

**MAY 2009**



# TRAILWOOD NEWS

COMMUNITY  
NEWSLETTER

## **PAINTING AND EXTERIOR IMPROVEMENTS**

Now that Spring is here, you may be thinking about making some improvements to the exterior of your home, such as painting, installing windows, re-doing your front porch or installing a patio cover. You must complete an architectural application and submit it to the Architectural Review Committee at Northwood Pointe Maintenance Association for approval. The Architectural application may be obtained from the Northwood Pointe Maintenance Association website at [www.nwpointe.org](http://www.nwpointe.org) or you may contact the Architectural Desk at (949) 838-3239. Please keep in mind the review and approval process can take up to 30 days. Once you have received approval from the Architectural Review Committee you may proceed with the work. If you are planning on painting the exterior of your home you can review the paint color books for the community. These books are available for your review by contacting the Canyonwood gate to check out the book. If you commence work without receiving approval, you may be required to remove any items that are not approved or repaint your house at your expense.

## **MAINTENANCE NEEDED**

As you are out and about around the neighborhood, please report any maintenance issues you see to Keystone Pacific Property Management, Inc. as soon as possible. The faster items are reported, the faster items can be addressed. Important items include:

- Leaning or fallen trees, especially after a wind storm.
- Common area sprinklers running for hours or shooting in the air like geysers.
- Damaged pedestrian gates or keypads that do not work.
- Vandalism.

Items may be reported to Bea Garrahy at (949) 838-3207 or by email to [bgarrahy@keystonepacific.com](mailto:bgarrahy@keystonepacific.com).

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### **Your Board of Directors**

**President:**  
William Ghawi

**Vice President:**  
David Northcutt

**Treasurer:**  
Bob King

**Secretary:**  
Christine Daily

**Member at Large:**  
John Arena

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*Next Board of  
Directors Meeting:  
May 27, 2009  
Keystone Pacific  
Office, Irvine.  
General Session  
begins at 6:30 pm.*

*If you wish to address  
the Board at the  
meeting, you must  
contact Cindy Ritter  
with Keystone Pacific  
Property Management,  
Inc. at (949) 838-3245  
prior to the meeting to  
have your name and  
item of discussion  
placed on the agenda.*

## SUMMERTIME FUN AT TRAILWOOD PARK

Summertime is almost here, the Trailwood pool has been completely renovated and is now heated for your enjoyment! With the increasing number of residents using the pool area, please remember to be courteous to your neighbors when using the pool:

- Keep games and other activities at a reasonable noise level. Also, all sound devices need to be used with headsets.
- Dispose of trash in the proper containers.
- Close patio umbrellas when done using them to protect them from wind damage.
- All person under the age of 14 must be accompanied by an adult over 18 years old.
- All residents are responsible for their guests while in the pool area.

If you are planning a party at Trailwood Park and would like to reserve the covered picnic tables and barbecue area, please contact Bea at Keystone Pacific Property Management, Inc. at (949) 838-3207. Reservations will have first priority for these areas. Residents are responsible for cleaning up after their parties, **including removal of all decorations, leftover food items, and trash.** Although we do have janitorial service more frequently during the summer months, a party may be scheduled immediately following yours. Trash left on the ground will also attract insects, rodents and coyotes, so please be respectful of the common area amenities so that everyone can enjoy them. Thank you!

### MANAGEMENT/COMMUNITY INFORMATION

LASER DECALS: Please contact Bea Garrahy at 949-838-3207; Email [bgarrahy@keystonepacific.com](mailto:bgarrahy@keystonepacific.com)

PARK RESERVATIONS OR MAINTENANCE REQUESTS: Please contact Bea Garrahy.

BILLING QUESTIONS: Please contact Accounting at (949) 833-2600 or [accounting@keystonepacific.com](mailto:accounting@keystonepacific.com)

CANYONWOOD GUARDHOUSE: (714) 832-0586; Fax (714) 832-1551

CREEKGLEN GUARDHOUSE: (714) 573-9879

COMMUNITY MANAGER: Cindy Ritter, CCAM®

Keystone Pacific Property Management, Inc. ~ 16845 Von Karman, Suite 200 Irvine, CA 92606

Direct Line: (949) 838-3245 ~ Fax: (949) 833-0919

E-mail: [critter@keystonepacific.com](mailto:critter@keystonepacific.com)

**Keystone Pacific will be closed on May 25, 2009 in observance of Memorial Day.  
For Emergency Service call 949-833-2600**

Please follow the directions to be connected to the emergency service.

*Mother's Day is May 10th and Memorial Day is May 25th.*

### **VANDALISM**

Trailwood continues to have problems with vandalism of the common areas. If you see any suspicious persons on the property, please contact the Irvine Police Department at (949) 724-7000 immediately and notify the Canyonwood gate attendant. Also, if you notice any items damaged or vandalized, please contact Bea Garrahy (949) 838-3207 in the management office right away. Immediate notification helps to get items repaired quickly. Residents are the "eyes" of the community, and your assistance in spotting items in need of attention is greatly appreciated.