

September 2020

CROWN VILLAS OWNERS' ASSOCIATION

www.crownvillas.net



DRAFT RULES AND REGULATIONS

By now you should have received your copy of the draft Rules and Regulations. Please make sure you email any comments or suggestions you may have before the September 22, 2020 Board of Directors meeting.

PATIO/ BALCONY CLEANING

Patios and balconies may contain patio furniture, bicycles, plants and gas barbecues only. Tiki torches may be used only for decorative purposes: they may not be lit. Please make sure you keep your patio and balcony free of clutter and stored items. Help do your part in keeping Crown Villas a beautiful place to live.

PROPERTY INSURANCE

As a reminder, the Association's insurance does not cover your personal property if unexpected damage occurs at your residence. Therefore, homeowners and renters are strongly encouraged to get a personal "homeowners" or "renters" insurance policy.

DUTIES OF OUR BOARD OF DIRECTORS

Our Board of Directors is charged with maintaining, preserving and enhancing the common assets of our Association. In order to perform those duties, our Board depends upon the advice and counsel of experts in various fields of community association Management: our management company, attorneys, landscapers, insurance specialists, etc. When making decisions regarding our community, the Board is expected to consider all of the facts and factors involved in the issue to make the best business decision possible.

ARE YOU DELINQUENT?

The Board and Management would like to remind all members of the Association that not paying your monthly assessments can result in severe monetary penalties including, but not limited to, the Association foreclosing on your property. If you are delinquent please don't ignore it! The Board is willing to work with homeowners that have fallen behind on their assessments.

COMMUNITY GYM AND TENNIS COURT CODE

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BOARD OF DIRECTORS:

President: JoAnn Ines

Vice President: Jess McElwee

Secretary: Rosemary McMackin

NEXT BOARD MEETING:

Tuesday, September 22, 2020 at 7:00 P.M. @ Community Clubhouse or via conference call if Covid-19 restrictions are still in place.

The final agenda will be posted at the pool area bulletin board. You may also obtain a copy of the agenda by contacting management at 909-297-2559

IMPORTANT NUMBERS:

Covering Manager

Sarah Buel, CMCA

Phone: (909) 297-2559

sbuel@keystonepacific.com

Emergency After Hours:

909-297-2550

COMMON AREA ISSUES:

Fawne Adams

Fadams@keystonepacific.com

Phone: 909-297-2558

BILLING QUESTIONS/

ADDRESS CHANGES/

WEBSITE LOGIN:

Phone: 909-297-2550

customercare@keystonepacific.com

POOL KEYS:

Pool Keys can be purchased for \$50.00 and Gate Transmitters can be purchased for \$50.00. If you are interested in purchasing one of these items, please contact Fawne Adams at 909-297-2558.

Managed by Keystone
3155-D Sedona Court, Suite 150
Ontario, CA 91764

September 2020 REMINDERS

- Keystone is Closed in Observance of Labor Day - Monday, September 7th
- 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.
- Next Board Meeting – September 22, 2020 @7:00 P.M. @ Community Clubhouse or via conference call if Covid-19 restrictions are still in place.



WHAT TO DO IN CASE OF A COMMON AREA EMERGENCY

If you have an after-hours emergency which you believe needs to be reported to Management, please call (909)-297-2550 and follow the prompt to be connected. Have relevant information ready, such as “Crown Villas” and address of issue, when the On Call Manager returns your call. Homeowners are responsible for their personal property located within their unit and patio area. All non-Association emergencies should go through the local authorities, police, fire department, etc., as needed, to avoid delay.

TRESPASSERS IN THE COMMUNITY

Should you notice trespassers in the community, vandalism or any illegal activities, please contact the Corona Police Department at (951) 736-2334. For emergencies please contact 911.

MOST COMMON CROWN VILLAS VIOLATIONS

- Securing and storing bicycles to the poles in the covered carport spaces.
- Decorative lighting affixed or swaged along and across patios and balconies.
- Dogs off leash.
- Towels, wet suits and rugs draped or hung over railings.
- Storing miscellaneous items, bicycles, strollers, surfboards, garbage, 5 gallon water bottle containers and coolers on the entrance walkways leading to units/in view of the common area.
- Drying racks or clotheslines on the balcony or patio in view of the common area.
- Puncturing the Association maintained exterior to hang potted plants, bird feeders and wind chimes is prohibited.



REMINDER FOR PETS

As a friendly reminder for dog owners, please remember to keep your pets on a leash and carry a bag with you so that you can pick up after them on your walks. Pets are strictly prohibited in the pool area as well as the community Gym. Please make sure your pets are not causing a nuisance in the community by barking at all hours of the day and night.



**Crown Villas Owners 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 October 31st.

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:
Crown Villas Owners Association
c/o Keystone Pacific Property Management, LLC
16775 Von Karman Ave, Suite 100, Irvine, CA 92606**