

AUGUST 2018

ANTIGUA OWNERS of MONARCH BEACH

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

JULY 24, 2018 MEETING HIGHLIGHTS

Executive Session

- Approved the June 26, 2018 Executive Session Minutes.
- Discussed homeowner and legal matters and Delinquency Report.



General Session

- Approved the June 26, 2018 General Session Minutes and the July 17, 2018 Special General Session Minutes.
 - Received and filed the Architectural Submittal Report from July 1, 2017 to July 17, 2018.
 - Granted the architectural appeal and approved the architectural application for a new wooden garage door with commercial grade stain for 33 Saint Kitts.
- Accepted the June 30, 2018 Financial Statement.
- Appointed Mark Rosen as Chairperson of the Nominating Committee and Carol McClain as a Member.
- Approved the proposal for \$747.00 for miscellaneous landscape items discussed during the July landscape walk from Grant's Landscape Services.



ANTIGUA RESIDENT REMINDERS:

- ⇒ Be a good neighbor to your neighbor! Inspect any plant material or improvements performed on your property periodically to make sure they are not affecting your neighbor or their property.
- ⇒ Be a good neighbor to the Association vendors! Residents should not be giving direction, harassing, verbally abusing or threatening the Association vendors who are in the community under contract by the Board of Directors. If you have a complaint about a vendor or the job they are doing, submit your complaint in writing to Management, and it will be included in the Board packet for Board review.
- ⇒ Now is a good time to inspect your utility cabinet doors for repairs/replacement and painting. Several have been noted to require maintenance. Doors can be purchased through Ganahl Lumber.



BOARD OF DIRECTORS:

President: Eric Fleetwood
Vice-President: Mark Rosen
Treasurer: Jim Bradley
Secretary: Jack Screeton
Member-at-Large: Diane Lupo

NEXT BOARD MEETING:

Tuesday, September 25, 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
customercare@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>



AUGUST 2018 REMINDERS

Keystone Pacific will be closed on Monday, September 3, 2018 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 25 2018
Board Meeting @ 6:00p.m.
Dana Hills Tennis Club
24911 Calle de Tennis, Dana Point, CA



PAYMENT UPDATE:

Effective immediately, your account number and where to send your assessment payment has changed.

To avoid any delays in processing your assessment payments, please update your records.

Your new 10 digit account number can be found in your billing statement. The new payment address will be:

File 1958, 1801 W. Olympic Blvd.
Pasadena, CA 91199-1958.

If you have any questions, please call 949-833-2600.

ANTIGUA RESIDENT REMINDERS (continuation):



⇒ Observe a vehicle you believe is in violation of the parking rules or parked in a fire lane? Report the issue to Patrol One at (714) 541-0999, and they will send a patrol officer to inspect the violation and determine if the issue is a violation or not. Patrol One will not tow at the request of an owner unless a vehicle is blocking access to the owner's garage or parked in the parking area in front of the owner's home.

⇒ If parking a vehicle on the street, the vehicle must be facing in the direction of the correct flow of traffic for the side of the street. Parking against the flow of traffic is prohibited.

A LITTLE CREAKY...A LITTLE RUSTED...A LITTLE FADED...

That humorously describes some of the utility cabinet doors in the community - is one of them yours? If you are not sure of the condition of your utility door, take a moment to inspect it. If it is looking a little tired, rusted, the paint peeling or the door in general disrepair, please take steps to perform adequate maintenance. Replacement doors can be purchased through Ganahl Lumber.



JUNE 2018 FINANCIAL

	<u>Y-T-D ACTUAL</u>	<u>Y-T-D BUDGET</u>
Utilities	\$5,410.69	\$5,814.00
Landscape Maintenance	\$13,878.00	\$13,380.00
Contracts, Maintenance & Repairs	\$6,116.34	\$5,868.00
Administration	\$27,077.68	\$15,102.00
Reserves	\$8,929.49	\$9,390.00



**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. Please complete and return this form to Keystone Pacific Property Management, LLC at the address shown below or send the completed form to forms@keystonepacific.com no later than October 31st.

Owners Name _____
Property Address _____
Owner Phone # _____ **Owner Email** _____

***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:

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 vent of your extended absence from your property:

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