

TRAILWOOD MAINTENANCE ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
GENERAL SESSION – MARCH 24, 2009

BOARD MEMBERS PRESENT: David Northcutt  
William Ghawi  
Christine Daily  
John Arena

BOARD MEMBER ABSENT: Bob King

MANAGEMENT REPRESENTATIVE: Cindy Ritter  
Keystone Pacific Property Management

**ITEMS DISCUSSED IN EXECUTIVE SESSION – March 24, 2009**

1. January 21, 2009 Executive Session Meeting Minutes – Approved as submitted
2. Held Hearings – The appropriate actions were taken.
3. Delinquent Account – The appropriate action was taken.

**CALL TO ORDER**

The General Session meeting of the Trailwood Maintenance Association Board of Directors was called to order by President William Ghawi at 6:12 P.M. at the corporate office of Keystone Pacific Property Management Inc., at 16845 Von Karman, Suite 200 in Irvine, CA.

**REPORT FROM NORDIC**

Items discussed included; street sweeping and vandalism.

**HOMEOWNER FORUM**

There were no homeowners present.

**MANAGEMENT REPORT**

A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion:

- A. Resolved, to ratify the actions taken and approve the General Session Minutes as recorded for the Board of Directors General Session Meeting held on January 21, 2009.
- B. Resolved, to accept the December 2008, January 2009 and February 2009 financial statements as submitted.
- C. Resolved, to ratify the action taken and approve the proposal submitted by PrimeCo Painting to paint the pool house, gazebo in the pool area, gazebo in the park area and the BBQ at a total cost of \$9,310.00.
- D. Resolved, to ratify the action taken and approve the proposal submitted by Villa Park to remove the tree at 1 Hillside at a total cost of \$583.75.
- E. Resolved, to ratify the action taken and approve the proposal submitted by Robert A. Owens at a total cost of \$1,075.00 to prepare the Associations audit and taxes.

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- F. Resolved, to ratify the action taken and approve the insurance renewal submitted by Timothy Cline Insurance at a total cost of \$12,907.00.
- G. Resolved, to ratify the action taken and approve the proposal submitted by Villa Park for items found during the landscape walk of November 2008 at a total cost of \$571.60
- H. Resolved, to ratify the action taken and approve the proposals submitted by Villa Park to replace the seasonal color throughout the community at a total cost of \$1,800.00.

Motion carried 4/0.

**OLD/NEW BUSINESS**

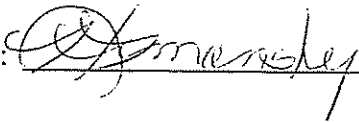
- A. Pool Area BBQ – A motion was made, seconded and carried to approve to lower the front counter on the BBQ island to be ADA compliant. Motion carried 4/0.
- B. Trip Hazard Repair Proposal – A motion was made, seconded and carried to approve the proposal submitted by Real Estate Repairs to repair various areas of the sidewalk throughout the community at a total cost of \$2,400.00. Motion carried 4/0.
- C. Community Website – A motion was made, seconded and carried to approve the proposal submitted by Keystone Pacific Property Management to construct and maintain a website at a total cost of \$150.00 to construct the website and the monthly maintenance fee of \$100.00 for updates to the website and a \$19.95 hosting maintenance fee, for a total of \$119.95 per month. Motion carried 4/0.
- D. 2009 Board Meeting Schedule – The scheduled was reviewed.
- E. Access Control System Installation Proposals – This item was tabled until the next meeting.
- F. Traffic Study Proposals – A motion was made, seconded and carried to approve the proposal submitted by Rick Engineering at a total cost of \$6,400.00 to perform a traffic study in the community and make recommendations for stop signs and other traffic calming devices. Motion carried 4/0.
- G. Homeowner Request/Wong/ Stop Sign – This item was tabled pending the receipt of the recommendations from the traffic study.
- H. Homeowner Request/Fang/Street Sweeping – A motion was made, seconded and carried to approve handing out flyers to residents and guest the day before the streets are swept. Motion carried 4/0.
- I. Stranger Danger Education – Christine Daily and Kelly Arena have volunteered to form a committee to work with the Irvine PD and to schedule the events.

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- J. Holiday Lighting Contest Procedures – This item was tabled until the next meeting.
- K. Next Meeting Date – The next Board Meeting is scheduled for Wednesday, May 27, 2009.

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:35 P.M.

APPROVED:  DATE: 5-27-09