

SEPTEMBER 2017

# ANTIGUA OWNERS of MONARCH BEACH

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

## BOARD MEETING HIGHLIGHTS - JULY 25, 2017

### Executive Session

- Approved the June 27, 2017 Executive minutes.
- Discussed homeowner matters.
- Discussed the Delinquency Report dated July 13, 2017.



### General Session

- Approved the June 27, 2017 General Minutes.
- Received and filed the Architectural Submittal Report from July 1, 2016 to July 17, 2017.
- Accepted the June 30, 2017 financial statement.
- Ratified the insurance renewal package for \$6,593.00 from Armstrong/Robitaille/Riegle, which was approved during the June meeting.
- Approved the proposal from The Ballot Box to provide full Inspector of Election services for the January 23, 2018 Annual Election, with the same election services provided for the last Annual Election.
- Eric Fleetwood indicated that Horizon Lighting is expecting delivery of the street light poles by the last week of August.
- Jim Bradley indicated that he received a preliminary street evaluation and report from Ed Perez of LaBelle Marvin, which he will forward to the Board.

### **BOARD OF DIRECTORS:**

**President:** Eric Fleetwood  
**Vice-President:** Mark Rosen  
**Treasurer:** Jim Bradley  
**Secretary:** Jack Screeton  
**Member-at-Large:** Castine Hauser

### **NEXT BOARD MEETING:**

**Tuesday, September 26, 2017**  
6:00 p.m. @ Dana Hills Tennis Center

*The final agenda will be posted at the Monarch Beach Master Association gates. You may also obtain a copy of the agenda by contacting Management at 949-430-5811.*

### **IMPORTANT NUMBERS:**

#### **ASSOCIATION MANAGER:**

**Rosmen Paguio, CMCA**  
Phone: 949-430-5811  
**Emergency After Hours: 949-833-2600**  
Fax: 949-833-0919  
rpaguio@keystonepacific.com

#### **COMMON AREA ISSUES:**

**Deborah Marino, Associate**  
Phone: 949-838-3273  
dmarino@keystonepacific.com

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

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

#### **ARCHITECTURAL SUBMITTALS:**

architectural@keystonepacific.com

#### **INSURANCE BROKER:**

Armstrong/Robitaille/Riegle  
830 Roosevelt, Suite 200 Irvine, CA 92620  
Phone: 949-487-6131  
Fax: 949-487-6151

#### **PARKING PATROL SERVICE:**

Patrol One: 714-541-0999

#### **MONARCH BEACH GATE HOUSES:**

Niguel Road: 949-496-8495  
Open 24 hours/7 days per week  
Stonehill Drive: 949-661-9602  
Open 7 days per week from  
6:00 a.m. to 10:00 p.m.

#### **WEBSITE:**

<http://www.antiguahoa.com>

## SEPTEMBER 2017 REMINDERS

Keystone Pacific will be closed on Monday, September 4, 2017, in observance of Labor Day.

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 Days - 2nd & 4th Mondays

Trash Pick-Up Day - Thursdays  
Please remove trash cans from the common areas, after this day.

Tuesday, September 26, 2017  
Board Meeting @ 6:00p.m.  
Dana Hills Tennis Club  
24911 Calle de Tennis, Dana Point, 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: [customercare@keystonepacific.com](mailto:customercare@keystonepacific.com) to request an ACH application.

## BOARD MEETING HIGHLIGHTS - JULY 25, 2017 (continued)

- Approved the following proposals for \$2,324.00 from Grant's Landscape Services for miscellaneous landscape items, as discussed during the July 2017 landscape walk.
- Jeff Smith, AIA provided a presentation of his written report regarding the architectural style of the community and answered questions.
- The Architectural Committee will meet with a paint consultant from Dunn Edwards Paints to come up with a new paint palette that would incorporate the recommendations of Jeff Smith, AIA.

## NOMINATING COMMITTEE

The Nominating Committee for the Annual Election in January 2018 is interested in filling two positions as Members. If you are interested in volunteering, please contact Rosmen Paguio at [rpaguio@keystonepacific.com](mailto:rpaguio@keystonepacific.com).



## JUNE 2017 FINANCIAL

	<u>Y-T-D ACTUAL</u>	<u>Y-T-D BUDGET</u>
Utilities	\$5,822.52	\$8,050.00
Landscape Maintenance	\$39,653.77	\$47,243.00
Contracts, Maintenance & Repairs	\$6,477.98	\$6,370.00
Administration	\$29,933.12	\$38,059.00
Reserves	\$97,979.25	\$97,629.00



Antigua Owner's Association of Monarch Beach
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 October 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:

Three horizontal lines for 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:

Three horizontal lines for name and address input.

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:
Antigua Owner's Association of Monarch Beach
c/o Keystone Pacific Property Management, LLC
16775 Von Karman Ave, Suite 100
Irvine, CA 92606