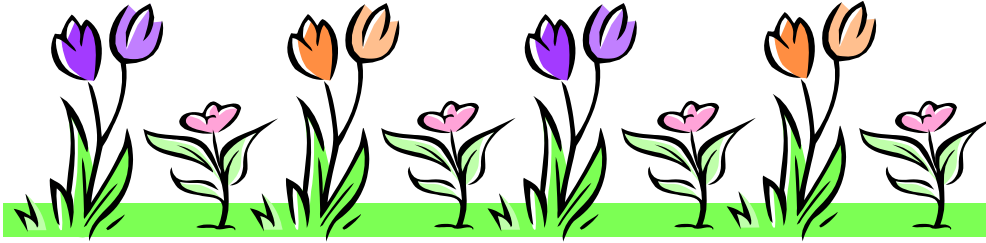


APRIL 2016

# BUTTERFIELD HOMEOWNERS ASSOCIATION

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



## Outdoor spring cleaning check list

- ⇒ Wash outside of windows and rinse removable window screens.
- ⇒ Scrub porch ceilings, floors, and walls.
- ⇒ Replace broken bricks or flagstones.
- ⇒ Scrub outdoor furniture, umbrellas and awnings.
- ⇒ Clean gutters & rainspouts.
- ⇒ Clean garage. Dispose of unwanted items and organize “keepers.”
- ⇒ Sweep and wash garage floor.
- ⇒ Check outdoor lighting and sprinkler system for repair.
- ⇒ Trim and remove dead tree limbs.

## 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.

### BOARD OF DIRECTORS:

**President:** Paula Hook  
**Vice President:** Dennis Gierman  
**Secretary:** Margit Lippel  
**Treasurer:** Chris Osuna  
**Member at Large:** Bryce Egelin

*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:

**April 28, 2016** 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:

Hever Hernandez

Phone: 949- 838- 3254

hhernandez@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

## APRIL 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 951-491-6866 to be connected with the emergency service line.

Please call 9-1-1 for life-threatening emergencies.

Next board Meeting- April 28, 2016 at the Community Clubhouse @ 7:30 p.m.

### SIGN UP FOR THE ACH PROGRAM!

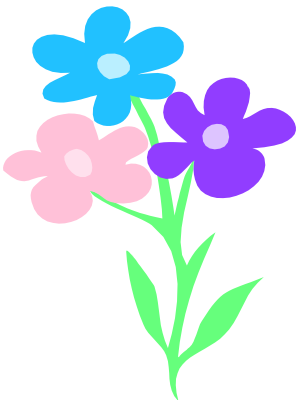
Save time and money and never miss a payment again! Sign up to have your assessment payments automatically debited from your checking or savings account. Please call Customer Care at 949-833-2600 or send an e-mail to [customercare@keystonepacific.com](mailto:customercare@keystonepacific.com) to request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



## COMMUNITY REMINDERS

### ARCHITECTURAL APPLICATIONS

Please remember that any exterior change or improvement to your house and/or rear yard must have Architectural Review Committee approval, prior to starting the project. Architectural Applications may be downloaded from the community website at [www.butterfieldestates.com](http://www.butterfieldestates.com). If exterior renovations have begun prior to receiving approval, a cease and desist notice will be sent and all work must halt until written architectural approval is received. Please note that work completed without approval may need to be removed at your own expense.



### VISIT [www.butterfieldestates.com](http://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.

### 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.