

JANUARY 2018

# ANTIGUA OWNERS of MONARCH BEACH

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

## BOARD MEETING HIGHLIGHTS

### DECEMBER 5, 2017:

#### Executive Session

- Approved the October 24, 2017 Executive Minutes.
- Discussed a Hearing and took the appropriate action.
- Discussed homeowner matters.
- Discussed a legal opinion on orange cones and signs blocking the street.
- Discussed the Delinquency Report dated November 28, 2017.



#### General Session

- Approved the October 24, 2017 General Minutes.
- Received and filed the Architectural Submittal Report from November 1, 2016 to November 27, 2017.
- Accepted the October 31, 2017 financial statement.
- Approved placing a lien for the delinquent account for APN #672-431-25 for outstanding assessments and applicable charges.
- Anthony Quitugua with Horizon Lighting provided an update regarding the shipment of the street light poles from the light manufacturer, which is scheduled to be shipped on December 8, 2017.



#### **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, January 23, 2018**  
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/Riegler  
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>

## JANUARY 2018 REMINDERS

Keystone Pacific will be closed on Monday, January 1, 2018 in observance of New Year.

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, January 23, 2018  
Board Meeting/Annual Election @ 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 – DECEMBER 5, 2017 (continued):

- Approved the proposal for \$1,150.00 for miscellaneous landscape items as discussed during the November landscape walk from Grant's Landscape Services.
- The Architectural Committee provided an update regarding the proposed new paint colors.
- Approved the Parking Enforcement Agreement and Agent Authorization Form and Fire Lane Enforcement Agreement with Southside Towing.

## TRASH CONTAINERS REMINDER

Please put out your trash containers on trash pick-up day so that the rear wheels are placed against the sloping part of the curb. Please do not leave trash containers in the middle of the street, which is Association common area, as doing so will pose a safety and driving hazard.



## FIREPLACE SAFETY TIPS FOR THE WINTER

Now that winter has arrived, many people will light their fireplaces to warm a chilly night or to create a festive atmosphere. However, without following certain precautions, a cozy fire could turn dangerous. If you plan on using your fireplace this season, be sure to follow these safety tips provided by the Fire Authority:



- Make sure your chimney has a spark arrestor.
- Clean your fireplace and chimney each winter before you use them. Have the chimney inspected by a professional who can recommend repairs.
- Always open the chimney flue or damper to allow smoke and carbon monoxide to escape.
- Never use kerosene or any other lighter fluid in your fireplace.
- Remove flammable materials from your mantel. A spark from the fireplace could easily ignite these materials.