

MARCH 2019

PACIFIC RIDGE COMMUNITY ASSOCIATION

www.pacridge.net

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



2019 ANNUAL MEETING AND ELECTION

The 2019 Annual Meeting and Election will be held on **June 5, 2019**, at 6:00 PM. Since quorum was not reached last year, there will be five (5) positions up for election this year. Three (3) positions for a term of two years and two (2) positions for a term of one year. The location of the annual meeting and election will be at The Aliso Viejo Center, at 31 Santa Barbara Dr., Aliso Viejo, CA 92656.

The Board meets on a monthly basis, on the 1st Wednesday of each month. If you are interested in running for the Board of Directors, please fill out the attached candidacy application and return it to Management by March 31, 2019.

2019 ANNUAL ELECTION OF THE AVCA DISTRICT DELEGATE

The 2019 Annual District Delegate Election for AVCA will also be held in June 2019. The purpose of this election will be to elect one member to serve as the AVCA District Delegate. If you are interested in serving as the AVCA District Delegate, please fill out the attached candidacy application and return it to Management by March 31, 2019. The District Delegate would attend the AVCA meetings and should attend the monthly Pacific Ridge Board of Directors meetings, to inform the Board of Directors of important items discussed at the AVCA Board Meetings.

IMPORTANT DATES TO REMEMBER IN MARCH:

Daylight Savings: Sunday, March 10th

St. Patrick's Day: Sunday, March 17th



BOARD OF DIRECTORS:

President: Anton Leo
Vice President: Kevin Haboian
Treasurer: Rich Schlesinger
Secretary: David Shafer
Member at Large: Mel Owens

NEXT BOARD MEETING:

Wednesday, March 6, 2019
6:00 PM @ The Aliso Viejo Center
31 Santa Barbara Drive, CA 92656

The final agenda will be posted in an agenda box at the tot lot on Stonebrook. You may also obtain a copy of the agenda by contacting Management at 949-838-3202.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Adrian Robertson
Phone: 949-838-3202
arobertson@keystonepacific.com

Emergency After Hours:
949-833-2600

COMMON AREA ISSUES:

Larissa Rounsaville
Phone: 949-838-3293
lrounsaville@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/WEBSITE LOGIN:

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

COMMUNITY AD:

Tutor: Credentialed teacher available to tutor students in reading, writing, math, and other subjects. Individual or small group tutoring offered. Call Terrie at (949) 448-8363.

Plantation Shutters: For the entire house! Excellent quality, like new! Pacific Ridge home. \$950.00 takes them all. For further details, please call: 949-610-9869.

MARCH 2019 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.
- Refuse Collection Day – Tuesdays
- Street Sweeping: 1st and 3rd Wednesdays of the month
- **Board Meeting:** Wednesday, March 6, 2019
Time: 6:00 PM
Location: The Aliso Viejo Center
 31 Santa Barbara Drive
 Aliso Viejo, CA 92656



MAILBOX REPAIRS

Please continue to report any necessary mailbox repairs to Management. Send written communication, via email, and include the address and quantity of mailboxes the post holds. Emailing photos, along with your request, is always helpful as well.

BAKETBALL STANDARD REMINDER

It has been brought to Management’s attention, that basketball standards are being left in the roadway when not in use. Please remember that basketball standards are not to be left out on the street or sidewalk when not in use. Walk the basketball standard up to the garage door and store it there as soon as you are finished using it.

PARKING IN THE ASSOCIATION

We are kindly requesting that you exhibit extreme consideration and courtesy to all of your surrounding neighbors when it comes to your household’s extra vehicles. We ask that you utilize your garage and driveways for the parking of all of your vehicles and refrain from parking your vehicle in a manner that blocks the path of travel on the sidewalk. Please be cognoscente of the visibility your neighbor needs to back out of their garage freely and safely and do not park too close to your neighbor’s mailbox as this can make it very difficult for the USPS Postman to deliver mail and for the homeowner to retrieve their mail.

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.**

TRASH BINS

Trash Bins should only to be placed out 24 hours before and after collection day. On the other days they are to be stored out of public view, behind your side gate, or in the enclosed garage. They are not to be stored in any location where they can be viewed from the sidewalk and/or street.

Anyone to be found in violation of this rule will be subject to hearings and fines, per the Association’s Enforcement & Fine Policy.





Pacific Ridge Community 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. If the below contact information has changed, 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 April 30th.

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:
Pacific Ridge Community Association
c/o Keystone Pacific Property Management, LLC
16775 Von Karman Ave, Suite 100, Irvine, CA 92606

APPLICATION FOR CANDIDACY FOR THE BOARD OF DIRECTORS

Dear Homeowner:

The Annual Election will be held in June 2019. If you are interested in serving on the Board, please complete this application and return it to **KEYSTONE PACIFIC PROPERTY MANAGEMENT, LLC** at the office address displayed below, by 5:00 PM on **March 31, 2019**.

Please type in the information requested below.

NAME: _____

(Note: Be sure to complete and return verification information on page 2 of this application)

**Candidacy statement needs to be kept to one page...*

WHY WOULD YOU LIKE TO SERVE AS A BOARD MEMBER?

WHAT IS YOUR BACKGROUND?

WHAT IS YOUR VISION FOR THE COMMUNITY?

WHAT WOULD YOU LIKE TO ACCOMPLISH DURING YOUR TERM OF OFFICE?

(Per Civil Code, this form will be sent with the election materials, as submitted)

Page 1 of 2

Proudly Managed By
Keystone Pacific Property Management, LLC

16775 Von Karman #100
Irvine, CA 92606
(949) 833-2600

30021 Tomas Road #160
Rancho Santa Margarita, CA 92688
(949) 833-2600

41593 Winchester Road #113
Temecula, CA 92590
(951) 491-6866

3155-D Sedona Court
Ontario, CA 91764
(909) 297-2550

**APPLICATION FOR CANDIDACY
FOR THE BOARD OF DIRECTORS**

HOMEOWNER VERIFICATION INFORMATION

NAME: _____

ADDRESS: _____

WORK PHONE NUMBER: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

E-MAIL ADDRESS: _____

(Per Civil Code, this form will be sent with the election materials, as submitted)
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**APPLICATION FOR CANDIDACY FOR THE AVCA DELEGATE TO THE
MASTER ASSOCIATION
JUNE 2019 ELECTION**

Dear Homeowner:

The Annual Election for the Pacific Ridge Community Association will be held in June 2019. In addition to the Board of Directors election, the election for a Delegate to the AVCA Master Association to serve a one (1) year term will also be conducted. If you are interested in serving as the AVCA Delegate, please complete this application and return it to **KEYSTONE PACIFIC PROPERTY MANAGEMENT, LLC** at the corporate office address displayed below, by 5:00 PM on **March 31, 2019**.

Please type in the information requested below.

NAME: _____

(Note: Be sure to complete and return verification information on page 2 of this application)

**Candidacy statement needs to be kept to one page...*

WHY WOULD YOU LIKE TO SERVE AS A DELEGATE?

WHAT IS YOUR BACKGROUND?

WHAT IS YOUR VISION FOR THE COMMUNITY?

(Per Civil Code, this form will be sent with the election materials, as submitted)

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THE MASTER ASSOCIATION
JUNE 2019 ELECTION**

HOMEOWNER VERIFICATION INFORMATION

NAME: _____

ADDRESS: _____

WORK PHONE NUMBER: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

E-MAIL ADDRESS: _____

(Per Civil Code, this form will be sent with the election materials, as submitted)

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