

TRAILWOOD MAINTENANCE ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
GENERAL SESSION – NOVEMBER 17, 2009

BOARD MEMBERS PRESENT: David Northcutt  
Bob King  
Christine Daily  
Hilary Lemansky

BOARD MEMBER ABSENT: None

MANAGEMENT REPRESENTATIVE: Cindy Ritter  
Keystone Pacific Property Management

**ITEMS DISCUSSED IN EXECUTIVE SESSION – November 17, 2009**

1. September 16, 2009 Executive Session Meeting Minutes – Approved as submitted
2. Hearing – The appropriate action was taken.
3. Delinquent Accounts – 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 Management at 6:20 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; iron gates being closed, soliciting, street sweeping and California Delivery Service accessing the property without calling each homeowner.

**HOMEOWNER FORUM**

There were no homeowners present at the meeting.

**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 minutes of the September 16, 2009 General Session Meeting as submitted.
- B. Resolved, to accept the September 2009 and October 2009 financial statements as submitted.
- C. Resolved, to ratify the action taken and approve the proposal submitted by Villa Park Landscape in the amount of \$4,275.00 to install the holiday color throughout the community.
- D. Resolved, to ratify the action taken and approve the proposal submitted by Villa Park Landscape in the amount of \$2,160.00 to over seed the parkway grass throughout the community.
- E. Resolved, to ratify the action taken and approve the proposal submitted by Clark & Green Associates in the amount of \$1,500.00 to provide the construction plans for the proposed BBQ to be installed in the pool area.
- F. Resolved, to approve to open two new Merrill Lynch CDs from the reserve account in the amount of \$75,000.00 each, at the highest interest rate available.

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- G. Resolved, to approve to open a new Merrill Lynch CD from the operating account in the amount of \$100,000.00, at the highest interest rate available.
- H. Resolved, to approve the proposals submitted Real Estate Repairs to lift and level sixteen sections of sidewalk throughout the community at a total cost of \$5,600.00.
- I. Resolved, to approve the draft reserve study as prepared by Advanced Reserve Solutions.
- J. Resolved, to approve to file a lien on APN#530-231-81.
- K. Resolved, to approve to file a lien on APN#530-241-18.
- L. Resolved, to approve to file a lien on APN#530-261-31.
- M. Resolved, to approve to file a lien on APN#530-232-11.
- N. This item was tabled until the next meeting.
- O. Resolved, to approve to set the cut-off date for Candidate Applications to be submitted as January 31, 2010, to set a record date for Members entitled to notice of the April 20, 2010 Delegate District Meeting as March 10, 2010, to set a record date for Members entitled to vote at the April 19, 2010 Delegate District Meeting as March 10, 2010 and to appoint Keystone Pacific to be named as the Inspector of Election for the April 2010 Delegate District & Delegate Meetings.
- P. Resolved, to appoint the delegates and back-up delegates as stated above, and to reserve the right to update the delegate back-up list in March 2010 if necessary.

<u>District #</u>	<u>Delegate</u>	<u>Back-Up Delegates</u>
District 1 (Silverado)	David Northcutt	Hilary Lemansky
District 2 (Fairmont)	David Northcutt	Hilary Lemansky
District 3 (Bainbridge)	Bob King	Christine Daily
District 4 (Mahogany)	Bob King	Christine Daily
District 5 (Oakhurst)	Hilary Lemansky	David Northcutt
District 6 (Mayfield)	Christine Daily	David Northcutt
District 7 (Cristal)	Christine Daily	Bob King

Motion carried 4/0.

**OLD/NEW BUSINESS**


- A. New Mailboxes/Post Painting Proposals – The Board requested Management obtain proposals to change the type of mailboxes and posts throughout the community. This item was tabled until the January 2010 meeting.
- B. Homeowner Request/107 Silver Fox – No motion was made.

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- C. Homeowner Request/52 Edenbrook – A motion was made, seconded and carried to approve the proposal submitted by Villa Park Landscape to remove the tree in the parkway closest to the driveway of the residence at a total cost of \$435.00. Motion carried 4/0.
- D. 2010/2011 Proposed Budget and Reserve Maintenance Disclosure – A motion was made, seconded and carried to approve the 2010/2011 proposed budget as submitted, not to approve the \$14.00 per month increase requested by Bill's Sweeping and to accept the reserve maintenance disclosure as submitted. Motion carried 4/0.
- E. RFP For Trailwood Harvest Festival – Management was requested to obtain proposals for someone to run the Harvest Festival next year.
- F. Lounge Chairs in the Pool Area – Management was requested to obtain proposals to purchase chaise lounge chair covers and locks.
- G. Janitorial Contract – A motion was made, seconded and carried to approve the janitorial contract submitted by Personal Touch Cleaning and Maintenance, Inc. at a total cost of \$480.00 per month from October through April and \$960.00 per month from May through September, effective January 1, 2010. Motion carried 4/0.
- H. Pool Area BBQ – Management provided an update.
- I. Next Meeting Date – The next Board of Directors Meeting will be held Wednesday, January 20, 2010.

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:34 P.M.

APPROVED:  DATE: 1-20-10