

JULY 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 ADJOURNED ANNUAL MEETING & ELECTION

Quorum was not reached at the 2019 Annual Meeting & Election that was held on **June 5, 2019**. The meeting was adjourned to **July 3rd, 2019 at 6:00 PM**, with a reduced quorum requirement of 25%. The location of the Adjourned Annual Meeting & Election will be at the Aliso Viejo Center, at 31 Santa Barbara Dr., Aliso Viejo, CA 92656. Ballots are not opened unless quorum is reached on the date and time of the election notated above\*



## SIGN UP FOR COMMUNITY E-NEWS

Do not miss another important and time sensitive notification again. Sign up to receive news and updates pertaining to our community association via email. To get started, log into the KPPM Portal at [www.kppmconnection.com](http://www.kppmconnection.com). Under "My Profile", click on the "Change Notifications Settings", click the "+Add" button to type in your email and check the box for what service(s) you want and press **SAVE!**

## REPLACE TORN WINDOW SCREENS

Please be sure to change your window screens when you notice that they are wearing out and developing tears and/or holes. If you are a tenant, bring this to your homeowner's attention as this keeps the community looking its very best!

**PARKING:** 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.

### BOARD OF DIRECTORS:

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

### ADJOURNED ELECTION & MEETING:

**Wednesday, July 3, 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](mailto:arobertson@keystonepacific.com)

**Emergency After Hours:**  
**949-833-2600**

#### COMMON AREA ISSUES:

**Michelle Tran**  
Phone: 949-430-5862  
[mtran@keystonepacific.com](mailto:mtran@keystonepacific.com)

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

Phone: 949-833-2600  
[customercare@keystonepacific.com](mailto:customercare@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.

# JULY 2019 REMINDERS

- Keystone Pacific will be closed in observance of Independence Day: Thursday, July 4th.
- 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
- **Adjourned Election & Meeting:** Wednesday, July 3rd, 2019  
**Time:** 6:00 PM  
**Location:** The Aliso Viejo Center  
 31 Santa Barbara Drive  
 Aliso Viejo, CA 92656

## 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.



## GARAGE REMINDERS

Please keep your garage doors closed after entering or exiting with your vehicle. The Pacific Ridge Community also requests that you make your garage accessible for the maximum number of vehicles that belong to your residence.

## HVAC MAINTENANCE REMINDERS

It is suggested to maintain your HVAC units on a bi-annual basis to be sure that it is operating at optimum level and that you do not incur any unnecessary property damage from a leaking AC condensate line, rusted out pan or overflowing pan.

Follow this guide for changing your HVAC air filter:

- Vacation home or single occupant w/o pets or allergies: every 6-12 months
- Average suburban home w/o pets: every 3 months
- Add a dog or cat: every two months
- Add more than one pet or anyone w/ allergies: every 20-45 days

## NEWSLETTER ARTICLES

Please feel free to submit any newsletter ideas or articles that you feel would be relevant to your neighbors here at Pacific Ridge. To be considered, all entries must be sent to Adrian Roobertson no later than the 1st of each month for inclusion in the following month's newsletter.