

APRIL 2018

# BUTTERFIELD HOMEOWNERS ASSOCIATION

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

Professionally Managed by Keystone Pacific Property Management, LLC - 3155-D Sedona Court, Suite 150, Ontario, CA 91764

## MANAGEMENT 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.

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

## WEEDS & FRONT YARD MAINTENANCE

All homeowners are responsible for the maintenance of their front yard landscaping all the way to the street curb in front of their home. Corner lot homeowners are also responsible for side yard maintenance all the way to the side yard curb. Homeowner landscape maintenance responsibilities include maintaining the parkway trees and keeping your front yard grass and planters free from weeds. If a tree is leaning due to wind, please be certain to have the tree straightened so that the tree(s) in front of your home grow properly and add long term value and ambiance to your neighborhood.

## IRRIGATION MAINTENANCE

All homeowners please check your irrigation to make sure there are no leaks or breaks. It has been reported that there are some irrigation breaks that is causing a lot of water run off. Thank you for your attention to this matter.

## STOP SIGN REMINDER

This is a reminder to all homeowners to stop at the stop signs inside of the Community. Please look for traffic entering and exiting the community. It has been reported that there have been some near accidents on several occasions at this area. Please be sure to stop and look.

## **BOARD OF DIRECTORS:**

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

*The final agenda will be posted at pool area bulletin board. You may also obtain a copy of the agenda by contacting management at 909-297-2548*

## **Next Board Meeting:**

**TBD** at the Community Clubhouse @ 7:30 p.m.

## **IMPORTANT NUMBERS:**

### **ASSOCIATION MANAGER:**

**Clint Taylor**  
Phone: 909-297-2548  
[ctaylor@keystonepacific.com](mailto:ctaylor@keystonepacific.com)

*Emergency After Hours:*  
**909-297-2550**

### **COMMON AREA ISSUES:**

Hannah Rangel  
[hrangel@keystonepacific.com](mailto:hrangel@keystonepacific.com)  
Phone: 909-297-2558

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

Phone: 909-297-2550  
[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)

## APRIL 2018 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.

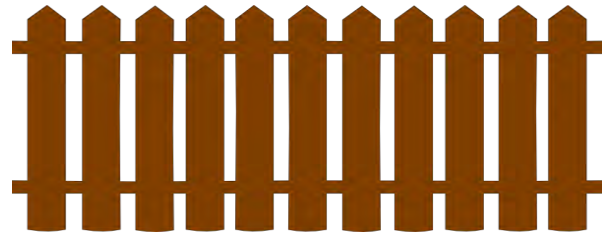
For after-hours association maintenance issues, please call 909-297-2550 to be connected with the emergency service line.

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

Next Board Meeting- TBD at the Community Clubhouse @ 7:30 p.m.

### WHO IS RESPONSIBLE FOR THE FENCE I SHARE WITH MY NEIGHBOR?

California Civil Code Section 4775 obligates each owner within a common interest development to properly maintain their separate interest. Here that includes the entire Lot and all improvements thereon (including the fence if it is located on a Lot). If a fence separates two lots both owners share the sole responsibility to have the fence repaired and or replaced.



### ARE YOU DELINQUENT?

The Board and Management would like to remind all members of the Association that not paying your monthly assessments can result in severe monetary penalties including, but not limited to, the Association foreclosing on your property. If you are delinquent please don't ignore it! The Board is willing to work with homeowners that have fallen behind on their assessments.

### SPA/POOL HOURS

Hours: 7:00 a.m. to 10:00 p.m. (Sunday through Thursday); 7:00 a.m. to 11:00 p.m. (Friday and Saturday)

### POOL AREA PRIVILEGES REMINDER

The Board of Directors may revoke spa/pool privileges if the homeowner is delinquent in assessments or not in good standing with the Association.

### QUIETING YOUR DOGS IN BUTTERFIELD

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.