



# BUTTERFIELD HOMEOWNERS ASSOCIATION

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

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

## **NO MORE VANDALISM!**

The Board would like to express a deep concern they have with the increased vandalism in the community. In the last three months the community flag has been stolen two times, the pool bathrooms have been vandalized as well as the clubhouse. The continued costs incurred by the vandalism may force the Association to raise assessments, as well as be forced to close amenities.

## **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.

## **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.

## **DAYLIGHT SAVING TIME ENDS – NOVEMBER 6th.**

Don't forget to:

- Adjust your clocks back one hour.
- Replace batteries in your smoke detector.
- Replace batteries in your carbon monoxide detectors.
- Change the filters in your heating system.
- Adjust your irrigation system to water per recommended winter schedules.



## **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](mailto:ctaylor@keystonepacific.com)

**Pool Code:** see manager

## **COMMON AREA ISSUES:**

**Jessica Loera**  
 Phone: 949-838-3254  
[jloera@keystonepacific.com](mailto:jloera@keystonepacific.com)

## **BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:**

Phone: 949-833-2600  
[customercare@keystonepacific.com](mailto: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](mailto:architectural@keystonepacific.com)

# NOVEMBER 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.

## CHECK UP TIME!

Preparation for this winter's storms will mean the difference between getting through the winter with inconsequential damage or suffering the consequences of extensive damage. The key is preventative maintenance. Review our checklist to see if your home is ready for the storm season.

- Clear gutters and down spouts of any accumulated debris.
- Consider having a roof inspection by a licensed roofing contractor.
- Clean debris from the rooftops.
- Check caulking and weather stripping around windows and doors.
- Check storm drains in and around your property and report any blockage to the public works department.

## MAKING ANY CHANGES? DON'T FORGET TO OBTAIN APPROVAL FIRST!

Our governing documents require that the Association approve all proposed architectural changes before any work is started. The importance of this requirement cannot be overstated when you consider the reason for such a restriction.

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

Log onto the community website to:

- Submit maintenance requests, address changes
- Get the latest community news & updates

