

JUNE 2019

# BUTTERFIELD HOMEOWNERS ASSOCIATION

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

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

## BOARD MEMBER VACANCY

A recent Board Member resignation has left an additional vacancy on the Board of Directors, should you have any interest in running for the Board of Directors, please find the enclosed candidacy statement sent with this newsletter and return to Management at [mmurano@keystonepacific.com](mailto:mmurano@keystonepacific.com). This will ensure your name gets added to the election ballot for the September annual election. Interviews for candidates will be conducted as required.



## DUTIES OF OUR BOARD OF DIRECTORS

Our Butterfield Estates Board of Directors is charged with maintaining, preserving and enhancing the common assets of the Association. In order to perform those duties, our Board depends upon the advice and counsel of experts in various fields of community association management: our Management company, attorneys, landscapers, insurance specialists, etc. When making decisions regarding our community, the Board is expected to consider all of the facts and factors involved in the issue to make the best business decision possible.

## KNOWING YOUR CC&R'S AND RULES & REGULATIONS

All residents are responsible for adhering to the CC&R's and Rules & Regulations of our Association. If you are a Homeowner who is renting the property to another person, please make sure that you give them the Association documents. If you are leasing a property, please ensure that you receive these documents from the Homeowner. We all want our community to continue to be a sought-after neighborhood.

### BOARD OF DIRECTORS:

**President: Margit Lippel**  
**Vice President: VACANT**  
**Secretary: Dennis Gierman**  
**Treasurer: Shannon Milliken**  
**Member at Large: Chris Osuna**

*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:

**June 26, 2019** 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:

**Danica Petroff**  
[dpetroff@keystonepacific.com](mailto:dpetroff@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)



## JUNE 2019 REMINDERS

- 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- June 26, 2019 at the Community Clubhouse @ 7:30 p.m.
- Pool Gate Code: 2735



### 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.

### 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 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.



### 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 .

### 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.

### BUTTEFIELD ESTATES SECURITY!

Butterfield Estates through its Board of Directors has officially contracted with Nordic Security Services to perform daily and nightly patrols through the community. If you see anybody in the pool area after hours or entering without a key (i.e. jumping the fence) please contact Nordic 24 hour dispatch service immediately at:

**1-800-883-3880**



# APPLICATION FOR CANDIDACY FOR THE BOARD OF DIRECTORS

Dear Homeowner:

The Annual Election will be held in September 2019. If you are interested in serving on the Board, please complete this application and return it to **KEYSTONE PACIFIC PROPERTY MANAGEMENT, LLC** at the office address displayed below, by 5:00 PM on **June 30, 2019**.

*Please type in the information requested below.*

NAME: \_\_\_\_\_

**(Note: Be sure to complete and return verification information on page 2 of this application)**

*\*Candidacy statement needs to be kept to one page...*

WHY WOULD YOU LIKE TO SERVE AS A BOARD MEMBER?

WHAT IS YOUR BACKGROUND?

WHAT IS YOUR VISION FOR THE COMMUNITY?

WHAT WOULD YOU LIKE TO ACCOMPLISH DURING YOUR TERM OF OFFICE?

(Per Civil Code, this form will be sent with the election materials, as submitted)  
Page 1 of 2

*Proudly Managed By*  
Keystone Pacific Property Management, LLC

16775 Von Karman #100  
Irvine, CA 92606  
(949) 833-2600

30021 Tomas Road #160  
Rancho Santa Margarita, CA 92688  
(949) 833-2600

41593 Winchester Road #113  
Temecula, CA 92590  
(951) 491-6866

3155-D Sedona Court  
Ontario, CA 91764  
(909) 297-2550

**APPLICATION FOR CANDIDACY  
FOR THE BOARD OF DIRECTORS**

HOMEOWNER VERIFICATION INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

(Per Civil Code, this form will be sent with the election materials, as submitted)  
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