

FEBRUARY 2015

# MONTSERRAT AT NEWPORT RIDGE

www.Montserrathoa.com

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

## ANNUAL ELECTION AND MEETING



The Annual Election will be held March 12, 2015 at 6:00 P.M. at the Newport Coast Community Center. Please mail your revised ballot which was sent on January 13, 2015. Please be sure to use the brown envelope which is marked "REVISED" when returning the ballot.

We need to make quorum or another meeting will need to be scheduled at additional costs to the homeowners. Remember to insert the white ballot envelope into the special brown envelope, and don't forget to write your information in the upper left hand corner and sign it or your ballot will be invalid.

## CHILDREN AT PLAY

One of the characteristics that makes Montserrat such a desirable neighborhood is our diversity, which includes all the young children. As the number of children continue to grow, and our youngest was just born in December to the St. Onge family, we will continue to have more and more children playing in the streets. It is imperative that we drive slowly and cautiously, but also that the children are watchful and courteous to the drivers coming through. As parents, please make sure play equipment such as scooters, bicycles and basketball hoops are not being left unattended in the street and sidewalks to avoid possible accidents.

The entrance in particular has been a gathering place for children and parties and we ask that the families be particularly cautious that the kids are being supervised and that there is plenty of room for the entering cars to pass without fear of anyone getting hurt. Due to its popularity, and safety and liability issues for the HOA, we are asking that before putting up a Bounce House and/or any other rented entertainment equipment in the front entrance that you notify Management and submit a certificate of insurance from the company to ensure any liability is covered. By all working together we can keep Montserrat safe for our children.

Thank you for your cooperation.

## BOARD OF DIRECTORS:

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

## NEXT BOARD MEETING:

**Thursday, March 12, 2015 —6:00 p.m.**  
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 949-838-3207.*

## IMPORTANT NUMBERS:

### ASSOCIATION MANAGER:

**Adrian Robertson**  
Phone: 949-838-3207  
arobertson@keystonepacific.com

**Emergency After Hours: 949-833-2600**  
Fax: 949-833-0919

### COMMON AREA ISSUES:

**Chelsea Gentry**  
Phone: 949-838-3254  
cgentry@keystonepacific.com

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

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

### ARCHITECTURAL DESK:

Phone: 949-838-3239  
architectural@keystonepacific.com

### INSURANCE BROKER:

La Barre / Oksnee Insurance  
85 Argonaut, Suite # 110 Aliso Viejo, CA

Phone: 949.588.0711

**POOL KEYS: \$25.00**

## FEBRUARY 2015 REMINDERS

- Keystone Pacific Closed in Observance of President's Day - Monday, February 16th  
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 Friday of the month
- Trash Pick-Up Day - Mondays  
Please remove trash cans from the common areas after this day.
- Thursday, March 12, 2015 - Board Meeting @ 6:00 P.M.  
Location: Newport Coast Community Center  
6401 San Joaquin Hills Road, Newport Coast, CA

### 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 "Update My Profile" page once you have logged into your billing account at [www.keystonepacific.com](http://www.keystonepacific.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 [customer care@keystonepacific.com](mailto:customer care@keystonepacific.com) to request an ACH application.

### TENANTS REMINDER

If you are currently renting or leasing out your unit, please remember that your tenants and their actions are your responsibility. Remind your tenants of the provisions of the Association's Governing Documents. It is a good idea that you give them a copy of the Rules and Regulations and all pertinent notices. If you need a copy, please contact Adrian Robertson at 949-838-3202.

### ARCHITECTURAL GUIDELINES

The Board would like to remind all homeowners that any exterior architectural or landscape changes require the submission and approval of an architectural application prior to commencing any work.

There is a \$25.00 processing fee and \$300.00 deposit which must be paid when submitting the application. Fees will also be charged for review by an Architect which will range from \$100.00 to \$350.00 depending on the type of work being reviewed.

### PARKING

Management and the Board would like to remind homeowners of a few courtesies when parking on the street during the day.

Please do not park your cars on the street in the opposite direction of the traffic flow or in front of mailboxes.

Do not park on corners or in cul-de-sacs as many times there are blind spots which restricts visibility to on coming traffic. Remind contractors that these same rules must be followed when inside the community.

Also remember that parking on the driveway and extending onto the sidewalk is in violation of the parking rules.

### UTILITY INFORMATION

#### NEWPORT BEACH POLICE:

General Information: 644-3681

Non-Emergency: 644-371

Graffiti Hotline: 644-3333

Code Enforcement: 644-3215

Traffic: 644-3742

Home Security Inspection

644-3699

#### NEWPORT BEACH FIRE DEPARTMENT:

949-644-3104

ANIMAL CONTROL: 949-644-3717

ELECTRIC: So. California Edison:  
800-611-1911

GAS: The Gas Company 800-427-2200

WATER: Irvine Ranch Water District  
P.O. Box 57500 Irvine, CA 92619