

MAY 2019

ANTIGUA OWNERS of MONARCH BEACH

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

BOARD MEETING HIGHLIGHTS – APRIL 16, 2019

Executive Session

- March 26, 2019 Minutes were approved.
- Delinquency Report was discussed.
- Homeowner and legal matters were discussed.



General Session

- March 26, 2019 Minutes were approved.
 - Architectural Submittal Report dated April 5, 2019 was received and filed.
 - March 31, 2019 Financial Statement was approved.
 - Approval of the Association Reserve Solutions, Inc. proposal to prepare the 2020 reserve study without a site visit for a total cost of \$500.00.
- Jim Bradley is working with LaBelle-Marvin, Inc. to obtain bids to remove the French drain.
 - At next month's meeting, the Board will review Parking Rules and parking enforcement.



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 utility doors have been noted to require maintenance. Doors can be purchased through Ganahl Lumber.
- ⇒ Observe a vehicle you believe is in violation of the parking rules or parked in a firelane? Report the issue to Patrol One, and they will send a patrol 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.



- ⇒ 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.

BOARD OF DIRECTORS:

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

NEXT BOARD MEETING:

Tuesday, June 25, 2019
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: 949-377-3309
rpaguio@keystonepacific.com

COMMON AREA ISSUES:

Kevin Tan, Associate
Phone: 949-838-3264
ktan@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: 949-833-2600
customercare@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>

MAY 2019 REMINDERS

- **Keystone Pacific will be closed on May 27, 2019, in observance of Memorial 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, June 25, 2019**
Board Meeting @ 6:00p.m.
Dana Hills Tennis Club



PAYMENT UPDATE:

As a friendly reminder, your account number and where to send your assessment payment changed in April this year. 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.**

CUSTOMER SERVICE REQUESTS

For Customer Service requests, such as blue parking hang tags, please contact Kevin Tan, Associate Manager, at (949) 838-3264 or by email at ktan@keystonepacific.com.

If you have a concerns regarding what may appear to be dying or dead plant material in the common areas, it is requested that you submit your concern via email with photos to: ktan@keystonepacific.com. Your concerns will be forwarded to the Landscape Committee, for review. Please make sure to include your address and contact information.



REPORTING AFTER HOURS EMERGENCIES

In the event that you notice an Association maintenance emergency outside of Keystone’s regular business hours, please call (949) 833-2600, which will direct you to follow prompts to be connected with a live person, with Keystone’s contracted emergency service.

The emergency service will request the following information from you:

1. The name of your Association;
2. Your property address and phone number;
3. The nature of the emergency service needed, in order to dispatch the correct vendor, to assist with the resolution; and
4. The address or cross streets of the emergency, if different from your property address.

The emergency service will relay all of this information, via text, to Keystone’s “On-Call” Manager. Please keep in mind that the “On-Call” Manager may not be familiar with your property so please be willing to provide as much detail as possible.

MARCH 2019 FINANCIAL

	<u>Y-T-D ACTUAL</u>	<u>Y-T-D BUDGET</u>
Utilities	\$2,144.33	\$4,080.00
Landscape Maintenance	\$21,008.20	\$20,181.00
Contracts, Maintenance & Repairs	\$3,596.04	\$2,967.00
Administration	\$14,780.19	\$17,727.00
Reserves	\$50,508.00	\$48,399.00