

September 2021

BUTTERFIELD ESTATES



www.ButterfieldEstates.com

DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors are volunteers and are charged with maintaining, preserving and enhancing the common assets of our association. In order to perform those duties, the Board depends upon the advice and counsel of experts in various fields of community association management:

- The management company, attorneys, landscapers, insurance specialists, etc.
- When making decisions regarding our community, the Board is expected to consider all the facts and factors involved in the issue and make the best business decision possible.
- Sometimes those decisions may not appear to be in the best interests of all of the owners; however, if each owner understood all of the underlying issues that go into making the decision, they would understand that the Board's choice of action is usually the most practical and well researched.

In addition to dealing with insurance, maintenance, financial and contractual decisions, Board Members must also balance their positions on the Board with their role as a homeowner. If assessments are increased, that means they are increased for them also. If rules are enacted, that means they have to obey them too. Being a Board Member does not grant one immunity from the responsibilities of living in an association.

So, please keep in mind that our Board Members are actually doing "double-duty" for our community: they serve as Board Members and neighbors, and they deserve a heartfelt "thank you" for all of their contributions to our community!



BOARD OF DIRECTORS:

President: Margit Lippel
Vice-President: Gabriel Quihuiz
Treasurer: Dennis Gierman
Secretary: Shannon Milliken
Member-at-Large: Denise Bomhoff

NEXT BOARD MEETING:

Wednesday, September 22, 2021
6:30 p.m. at the Clubhouse

The final agenda will be posted at the Clubhouse. You may also obtain a copy of the agenda by contacting management at (951) 491.7748

IMPORTANT NUMBERS

ASSOCIATION MANAGER:

Gina Privitt
Phone: (951) 491.6865
Emergency After Hours:
(949) 833.2600
Fax: (951) 346-4129
gprivitt@keystonepacific.com

COMMON AREA ISSUES:

Ariane Benson
Phone: (951) 491.7748
abenson@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: (949) 833.2600
customercare@keystonepacific.com

ARCHITECTURAL DESK:

Phone: (949) 838.3239
architectural@keystonepacific.com

INSURANCE BROKER:

Berg Insurance / (949) 830-4590

CLUBHOUSE RESERVATIONS:

Contact Management

Managed by Keystone
41593 Winchester Road, Suite 113
Temecula, CA 92590

September 2021 REMINDERS

- Keystone is Closed in Observance of Labor Day - Monday, September 6th
- 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.
- Trash Pick-Up Day - Monday
Please remove trash cans from the common areas after this day.
- Wednesday, September 22, 2021 Board Meeting @ 6:30 p.m. at the Clubhouse.

POOL AND SPA HOURS

Hours: 7:00 a.m. to 10:00 p.m. (Sunday through Thursday);
7:00 a.m. to 11:00 p.m. (Friday through Saturday)

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.

Please make sure all children that are not potty trained use little swimmers, or swim diapers, when in the pool.

No alcohol is permitted in the pool area.

Don't forget to pick up after yourself and take your belongings when you leave the pool and please throw away your trash.

Please refrain from opening the pool area gates for any non-residents. Only residents of Butterfield Estates are allowed to utilize the pool and spa area. **Please remember to lock the restroom doors upon leaving.**

WEEDS & FRONT YARD MAINTENANCE

All homeowners are responsible for the maintenance of their front yard landscaping all the way to the street curb in front of their home. Corner lot homeowners are also responsible for side yard maintenance all the way to the curb.

Understanding there is a water shortage, Homeowners are still responsible to mow, edge and weed regularly. On recent inspections it was noted many homes have weeds in the cracks of their driveway, planter beds and lawn, many are not edged, trees and bushes are overgrown.

Homeowner landscape maintenance responsibilities include maintaining the parkway trees and keeping your front yard grass and planters free from weeds. Please have trees and bushes trimmed on a regular basis for a clean look.

◆ SEPTEMBER 22, 2020 ANNUAL MEETING & ELECTION OF THE BOARD

- ◆ 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!

HOMEOWNER ASSESSMENTS
The payment address for assessments is:

BUTTERFIELD ESTATES
PO BOX 513380
Los Angeles, CA 90051-3380



be



**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**