

SEPTEMBER 2018

# BUTTERFIELD HOMEOWNERS ASSOCIATION

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

*Professionally Managed by Keystone Pacific Property Management, LLC - 41593 Winchester Road, Suite 113, Temecula, CA. 92590*

## **TRASH CAN AND CURBSIDE JUNK REMINDER!**

Trash cans cannot be put onto the street more than 12 hours prior to the pick up date. Likewise, please remember to take your empty trash cans into your backyard or garage and out of view of the common area no more than 12 hours after pickup. Please do your part and help keep the community as beautiful as possible. Please remember that it is the responsibility of the resident to contact waste management for large item pickups. Should the HOA have to have the item removed, the homeowner will be subject to monetary penalties.

## **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!

## **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 responsibility to have the fence repaired and or replaced.

## **CAN I REPLACE MY HOME IN BUTTERFIELD ESTATES?**

The answer is YES! An owner may apply to the Architectural Review committee for permission to move an older, in place unit, onto an approved foundation within the subdivision and said unit may be moved subject to it being upgraded to the minimum criteria stated CC&R's and subject to the review of the full Architectural Review Committee.

### **BOARD OF DIRECTORS:**

**President: Paula Hook**

**Vice President: Dennis Gierman**

**Secretary: Margit Lippel**

**Treasurer: Chris Osuna**

**Member at Large: Shannon Milliken**

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

951-491-7749

### **Next Board Meeting:**

**September 25, 2018** at the

Community Clubhouse @ 7:30 p.m.

### **IMPORTANT NUMBERS:**

**ASSOCIATION MANAGER:**

**Marc Murano**

Phone: 951-491-7749

[mmurano@keystonepacific.com](mailto:mmurano@keystonepacific.com)

*Emergency After Hours:*

**949-833-2600**

### **COMMON AREA ISSUES:**

Kiara Caballero

[kcaballero@keystonepacific.com](mailto:kcaballero@keystonepacific.com)

Phone: 951-491-7363

### **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)

## SEPTEMBER 2018 REMINDERS

Keystone Pacific Closed in Observance of Labor Day - Monday, September 3rd. 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- September 25, 2018 at the Community Clubhouse @ 7:30 p.m.

### NEW PAYMENT ADDRESS:

FILE 1958  
1801 W. OLYMPIC BLVD.  
PASADENA, CA 91199-1958



### 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.

### POOL CODE

Please be aware that the pool code is 2735!

### 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.

### GARAGE DOOR REMINDER

Garage doors shall be kept closed except when a vehicle is entering or leaving the garage, or when a resident is working in the garage, not to exceed four hours per day. Garage doors may be left open to a height of up to two (2) feet to ventilate heat from the garage during very hot weather. Garage doors are the Owners' responsibility to repair and replace. To the extent an Owner replaces his or her garage door, such door must be replaced with an aluminum or steel door. Owners may not replace their garage doors with a wood door.

### INTRODUCING BUTTERFIELD ESTATE'S NEW COMMUNITY ASSOCIATION MANAGER

Please welcome Marc Murano as your new community manager at Keystone Pacific Property Management, LLC. Marc will be taking over the Butterfield Estates Homeowners Association management services. Marc can be reached at mmurano@keystonepacific.com or (951) 491-7749. For common area questions, concerns or to place a work order, please contact Kiara Caballero, at (951) 491-7363 or at kcaballero@keystonepacific.com.



Butterfield Estates Homeowners Association
Owner Notice Disclosure (Civil Code section 4041)

California law requires Owners in a community association to provide the following information to the association on an annual basis. Please complete and return this form to Keystone Pacific Property Management, LLC at the address shown below or send the completed form to forms@keystonepacific.com no later than October 31st.

Owners Name
Property Address
Owner Phone # Owner Email

\*ITEMS 1-6 NEED TO BE COMPLETED. IF NOT APPLICABLE, PLEASE INDICATE N/A

1. Address or Addresses to which notices from the association are to be delivered:

2. Any alternate or secondary address to which notices from the association are to be delivered:

3. The name and address of your legal representative, if any, including any person with power of attorney or other person who can be contacted in the vent of your extended absence from your property:

4. Your property is (please check one): Owner occupied Rented out
If your property is rented out, please provide the following information:
Name of Tenant(s):
Phone Number:
Email Address:

5. Is your property developed, but vacant (please check one)?: Yes No
6. Is your property undeveloped land? Yes No

Please return this form to:
Butterfield Estates Homeowners Association
c/o Keystone Pacific Property Management, LLC
16775 Von Karman Ave, Suite 100, Irvine, CA 92606