

TRAILWOOD MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – JANUARY 20, 2010

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 – January 20, 2010

1. November 17, 2009 Executive Session Meeting Minutes – Approved as submitted
2. Hearings – The appropriate actions were taken.
3. Delinquent Accounts – The appropriate actions were taken.

CALL TO ORDER

The General Session meeting of the Trailwood Maintenance Association Board of Directors was called to order by Management at 6:02 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; new janitorial service doing well, soliciting in the community seems to be down, holidays went well, and the trespasser digging through residents trash cans has not been seen again.

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 November 17, 2009 General Session Meeting as submitted.
- B. Resolved, to accept the November 2009 and December 2009 financial statements as submitted.
- C. Resolved, to ratify the action taken and approve to staff the Creekglen gate an additional eight hours per day from December 18, 2009 thorough January 4, 2010 at a total cost of \$4,454.00.
- D. Resolved, to ratify the action taken and approve to provide the City of Irvine with a deposit check\$1,500.00 to process the application and to schedule the public hearing for the installation of the BBQs in the pool area.
- E. This item was pulled for discussion.
- F. This item was pulled for discussion.

Motion carried 4/0.

OLD/NEW BUSINESS

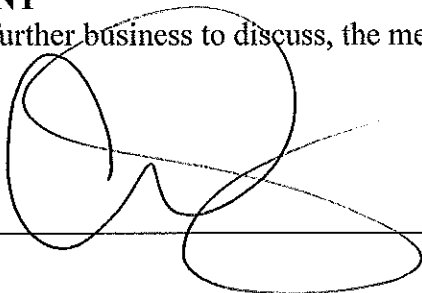
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- A. New Mailboxes/Post Painting Proposals – Management was directed to request ATC Construction revised their proposal. The Board requested that ATC check all the mailboxes in the community and prioritize each section of the community based on the condition of the mailboxes. A motion was made, seconded and carried to approve ATC Construction to install new mailboxes and posts with vinyl address numbers (color and font to be determined) in the two sections of the community that required replacement first. Management was requested to include an article in the newsletter advising the homeowners of this project. Motion carried 4/0.
- B. Homeowner Request/11 Brentwood – A motion was made, seconded and carried to approve to have Nordic to begin citing vehicles parked in the street on street sweeping day not to exceed \$100.00 per month. Management was requested to send an email blast to the community and include an article in the March newsletter to advise the residents that this process would begin in April 2010. Motion carried 4/0.
- C. Lounge Chair Covers – A motion was made, seconded and carried to approve the proposal submitted by ATC Construction to fabricate and install six lounge chair covers and locks so that the lounge chairs can be stacked and protected during the winter months at a total cost of \$1,900.00. Motion carried 4/0.
- D. Concrete Repair Proposal – A motion was made, seconded and carried to approve the proposal submitted by ATC Construction to replace the cracked concrete in the pool area to the left of the trellis at a cost of \$975.00. Motion carried 4/0.
- E. 2010 Board Meeting Schedule – There was no motion made. Management was requested to email the schedule to the Board members once the changes had been made.
- F. Holiday Lighting Contest – A motion was made, seconded and carried to approve to add a new category for the holiday lighting contest beginning in December 2010. The new category will be “Grand Prize”. Board member David Northcutt will obtain the new sign. Motion carried 4/0.
- G. Pool Area BBQ – Management provided an update.
- H. New Shower Tile – This item was tabled until the May 2010 meeting.
- I. Next Meeting Date – The next Board of Directors Meeting will be held Wednesday, March 17, 2010.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 8:15 P.M.

APPROVED: _____



DATE: _____

5-12-2010