

DECEMBER 2018

PACIFIC RIDGE COMMUNITY ASSOCIATION

www.pacridge.net

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



The Board will not be meeting in the month of December and will resume the regularly scheduled monthly meetings on January 9, 2019.

MOST COMMON MAINTENANCE ITEMS

- Dead palm fronds: 3 or more will be considered a violation
- Lawn maintenance: weed and mow lawn; trim overgrown trees and shrubs in front, side and rear yards
- Garage doors and wood trim that needs painting
- Garage doors being left open: invites thieves into the area
- Address numbers that are peeling off
- Wood and wrought iron fences that are deteriorating or need to be replaced and/or painted the approved color
- Non-compliant window treatments i.e. broken blinds, bed sheets and/or cardboard covering windows, reflective tint
- Trash bins being stored in view of the common area
- Re-painting of the exterior of the home

CITY OF ALISO VIEJO CONSTRUCTION HOURS

Noise that emanates from construction work is restricted to Monday – Friday, from 7:00 AM – 8:00 PM, Saturday from 8:00 AM – 8:00 PM and no work is allowed to be performed on Sundays and Federal Holidays.

ARCHITECTURAL APPLICATION PROCEDURE

When making any modifications to your home, an architectural application must be submitted AND approved by the Architectural Review Committee prior to commencement of any work. Please plan accordingly and allow enough time for your paperwork to be processed and reviewed by the ARC, when devising a time line for your renovations.

Please be sure that the architectural application you submit is complete with your neighbors' signatures on the neighbor awareness portion.

City permits are often required and a Homeowner responsibility to obtain. Be sure to hire a licensed and insured professional who will be able to properly guide you as to what is required.

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, January 9, 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.

DECEMBER 2018 REMINDERS

- Keystone Pacific will be closed in observance of the holiday season:
 - * Christmas Eve - Monday, December 24th
 - * Christmas Day - Tuesday, December 25th
 - * New Year's Eve - Monday, December 31st
- 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, January 9, 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.



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.**