

AUGUST 2018

MONARCH BEACH MASTER HOMEOWNERS ASSOCIATION

www.monarchbeachhoa.org

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

JULY 23, 2018 MEETING HIGHLIGHTS

Executive Session

- Approved the April 23, 2018 and June 11, 2018 Executive Session Minutes.
- Discussed the Delinquency Report.

General Session

- Accepted the May 31, 2018 and June 30, 2018 Financial Statements, as submitted, subject to audit.
- The Capital Improvement Subcommittee provided a report on the asphalt and fencing and discussed the 2018 Pavement Investigation Review and Report by Ed Perez of LaBelle Marvin.
- Approved the proposal to replace the Lot 10-C split rail fencing with cedar fencing from ProTec Building Services.
- Approved the following proposals from Grant's Landscape Services:
(1) Proposal to remove the failing Myoporum groundcover and replace it with 150 1-gallon Acacia Lowboy and 4 yards of mulch at Niguel Road; (2) Proposal to remove the failing Boxwoods and replace them with 7 5-gallon Boxwood Japonica at the Niguel Road exit; and (3) Proposal to create additional shade by installing two Carrotwood single trunk trees at Lot 10-C.
- Approved the proposal to power wash the stucco at the entry walls, exterior, guard house, entry gate and monument signs from ProTec Building Services.
- Approved Nancy Michael, Esq. to be the Inspector of Election and Keystone Pacific Property Management, LLC to be the Ballot Custodian.
- Scheduled the Annual Election on November 26, 2018 and to set the Record Date to determine the membership list as October 11, 2018.
- Approved the proposals to convert existing lighting to LED from Horizon Lighting.



REMINDER REGARDING OPEN HOUSES

1. OPEN HOUSES to the general public are NOT PERMITTED on properties in Monarch Beach Master Homeowners Association.
2. All potential purchasers must be accompanied by a broker or broker's agent at the specific invitation of the Homeowner.
3. Upon special arrangement with security, a Broker's Introductory Open House showing will be allowed once every six months that a home is listed. A letter executed by the Homeowner and the Broker stating the listing period and the specific date of the Broker's Introductory Open Showing shall be delivered to the Post Commander not less than 72 hours prior to the Open Showing. The letter shall also authorize the listing Broker to approve access to the listed property in the absence of the Homeowner.



(See Monarch Beach Master Homeowners Association Rules and Regulations Sections H and I, pages 5-6).

BOARD OF DIRECTORS:

Gena Stinnett – President
David Whitham – Vice President
Steven Shryock – Secretary
Carol McClain – Treasurer
Daniel Castello – Member at Large

NEXT BOARD MEETING:

August 27, 2018 @ 6:00 PM
Location: Prendiville Insurance Office
24661 Del Prado, Suite 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 949-430-5804.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

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

COMMON AREA ISSUES / DECALS / TRANSPONDERS / GATE KEYS:

Deborah Marino
Phone: 949-838-3273
dmarino@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
AMMCOR
Montego 949-661-7767
Estates 949-661-7767



**Monarch Beach Master Homeowners Association
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:
Monarch Beach Master Homeowners Association
c/o Keystone Pacific Property Management, LLC
16775 Von Karman Ave, Suite 100, Irvine, CA 92606