

# Strathmore

## STRATHMORE MAINTENANCE CORP.

### WELCOME TO THE STRATHMORE COMMUNITY!

- **Preferred Method of Contact**

- You may choose to receive monthly statements, notices, newsletters, etc. via mail OR email (we cannot mail and email). We highly recommend receiving these items via email, as it is the quickest and most reliable way to receive information regarding the community. **Please contact management, via email, to confirm your preferred method of contact.**

*\*Please check your spam/junk inbox for your statement, as emails from management's system may be sent there, depending on your email settings.*

- **Monthly Regular Assessment**

- A statement is mailed OR emailed to each homeowner at the end of every month. The monthly Regular Assessment is due on the 1<sup>st</sup> of each month and is considered past due if received after the 15<sup>th</sup>. Accepted payment methods are as follows:

- Paper check mailed to the PO Box below or dropped off at the office address below. **Checks must be written out to Strathmore Maintenance.**

*\* Important: please include the statement stub with your check!*

- Online Payment (see instructions included in this packet)

*\*Cash payments and postdated checks are not accepted.*

- **Owner/Tenant Contact Information Form and Access Devices**

- New Tenant & Owner Form

**All homeowners/residents are required to complete the New Tenant & Owner Form.** If the Unit will be used as a rental, both the tenant and owner will need to complete and sign the form. A new form must be completed for each new tenant that moves in.

**The 5-digit number on the back of each access device must be documented on the second page of the New Tenant & Owner Form** (see examples below). A picture of the back of each device may be provided to management, if the 5-digit number cannot be identified.

*\*All applicable fields must be completed before returning the form to management.*

Professionally Managed by Meridian Property Group  
Office Address: 10722 Arrow Route, Suite 500, Rancho Cucamonga CA 91730  
Mailing Address: PO Box 869 Rancho Cucamonga CA 91729  
(O) 909.941.0201  
(F) 909.728.4514

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- Access Devices

The previous owner should provide all access devices in their possession to the new owner. Additional devices may be purchased by scheduling an appointment with management (see phone number below).

- Vehicle gate remotes (AKA transmitters) provide access to all three vehicle entrance gates (see remote guide included in this packet).
- Key fobs provide access to the pool, restrooms, and pedestrian gates.

- Gate codes are not provided to homeowners or tenants, therefore; you may access the community with your devices and/or by calling yourself from the directory.

- Directory Use Instructions

When calling from the directory, select the A-Z directory on the screen and search for the desired resident by last name. Select the resident's name and then call. When the resident answers the call, they will have to press the number 9 on their phone to open the gate.

- **Mailboxes**

- Mailbox numbers and keys are assigned by USPS. You may go to USPS (10950 Arrow Route, Rancho Cucamonga, CA 91729) to obtain a copy of your mailbox key and/or number or request a repair.

*\*USPS may require identification showing your unit address (i.e. mail piece, ID, etc.).*

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- **Parking**

- Your garage must be used to park up to two (2) vehicles. DO NOT use your garage for storage if it prohibits parking of up to two (2) vehicles. Any additional vehicles may park in the available parking spaces in the community.
- Parking in front of garages is considered parking in the fire lane and vehicles in violation will be subject to tow.

- **Security**

- **If you see something, say something!** If you have a safety or violation concern, please contact Russell Security at (909) 608-7233 or Meridian Property Group at (909) 941-0201. If it is an emergency, call 911 immediately.

- **Utilities**

- **Utilities are not included in the Regular Assessment.** Below is the contact information for the utility services:
  - Southern California Edison (800) 990-7788
  - So Cal Gas (800) 427-2000
  - MeterNet (800) 985-1179
    - \*MeterNet will write off any 90+ day past due balance, per management's instructions. If this happens, the past due balance will be posted to your ledger, due immediately, to the HOA.
  - Burrtec Waste & Recycling Services (909) 987-3717
- **Pick-up day is on Monday.** You may leave your trash & recycle bins out on Sunday and must bring them in by Tuesday.
  - \*All refuse bins must be stored in the garage.
- **If you need to dispose of large/bulky items, you must contact Burrtec to schedule a bulky item pick-up before placing them outside.**

- **Dryer Vent Cleaning**

- **All homeowners are responsible for cleaning their dryer vent at least once a year.** You may use Blodgett's Cleaners (951.372.0400/blodgettscleaners@yahoo.com) or any other licensed professional to clean your dryer vent. Proof of the cleaning must be sent to management.

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- **Governing Documents**

- The governing documents may be found here: <http://meridianpropertygroup.net/default.asp.pg-Strathmore>.

- **Newsletters**

- Newsletters are posted on the notice boards in the community and sent with your statement on a bi-monthly basis. Please refer to these newsletters for current/upcoming information about the community.

- **Board Meetings**

- Board meetings are held on a bi-monthly basis and the date, time, and location is posted on each newsletter. The agenda is posted in the community notice boxes three (3) days prior to the meeting date.
- Homeowner attendance at the open session is encouraged and there will be an opportunity at each meeting to voice any questions or concerns to the Board.

Strathmore Board of Directors  
c/o Meridian Property Group  
Scott Cheramie, HOA Manager  
[scott@meridianpropertygroup.net](mailto:scott@meridianpropertygroup.net)  
Haley Plew, Assistant HOA Manager  
[haley@meridianpropertygroup.net](mailto:haley@meridianpropertygroup.net)

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