

DECEMBER 2018

BUTTERFIELD HOMEOWNERS ASSOCIATION

www.butterfieldstates.com



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

HOLIDAY DECORATING REMINDERS

Please remember the following when decorating for the holidays:

- Holiday décor is to be placed in exclusive use areas only.
- Please refrain from placing decorations on the common area landscaping
- Holiday decorations are to be displayed no sooner than the day after thanksgiving and no later than January 10, 2019.
- All other decorations must be displayed no more than thirty (30) days prior to the day of the holiday, and must be removed within 7 days after the holiday. Residents who do not comply will be sent a non-compliance notice.



RECYCLE YOUR TREE AFTER THE HOLIDAYS

Residents may recycle their trees during the first two weeks following Christmas on their scheduled collection day from December 26 through January 6th. Trees will be collected at the curb and may be picked up by special bed trucks. After the two week period, you may cut your tree and place the pieces in your green waste carts with the lids completely closed. Remember:

- Trees taller than six feet must be cut in half.
- Residents are asked to remove decorations, including tinsel, lights, ornaments and tree stands from their tree.
- Residents are reminded that flocked trees cannot be recycled. They will be collected by the trash collector.



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:

January 23, 2019 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

DECEMBER 2018 REMINDERS

- Keystone Pacific Closed in Observance of the Holiday Season -
 - * Christmas Eve - Monday, December 24th
 - * Christmas Day - Tuesday, December 25th
 - * New Year's Day - Monday, December 31st
- 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- January 23, 2019 at the Community Clubhouse @ 7:30 p.m.

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.

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 .



TRASH CAN 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.



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.



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.

