

December 2016

BUTTERFIELD HOMEOWNERS ASSOCIATION

www.butterfieldstates.com

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

TRASH RECEPTACLES

Please refrain from leaving your trash receptacles in view of the common area for days on end. The Association's trash rule states "Trash containers may not be exposed to view 24 hours before or after trash pick up". Not only does it make your neighborhood look untidy, but it also attracts disease carrying rodents and other large unwanted animals. The Association Board is kindly requesting your courteous action to store your trash receptacles inside of your garage or behind your side gate.

POOL AREA/COMMON AREA RULES

Management and the Board would like to remind residents that children must be accompanied by an adult when in the pool area or in the common area before or after school.

PARKING REMINDER

Driveways and Carports may not be used for storage at any time. Parking off paved areas is strictly prohibited in the community. The Association will be working with Code Enforcement to remove the stored vehicles in the community in the coming months. If you have a stored vehicle on your street please contact Code Enforcement.

INSPECT SPRINKLERS, TIMERS AND FIXTURES

Please have your sprinkler timers inspected, as they may be over or under watering your landscaping, and overflowing into the drains that flow into the street. Since many watering timers turn on during the evening it is important to inspect your sprinklers at least once per month to check for broken lines and sprinklers.

VISIT www.butterfieldstates.com!

Log onto the community website to:

- Submit maintenance requests, address changes
- Get the latest community news & updates
- Obtain minutes, newsletters, policies, forms
- Access your account online
- Pay your HOA bill online

Should you have problem logging onto the community website, please call Customer Service at 949-833-2600.



BOARD OF DIRECTORS:

President: Paula Hook
Vice President: Dennis Gierman
Secretary: Margit Lippel
Treasurer: Chris Osuna
Member at Large: Judith Straub

The final agenda will be posted at pool area bulletin board. You may also obtain a copy of the agenda by contacting management at 949-838-3291

Next Board Meeting:

January 11, 2017 at the Community Clubhouse @ 7:30 p.m.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Clint Taylor

Phone: 949-838-3291

Emergency After Hours:
949-833-2600

Fax: 949-833-0919

ctaylor@keystonepacific.com

Pool Code: see mgmt

COMMON AREA ISSUES:

Jessica Loera

Phone: 949-838-3254

jloera@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: 949-833-2600

customercare@keystonepacific.com

INSURANCE BROKER:

Berg Insurance Agency

3651 Birtcher Dr, Lake Forest, CA
92630 (949) 830-4590

ARCHITECTURAL DESK:

Please submit your Architectural Applications to:

architectural@keystonepacific.com

DECEMBER 2016 REMINDERS

Please make sure you are watching your speed while driving through the community, we want to ensure our streets are safe for our kids.

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.

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QUIETING YOUR DOGS

Dogs can be quite loud when they are barking and with such close proximity to your neighbors, this can become a nuisance. Please make sure you are taking the steps needed to quiet your dog and always remember to pick up after your pets, its not just a rule, it's the law!



YARD MAINTENANCE REMINDER

Please remember it is the responsibility of the homeowner to maintain their front yard landscape. As the drought restrictions are now lifted in the area the Association has the responsibility to enforce the architectural standards of the community. This includes removal of weeds, lawn maintenance such as watering, mowing, edging and fertilizing. If you are interested in installing artificial turf please make sure to submit an architectural application prior to installation. Artificial turf is a great way to save water and removes the hassle of yard maintenance. Homeowners must make the decision to either water their lawns or install drought tolerant landscape. Failure to proceed with one or the other may result in monetary fines being assessed.

PAINTING YOUR HOME

Please take a moment to inspect your home to ascertain what needs to be painted. Homes that remain unpainted will be sent violation notices. If a homeowner is repainting their home with the same colors or making any changes to the existing color palette, an architectural application with approved paint chips or swatches must be submitted. Written approval needs to be received prior to beginning a project. Let's all work together to keep the community looking great!

TENANTS

If you are currently renting or leasing out your home, please remember that your tenants and their actions are your responsibility. Remind your tenants of the provisions of the Associations Governing Documents and Rules and Regulations. It is strongly recommended that you give them a copy of the Rules and Regulations and any pertinent notices. Ultimately it is the homeowner that will be called to a hearing and/or fined if their tenant is not obeying the rules of the community.



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.keystonepacific.com.

