

NOVEMBER 2018

BUTTERFIELD HOMEOWNERS ASSOCIATION

www.butterfieldstates.com



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

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.



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.



ILLEGAL OR SUSPICIOUS ACTIVITY REPORTING

If the event you or any of your guests witness any suspicious or illegal activity or illegal parking or storing of vehicles, the Board of Directors request that you do not approach anybody and call the sheriff immediately. In order to better protect Butterfield Estate's residents from these types of activities, it is recommended that you immediately call Riverside County Sheriff. to make your request known and potentially file a report if you are able. The Riverside County Sheriff non-emergency line is:

951-776-1099

800-950-2444

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:

November 27, 2018 at the
Community Clubhouse @ 7:30 p.m.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:
Marc Murano
Phone: 951-491-7749
mmurano@keystonepacific.com

Emergency After Hours:
949-833-2600

COMMON AREA ISSUES:

Kiara Caballero
kcaballero@keystonepacific.com
Phone: 951-491-7363

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

NOVEMBER 2018 REMINDERS



PAYMENT UPDATE:

To avoid any delays in processing your assessment payments, please update your records.

Your new 10 digit account number can be found in your billing statement. The new payment address will be:

**File 1958, 1801 W. Olympic Blvd.
Pasadena, CA 91199-1958.**

If you have any questions or concerns, please call 949-833-2600.

- Keystone Pacific Closed in Observance for the Following Days -
 - *Veteran's Day - Monday, November 12th
 - *Thanksgiving - Thursday, November 22nd
 - *Day After Thanksgiving - Friday, November 23rd
- 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- November 27, 2018 at the Community Clubhouse @ 7:30 p.m.

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 at (951) 776-3233 .



FRONT YARD LANDSCAPING REMINDER

Please be reminded of the standard that the Butterfield Estates architectural guidelines holds for all homeowner's front yard landscaping. The guidelines strive to ensure that all homeowners are doing their part to keep the maintenance and curb appeal of their home a priority for the benefit of the community's home values. Please be sure that your landscaping is being regularly maintained and that any bare dirt areas are addressed with reseeding of turf or by submitting an architectural application to install plants, groundcover or hardscape materials like mulch, rocks or decomposed granite.

RECEIVED A VIOLATION LETTER? DON'T PANIC!

The purpose of violation letters is to open the lines of communication and to keep the community looking great and property values at their optimum. Twice a month, the community manager drives through the entire community looking for common area problems and to monitor areas that may need attention in the near future. Two (2) property inspections are performed and one landscape walk is conducted with the community's landscape vendor each month. If you receive a letter from the Association and you have questions, need further clarification or you are in need of additional time to address the problem, please contact your Property Manager, Marc Murano at mmurano@keystonepacific.com. The Board is happy to work with you, but first we need to hear from you. If the problem is not addressed and we have not heard from you, then you may be called to a hearing to discuss the matter and possible fines may be assessed.

