

JUNE 2015

# PACIFIC RIDGE

[www.pacridge.net](http://www.pacridge.net)

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

## **ANNUAL MEETING AND ELECTION OF THE BOARD OF DIRECTORS AND AVCA DELEGATE**

The Annual Meeting of the Membership and Election for Board of Directors and AVCA Delegate is scheduled for June 2, 2015. All five (5) Board positions are up for election since we did not achieve quorum last year. The three (3) receiving the highest votes will serve for two (2) years and the other two (2) will serve for one (1) year. You should have received your annual meeting notice and ballot earlier this month. Please be sure to place your ballot in the white envelope, then place the white envelope in the yellow envelope and don't forget to write your name, address and sign the outside of the yellow envelope to ensure your ballot is valid. If you cannot locate your ballot, please contact Management for another one. We would love to achieve quorum to hold the election in June and are hoping that you all return your ballots to help make this happen! Thanks for your cooperation!

## **APRIL 22, 2015 BOARD MEETING RECAP**

- Board approved the February 3, 2015 General Session Board Meeting Minutes and Architectural Reports from 12/10/14-3/10/15.
- Board approved the Executive Finance Committee report approving Reserve Data Analysis to prepare the Association's draft reserve study without an onsite inspection, for a cost of \$375.00.
- Board accepted the January 31, 2015 and February 28, 2015 financial statements as submitted.
- Board approved to place liens on the following delinquent accounts for outstanding assessments and applicable charges: APN #623-541-11, APN #623-583-03, APN #623-622-03 and APN #623-492-15.
- Board approved a proposal from Villa Park Landscape for the items generated from the February 5, 2015 landscape drive, for a cost of \$5,170.00.
- Board approved a proposal from Villa Park Landscape for the items generated from the March 26, 2015 landscape drive, for a cost of \$9,745.00.
- Board approved to hold the Annual Election of the Board of Directors/AVCA Delegate on Tuesday, June 2, 2015, set the record date for April 15, 2015 and appoint a representative of Keystone Pacific Property Management, Inc. to act as the inspector of election/ballot custodian who will be present at the Annual Election of the Board of Directors/AVCA Delegate.
- Board approved the draft reserve study prepared by Reserve Data Analysis.
- Board approved a request from a homeowner and a proposal from a gardening company to remove the roots from the homeowner's backyard that encroached from a common area tree and install sod, for a cost of \$3,729.00. The homeowner is responsible for paying the gardening company and the Association will reimburse him once he has submitted an invoice showing that the work has been completed.

## **BOARD OF DIRECTORS:**

President – Dave Shafer  
Vice President – Rich Schlesinger  
Treasurer – Nancy Shahrouri  
Secretary – Pete Falco  
Member at Large – Gosia Etaati

## **AVCA – DELEGATE John Steward**

## **NEXT BOARD MEETING:**

The next Board meeting/ Annual Election of the Board will be held on June 2, 2015, in the Aliso Viejo Conference Center, 31 Santa Barbara, Aliso Viejo.

The final agenda will be posted at the tot lot and on your website at least 4 days in advance of the meeting. You may also obtain a copy of the agenda by contacting Management at 949-838-3250.

## **IMPORTANT NUMBERS:**

### **ASSOCIATION MANAGER:**

Kim Hockings  
Phone: 949-838-3250  
E-mail: [khockings@keystonepacific.com](mailto:khockings@keystonepacific.com)  
**Emergency After Hours: 949-833-2600**  
Fax: 949-833-0919

### **COMMON AREA ISSUES:**

Mindy Lewis  
Phone: 949-838-3246  
E-mail: [mlewis@keystonepacific.com](mailto:mlewis@keystonepacific.com)  
**Emergency After Hours: 949-833-2600**  
Fax: 949-833-0919

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

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

### **ARCHITECTURAL DESK:**

Phone: 949-838-3239  
[architectural@keystonepacific.com](mailto:architectural@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 (949) 448-8363.

## JUNE 2015 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.

### SUBMIT A MAINTENANCE REQUEST!

Using your smart phone, please scan the QR Code below to submit a maintenance request form. We look forward to serving you.



**Trash Pick-Up Day - Tuesday - Please remove trash cans from the common areas after this day.**

**Street Sweeping Day - 1st & 3rd Wednesday of every month from 8:00 A.M. to noon. Please remove your cars from the street!**

**Next Board Meeting: June 2, 2015 at 6:30 P.M. at the Aliso Viejo Conference Center, 31 Santa Barbara, Aliso Viejo, Ca. 92656.**

### SIGN UP FOR THE ACH PROGRAM

Save time and money and never miss a payment again! Sign up to have your assessment payments automatically debited from your checking or savings account. Please call Customer Care at 949-833-2600 or send an e-mail to [customercare@keystonepacific.com](mailto:customercare@keystonepacific.com) to request an ACH application.

### SIGN UP FOR COMMUNITY E-NEWS

Sign up to receive news and updates pertaining to our community association via email. To sign up, please register from the "Update My Profile" page once you have logged into your billing account at [www.kppmconnection.com](http://www.kppmconnection.com).

### APRIL 22, 2015 BOARD MEETING RECAP CONTINUED

- Board tabled reviewing the 2015/2016 proposed budget and reserve maintenance disclosure until the May 12, 2015 meeting.
- Board re-appointed Nancy Shahrouri and David Shafer to the Executive Finance Committee through March 6, 2016.
- Board approved a proposal from Villa Park Landscape to remove 20 small Oak trees, for a cost of \$175.00 each, trim 20 Oak trees, for a cost of \$120.00 each and trim one Sycamore tree, for a cost of \$135.00, totaling \$6,035.00.
- Board tabled discussing the Architectural Guidelines regarding patio covers until the May 12, 2015 meeting.
- Board approved a proposal from Villa Park Landscape to trim 25 Pepper trees, 22 Eucalyptus trees, 64 Oak trees, 81 Cupania trees, Liquidambar trees and Chinese Elms, for a total cost of \$33,730.00 and remove 35 of the worst Sycamore trees, for a cost of \$19,250.00. All of this worked totaled \$52,980.00.
- Board tabled discussion of the Morgan Stanley money market account until the May 12, 2015 meeting and approved to invest \$245,000.00 for a term of 28 months into a reserve CD with Mutual of Omaha Bank for the highest interest rate available.

### RODENT/INSECT TREATMENT NOTIFICATION

Animal Pest Management, the pest control company that services the community, will be treating the common areas for rodents on 6/5, 6/12, 6/19, AND 6/26 using the following pesticides:

Pesticides	Meadow Mouse	Rat/House Mice
Diphacinone Bait .005% (10965-50001)	X	
Maki Bait Blocks (7173-189)		X
Ramik Mini Blocks(61282-26)		X
Rozol Vole Bait	X	
Zinc Phosphide (12455-17)	X	