

JANUARY 2016

# MONARCH BEACH MASTER HOMEOWNERS ASSOCIATION

www.monarchbeachhoa.org



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

## UPCOMING ELECTION - JANUARY 11TH

The Annual Meeting of the Members & Election of the Board of Directors is coming up soon. Remember, your vote counts! This is your chance to make your voice heard.

You can return your ballot via mail, in the pre-paid return envelope, or hand-carry it to the Annual Meeting on Monday, January 11th. If you did not receive a ballot, or if you need another copy, please contact Management.

Remember: Adjourned elections are costly, so please help us meet quorum the first time by voting promptly. Thank you!



## HOLIDAY TREE RECYCLING

CR&R will be collecting organic holiday trees for a two week period, December 26th through January 9th. Here are some general guidelines to follow:

- Trees taller than 6' should be cut in half.
- Remove all decorations including tinsel, lights, ornaments and tree stands.
- If possible, please put your tree bottom first and upright in your green waste container. If you cannot use the green waste container or do not have one, place your tree curbside on your service day; tree collectors will come in a separate truck, there is no need to call CR&R.
- Flocked trees will be collected but cannot be recycled.



### BOARD OF DIRECTORS:

**President:** Karyn Whitham  
**Vice-President:** Cynthia Colombo  
**Treasurer:** David Whitham  
**Secretary:** Vacant  
**Member-at-Large:** Rita Lapple

### NEXT BOARD MEETING:

**January 25, 2016 @ 5:00 PM**  
Location: Prendiville Insurance Office  
24661 Del Prado, Ste. 3 Dana Point CA  
Upstairs Conference Room

*The final agenda will be posted at the gate and on community website. You may also obtain a copy of the agenda by contacting management at 949-838-3265.*

### IMPORTANT NUMBERS:

**ASSOCIATION MANAGER:**  
**Penny Runyan**  
Phone: 949-838-3265 Fax: 949-833-0919  
prunyan@keystonepacific.com  
*Emergency After Hours: 949-833-2600*

### COMMON AREA ISSUES / DECALS / TRANSPONDERS / GATE KEYS:

**Jessica Nevels**  
Phone: 949-838-3264  
jnevels@keystonepacific.com

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

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

### GATE HOUSES:

Niguel Entrance: 949-496-8495  
Stonehill Entrance: 949-661-9602

### STREET SWEEPING:

Second and Fourth Mondays of each month from 8 am - 12 pm. Please inform vendors and/or guests not to park on the streets that morning.

### SUB ASSOCIATION INFO:

Keystone Pacific Property Management	
Villas	949-833-2600
Marquesa	949-833-2600
Antigua	949-833-2600
Amcor Management	
Montego	949-661-7767
Estates	949-661-7767

## VISIT [www.monarchbeachhoa.org](http://www.monarchbeachhoa.org)!

Log onto the community website to:

- Submit maintenance requests, address changes
- Get the latest community news & updates
- Obtain minutes, newsletters, policies, forms
- Access your assessment billing account online
- Pay your association bill online



Should you have problem logging onto the community website, please call Customer Care at 949-833-2600.