



## ALBERHILL RANCH

May 1, 2022

RE: ALBERHILL RANCH COMMUNITY ASSOCIATION  
PROPOSED POLICY – POOL CHECK IN/POOL USE/ZERO TOLLERANCE

Dear Alberhill Ranch Community Association Homeowner:

Enclosed please find a copy of the proposed policy for pool access, pool check-in and pool use. The policy is being proposed for adoption in order to enhance the pool experience, relationship with pool monitors, and overall experience, between the Association and contracted Vendors who provide services for the Community.

In accordance with California Civil Code 4360, the Association must distribute proposed rule changes, stating the purpose and effect, to the membership at least twenty-eight days before making the change or adopting a new rule. If you have any comments or concerns, please fax or e-mail Darren Mandel at (951) 395-1202 or [dmandel@keystonepacific.com](mailto:dmandel@keystonepacific.com).

The Board will adopt the above at the next regular board meeting following the 28-Day comment period.

Should you have any questions regarding this correspondence, please do not hesitate to contact me at (951) 395-1202 or by e-mail at [dmandel@keystonepacific.com](mailto:dmandel@keystonepacific.com).

Sincerely,

At the Direction of the Board of Directors,  
Alberhill Ranch Community Association

*Darren Mandel*

Darren Mandel, PCAM®  
Regional Manager  
Enclosures

*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 #150  
Ontario, CA 91764  
(909) 297-2550

[www.kppm.com](http://www.kppm.com)

## General Check in Guidelines

1. The below guidelines must be followed for resident and renter check in to the pool.
2. All bags and ice chest will be visibly inspected by pool monitors to ensure there is no glass or prohibited items.
3. Everyone must sign in with the pool monitors noting the time, name, address, and guest information if applicable.

Check in Procedure **Residents**: To enter the pool facility, residents will need to meet the following protocol when being checked in by the Pool Monitor, upon entering:

1. Must show proof they live at an address on the **Membership Listing provided**
  1. ID with onsite address / or utility bill with address
2. Must also not be on the **restricted list**

Check in Procedure **Renters**: To enter the pool facility as a renter, they will need to meet the following protocol when being vetted by the Pool Monitor

1. Renter needs a letter from the homeowner giving the renter permission to use the pool. Renters full name will need to be listed on the letter
  1. Letter must have residents **full name and address** that matches the **Membership list**.
2. The Homeowner must also not be on the **restricted list**
3. Renter must show proof they live at the address with an ID or a utility

All bags and ice chest, etc will be inspected upon entry.

Guest names must be noted on sign in sheet, if the guest misbehaves, they will be banned from the pool.

There is a zero-tolerance policy. Any infraction of rules will result in fobs/access cards being automatically suspended and will be reactivated only at the direction of the Board of Directors.

The letters required from homeowners for their renters need to be sent to directly to Keystone, not the pool monitor staff. When Keystone receives a valid letter, the homeowner will be removed from the access list and they will not have access to the pool, etc.

The Pool Facility and Clubhouse Facility at Alberhill Ranch is under surveillance by video cameras.

Pool Operating Hours may be subject to change without notice.