

JUNE 2017

BUTTERFIELD HOMEOWNERS ASSOCIATION

www.butterfieldstates.com

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

COMPLIANCE LETTERS

If you ever receive a courtesy letter to call your attention to a certain Butterfield compliance issue, please make sure you call Management to inform us that you are addressing the issue and/or need more time to resolve the matter. This way, we avoid pursuing further compliance action. Please remember, Management is here to help and works at the sole discretion of the Board of Directors.

BEING A COURTEOUS NEIGHBOR

- ⇒ Parking – Homeowners should utilize garage and driveway parking and refrain from parking in front of neighbors properties and never block driveway access.
- ⇒ Homeowner fence maintenance – Please inspect your property fences for wear and damage from the sun. Many of the fences in the neighborhood are requiring maintenance and is considered a homeowner responsibility.
- ⇒ Trash/Dumping – Homeowners should contact the local refuse company to schedule a pick up for large or bulky items, no dumping is allowed within the community.

POOL GATE CODE

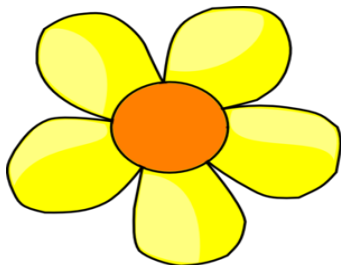
Please make sure you mark down the pool gate code for June and July. NEW CODE IS 5529

DOES YOUR HOME NEED PAINTING?

If your entry doors, garage doors, siding, or stucco are faded, cracking, or in disrepair, it is time to paint.

Ideally, you should paint your home once every 7 to 10 years to protect it from nature's harmful elements and moisture.

If you are painting to match the exact color or you are choosing an approved color scheme, architectural approval will NOT be required. Paint color scheme information is available from our community manager or on your community website.



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:

June 27, 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

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

JUNE 2017 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.

Next Board Meeting- June 27, 2017 at the Community Clubhouse @ 7:30 p.m.

SIGN UP FOR THE ACH PROGRAM

Save time and money and never miss a payment again! Sign up to have your assessment payments automatically debited from your checking or savings account. Please call Customer Care at 949-833-2600 or send an e-mail to customercare@keystonepacific.com to request an ACH application.

SPEEDING THROUGH COMMUNITY

Please remember that speed must be controlled when entering and exiting the community as well as when you drive through the streets. Many homeowners have contacted Management to express their concerns about reckless drivers in the community and requesting that stop signs be placed throughout the property. The Board would like all homeowners to know that they are trying to work with the city to have additional stop signs installed on needed streets. As you know, there are many children that play around the community during this time. No one wants to see an unfortunate disaster concerning a child or a family's beloved pet. Please watch your speed at all times and don't forget to remind your guests to do the same too!

TENANT EDUCATION

As a landlord you are responsible for your tenant's actions within the community. When you rent your home, you need to give your tenant a copy of the CC&R's and other rules that apply to the community. You might want to consider a clause in your contract with the renter that they are responsible for any fines levied by the association as a result of their actions.

VISIT www.butterfieldestates.com!

Log onto the community website to:

- Submit maintenance requests and address changes
- Get the latest community news & updates
- Obtain minutes, newsletters, policies and 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.

**APPLICATION FOR CANDIDACY
FOR THE BOARD OF DIRECTORS**

Dear Homeowner:

The Annual Election will be held in September 2017. If you are interested in serving on the Board, please complete this application and return it to KEYSTONE PACIFIC PROPERTY MANAGEMENT, LLC at the office address displayed below, by **5:00 PM on Lwpg'52.'4237**.

Please type in the information requested below.

NAME: _____

(Please note: Be sure to complete and return verification information on page 2 of this application)

**Candidacy statement needs to be kept to one page.*

WHY WOULD YOU LIKE TO SERVE AS A BOARD MEMBER?

WHAT IS YOUR BACKGROUND?

WHAT IS YOUR VISION FOR THE COMMUNITY?

WHAT WOULD YOU LIKE TO ACCOMPLISH DURING YOUR TERM OF OFFICE?

(Per Civil Code, this form will be sent with the election materials, as submitted)

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Professionally Managed by: Keystone Pacific Property Management, LLC
16775 Von Karman Avenue, Suite 100 · Irvine, CA 92606-4960
Tel (949) 833-2600 · Fax (949) 833-0919 · www.keystonepacific.com

**APPLICATION FOR CANDIDACY
FOR THE BOARD OF DIRECTORS**

HOMEOWNER VERIFICATION INFORMATION

NAME: _____

ADDRESS: _____

WORK PHONE NUMBER: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

E-MAIL ADDRESS: _____