

FEBRUARY 2010

TRAILWOOD NEWS

www.trailwood.org

COMMUNITY
NEWSLETTER

IS IT TIME TO WORK ON THE HOUSE?

Is "Fix Up Your Home" on your list of resolutions for this year? If so, your Association can help! Now is the time to start thinking about your home projects for this year so you can submit your plans for approval and be ready for Spring.

If you are planning on painting your home, the Canyonwood gate has the color books with the **approved colors** for Trailwood. You can check out the books to select your colors and to give the paint colors to your painting contractor.

Don't forget to also check your planter boxes, walkways, fences, and patio covers for signs of wear or damage. Keeping these items clean and in good repair goes a long way towards making your home look sharp.

Please remember that all exterior improvements to your home require approval from the Northwood Pointe Maintenance Association. To request an application for improvements, contact the Architectural Administrator at 949-833-2600 or at architectural@keystonepacific.com. The guidelines and the application can also be found on the Northwood Pointe website at www.nwpointe.org.

OUT WITH THE OLD!



As you are cleaning up from the holidays or tidying up the garage, please remember that trash must be stored out of view of the street until the evening before pickup. Please do not leave unsightly piles of trash out on the curb for your neighbors to have to look at for days at a time. In addition, Waste Management will not pick up large items (furniture, etc.) unless you call ahead for a bulk item pickup. For more information please contact Waste Management at 949-642-1191.

Keystone Pacific will be closed on Monday, February 15, 2010, in observance of President's Day. If you have an emergency please call 949-833-2600 and follow the directions to be connected with the Emergency Service.

Your Board of Directors

President:
Christine Daily

Vice President:
Bob King

Treasurer:
David Northcutt

Secretary:
Hilary Lemansky

Member at Large
Vacant

Next Board of Directors Meeting:

March 17, 2010

*Keystone Pacific Office,
Irvine.
General Session begins
at 6:30 pm.*

If you wish to address the Board at the meeting, you must contact the management office prior to the meeting to have your name and item of discussion placed on the agenda.

The final agenda will be posted at the pool area at least 4 days in advance of the meeting. You may also obtain a copy of the agenda by contacting management at 949-838-3207

LIGHTED ADDRESS NUMBERS

Please check the bulb in your address numbers to make sure the bulb is not burned out. It is important that the number be illuminated properly to enable your guests or emergency vehicles to locate your residence.

LASER DECALS

Laser decals for your vehicles can be obtained by contacting Bea Garrahy in the management office. The first two decals per address are free; additional decals are \$10.00 each. If the residence is leased, the homeowner on record must provide management with a written notification of the tenant's name and a copy of the rental agreement which identifies the new tenant at this address. Vehicle registration forms can be obtained from the Canyonwood gatehouse or by contacting the management office. Completed forms and payment checks, made out to Trailwood Maintenance Association, should be mailed to the Keystone Pacific office at 16845 Von Karman, Suite 200, Irvine, CA 92620. The decals are mailed via certified mail, so please include a valid address where someone will be available to sign for the decals.

ANNUAL ELECTION UPCOMING

You should receive your secret ballot in the mail by the third week of March for the 2010 Annual Meeting of the Membership. Please follow the instructions carefully. Be sure to mail in your secret ballot prior to the April 19, 2010 meeting. Every vote makes a difference!

GATE ATTENDANTS

Please let us know how the gate attendants are doing. A large part of your monthly assessment is used to pay for the gate attendants. Are you receiving calls from the gate attendant prior to guests knocking on your door? Are vendors showing up at your door unannounced? If you are not receiving a phone call prior to someone arriving at your home, please email Cindy Ritter at critter@keystonepacific.com and provide her with the date and time of the incident. This information will be passed onto the Post Commander so that the procedures can be reviewed with the gate attendant. The Board is always interested in hearing from residents.

MANAGEMENT/COMMUNITY INFORMATION

LASER DECALS: Forms are available at the Canyonwood Guardhouse. Mail your completed form and your payment check to Keystone Pacific, attention Bea Garrahy.

PARK GAZEBO RESERVATIONS OR MAINTENANCE REQUESTS: Please contact Community Associate Bea Garrahy at 949-838-3207 or bgarrahy@keystonepacific.com.

BILLING QUESTIONS: Please contact Customer Care at (949) 833-2600 or customercare@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.

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

E-mail: critter@keystonepacific.com

