the visibility your neighbor requires to back out of their garage freely and safely. Do not park within 2' of any mailbox or 12' of a fire hydrant.

PARKING PERMITS

It is almost time to renew your annual parking permit if you have one. Annual Parking Permits must be obtained from Nordic Security and this is done directly by the Homeowner. Management does not do this for the Homeowner.

The cost for an annual parking permit is \$25.00 and is paid directly to Nordic Security Services for a one-time inspection of a homeowner's garage. The \$25.00 fee is not a permit, it is only to pay for the cost incurred to have Nordic Security Services come out and inspect the homeowner's garage. Please contact Management if you have any questions.



Montserrat 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. If the below contact information has changed, please fill out and return this form to the address below no later than December 31st.

Owner Name: _____

Property Address: _____

*ITEMS 1-6 NEED TO BE COMPLETED. IF NOT APPLICABLE, PLEASE INDICATE N/A

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

Four horizontal lines for address input.

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

Four horizontal lines for alternate address input.

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:

Four horizontal lines for legal representative information.

4. Your property is (please check one): [] Owner occupied [] Rented out

If your property is rented out, please provide the following information:

Name of Tenant(s): _____

Phone Number: _____

Email Address: _____

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:
Montserrat at Newport Ridge Maintenance Association
c/o Keystone Pacific Property Management, LLC
16775 Von Karman Ave, Suite 100
Irvine, CA 92606