

February 2017

BUTTERFIELD HOMEOWNERS ASSOCIATION

www.butterfieldstates.com

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

REMOVAL OF HOLIDAY DECORATIONS

Management would like to remind all residents that all holiday decorations should have been removed by January 15, 2017. Residents may receive a compliance letter if decorations still remain on the exterior of your home.

FRONT/BACKYARD MAINTENANCE

As the weather cools, it's a great time to get outside and work in the yard. Let's all strive to show pride of ownership throughout the community and raise the bar as it pertains to our front yards and backyards!

SLOW DOWN

As you know there are always walkers, joggers, dog walkers and kids in your community on foot, bikes or scooters. Please take extra precaution while driving in the community and obey the posted speed limit. Keep a sharp eye out when rounding blind corners for pedestrians.

KEEP WARM AND SAFE

December, January and February are the deadliest months for home fires, according to the National Fire Protection Association (NFPA). Heating equipment is the second leading cause of home fires and home fire deaths. That's why it's important for you and your loved ones to take extra precautions during the winter. Thinking of buying a space-heater? The NFPA recommends that you make sure it carries the mark of an independent testing laboratory and that you install it according to the manufacturer's instructions or have it professionally installed.

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.



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:

February 8, 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

FEBRUARY 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- February 8, 2017 at the Community Clubhouse @ 7:30 p.m.

Keystone Pacific Closed in Observance of President's Day – Monday, February 20th.

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
- See approved paint schemes

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



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!

TRASH RECEPTACLES

Please refrain from leaving your trash receptacles in view of the common area for days on end. The Associations 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.

COMMUNITY REMINDERS

- Please contact your Property Manager, Clint Taylor, if you notice any problems with common area walls. Clint can be reached at 949-838-3291.
- If you observe an item or issue that needs the attention of a maintenance work order, please contact your Associate Property Manager, Jessica Loera, at 949-838-3254 so she can contact the appropriate vendor and the issue can be corrected.
- With the rainy season upon us, please remember to clean your rain gutters.
- Please remember to contact the trash company to properly dispose of large items. If you need assistance with this, please contact your Associate Property Manager.

