

January 2017

BUTTERFIELD HOMEOWNERS ASSOCIATION

www.butterfieldstates.com

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

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.

HOMEWISEDOCS.COM

Keystone Pacific Property Management, Inc. is pleased to announce its transition to HomeWiseDocs.com, the next generation in document and data delivery for resale packages, resale demands, lender questionnaires and association documents. HomeWiseDocs.com provides reliable, around-the-clock online access to all governing documents and critical project data for lenders, closing agents, real estate professionals, and homeowners from Keystone Pacific's managed communities.

Please see below for login information:

Online Chat at www.homewisedocs.com

Help Desk: 866.925.5004 x 1

e-mail: info@homewisedocs.com

Log on to www.homewisedocs.com and select the Sign Up link to register. The many system enhancements geared toward an improved user experience include:

- Order by address or association name
- Email and SMS text completion notices for users
- Track orders online with confirmation
- Much more!

REMINDER FOR PETS

As a friendly reminder for dog owners, please remember to keep your pets on a leash and carry a bag with you so that you can pick up after them on your walks. Thank you.

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 manager

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

JANUARY 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.

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VISIT

www.butterfieldestates.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.

**The Board of Directors and
Management would like to wish each of you a Happy
New Year!**



NEW YEAR'S RESOLUTIONS!

- I will clean out my garage, so that I can park in it.
- I will drive slowly and carefully through the property and remind my guests to do the same.
- I will always keep my dog on a leash while walking through the community, and I will pick up after my pet every time.
- I won't make changes to my home until I have received architectural approval.
- I will report any problems with the common area as soon as I spot them.
- I will be a courteous neighbor and remember that noise travels.