

February 2021

Monarch Beach Master Homeowner's Association

www.monarchbeachhoa.org

Provide Gate Information!

Please visit the Proptia website and update your verbal password and the license plate numbers of your vehicles. This will become important very soon. Note that the old Nordic database will be deleted at the end of February...any information contained there will be gone!



Your visitors were imported from your old Nordic system as TEMPORARY Guests and they will expire on March 1st, 2021. You must review your visitor list and switch any temporary visitors that you want to remain on your visitor list to Permanent before March 1st so that they do not drop off of your list. If you have added temporary visitors since the import those will remain, nothing needs to be done by you. This is only for visitors that were imported during the initial launch of Proptia.

Please note: Your Board of Directors has created a 30-day Pass for your permanent visitors, meaning their pass expires after 30 days but they WILL NOT drop off of your visitor list. If your permanent visitor's pass expires, your gate attendants will simply issue them a new pass. You do not have to worry about re-adding your permanent visitors, once they are in the software they will not drop off your list. You'll notice when you add Temporary and Permanent Guests and Vendors that you have set options for Pass-Types. The pass-types have been created and made available to you by your Board of Directors. If you have any questions or concerns about the pass types you can issue please contact your management team and Board of Directors.

You should have received a registration email sent out by management with the subject line "Welcome to Proptia, Let's Get Started". If you have not registered please locate that email and complete the process. If you cannot locate the email please contact your management team at droby@keystonepacific.com or fvanni@keystonepacific.com.

The Proptia App is now available at the App Store and Google Play. Your login credentials are the same as you established for the website.

BOARD OF DIRECTORS:

Paul Jacobs – President
James D. Cigler— Treasurer
George Stepanchich— Vice-President
Carol McClain—Secretary
David Whitham— Member at Large

NEXT TWO BOARD MEETINGS:

February 22, 2022 @ 7:00 PM
March 22, 2021 @ 7:00 PM
Location: Via ZOOM

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 949-430-5807.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

DeLawrence Roby
Phone: 949-430-5807
Fax: 949-377-3309
droby@keystonepacific.com
Emergency After Hours: 949-833-2600

COMMON AREA ISSUES / TRANSPONDERS / GATE KEYS:

Francesca Vanni
Phone: 949-570-1304
fvanni@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
Estates	949-833-2600

Sea Breeze	
Montego	949-661-7767

February 2021 REMINDERS

- ◆ 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.
- ◆ Trash Pick-Up Day - Please check with your sub-association for your trash pick-up day. Please remove trash cans from the common areas after this day.
- ◆ February 22, 2021 - Board Meeting @ 7:00 PM
Location: Different Zoom Meeting links

Refinancing or Home For Sale

For quick and easy access to all the necessary Association Documents for escrow or refinancing, please visit www.homewisedocs.com

Need additional assistance, please contact the help desk at (866) 925-5004 ext.1 or email info@homewisedocs.com

OWNER RESPONSIBILITY FOR TENANTS

With an increase in the number of home rentals within the community, management would like to remind all owners to provide copies of the Rules and Regulations to their tenants when they move in. It is the responsibility of the owner to make sure that their tenants follows the Associations rules and the provisions of the Governing Documents. These documents can be downloaded from the HOA website. Management will forward Rules and Regulations upon request.

- It is strongly recommended that the new residents understand information such as the timing to put out and removing trash cans from common view and that garages must be kept open to park the number of vehicles for which they were designed.
- It is also recommended that a copy of the lease agreement be provided to the Management company for the Association records, in case of an emergency.
- Ultimately, it is the homeowner that will be called to a hearing and/or fined if their tenant is not obeying the rules of the community.

Thank you for your understanding and cooperation. Management is happy to answer any questions you may have for tenants.

PET REMINDERS



There continues to be reports of residents not picking up after their pets and dogs being walked without being leashed. For those who walk their dogs, please be courteous and always keep your dog on its leash and carry a baggie with you at all times to pick up after your animal. **Per the Rules and Regulations, problems associated with animals, including noise disturbances and defecation should be directed to Animal Control at (949) 492- 1617.** All owners must obey the City of Dana Point's "Leash Law" that requires dogs that are not on their own property be on a 6 foot or shorter leash, held by a person who can completely control the dog at all times. Thank you for your continued understanding and cooperation.

Parking Near Lot 10C

Although generally no parking is permitted on Monarch Beach Drive, one hour parking is permitted on Monarch Beach Drive in the immediate vicinity of Lot 10C to accommodate visitors to Lot 10C. Please be respectful of the one hour parking limit, and please do not park on the private adjacent streets of Tirremia, Los Monteros and Soto Grande. Your neighbors appreciate your courtesy.