

September 2019

BUTTERFIELD HOMEOWNERS ASSOCIATION

www.butterfieldestates.com

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

TWO NEW BOARD OF DIRECTORS!

Butterfield Estates Homeowners Association would like to congratulate two new homeowners on being appointed to the Board of Directors and thank them for their volunteer service to the community!

Welcome

Kristan Stacey-Graf

Gabriel Quihuiz

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.



DRIVE SAFE – DRIVE SLOW

With summer upon us, more children will be out and about playing in the community. Please remember to slow down when driving through the community, giving yourself enough time to stop if a child runs into the street.



BOARD OF DIRECTORS:

President: Margit Lippel

Vice President: Kristan Stacey-Graf

Secretary: Dennis Gierman

Treasurer: Shannon Milliken

Member at Large: Gabriel Quihuiz

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 11, 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:

Danica Petroff

dpetroff@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

SEPTEMBER 2019 REMINDERS

- Keystone Pacific Closed in Observance of Labor Day - Monday, September 2nd. 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 11, 2019 at the Community Clubhouse @ 7:30 p.m.
- Pool Gate Code: **6275**
- 24 Hour Patrol Dispatch: **1-800-301-0100**

RESIDENT ONLY POOL & SPA

Please refrain from opening the pool area gates for any non-residents without a gate code. Only residents of Butterfield Estates are allowed to utilize the pool and spa area. Please remember to close the pool gate and restroom doors upon leaving.



SEPTEMBER 25, 2019 ANNUAL ELECTION OF THE BOARD SEND IN YOUR BALLOT TODAY

- Fill out the Ballot – vote for your choice of Directors.
- Place the Ballot in the plain white envelope.
- Place the plain white envelope in the manila envelope.
- Write your name and address on the upper left hand corner and **SIGN YOUR NAME** under your address. The signature is required for your ballot to be considered valid.
- The manila envelope has been addressed and postage is paid.
- Mail it back to Keystone Pacific Property Management, LLC as soon as possible to help the Association achieve quorum!
- We appreciate each homeowner returning their ballot.



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 6275!

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.





**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. **If the below contact information has changed**, 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