

January 2017

Trailwood

WWW.FACEBOOK.COM/TRAILWOOD

WWW.TRAILWOOD.ORG

WWW.TWITTER.COM/TRAILWOODASSOC

Professionally Managed by Keystone Pacific Property Management, Inc. - 16775 Von Karman, Ste. 100, Irvine, CA 92606

NOVEMBER 14, 2016 BOARD MEETING HIGHLIGHTS

- The Board of Directors approved the September 13, 2016 meeting minutes as well as the August 31, 2016 and September 30, 2016 financial statements.
- The Board established the record date, inspector of election and annual meeting dates for the 2017 election.
- Delinquent accounts were reviewed and appropriate action was taken.
- The Board approved Newman and Associates to prepare the year end audit and tax returns.
- The Board approved proposals to perform repairs to the common area sidewalks to eliminate potential trip hazards.
- The Board reviewed and approved the 2017-2018 draft reserve study and annual budget with no increase in assessments.

TRAILWOOD HOLIDAY LIGHTING WINNERS

The judging of the 2016 Holiday Lighting Contest took place on December 18th. Festive yard signs have been placed in each of the winner's yards for all to see. Please join us in congratulating the winners of this year's contest!

COMMUNITY REMINDERS

Holiday Clean Up—Please remove all holiday decorations by January 15th. As you are cleaning up from the holidays, tidying up the garage or refreshing the landscaping, please remember that trash must be stored out of view of the street until the evening before pickup. 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.

Real Estate Signage—Please remember that real estate signage is permitted only on the owner's personal property. Signs, other than temporary Open House signs, placed in the Association common area may be removed.

Street Sweeping— Street sweeping occurs on the 1st Thursday of each month. Please make sure that vehicles are removed from the streets between the hours of 8 A.M. and 4 P.M. If you have guests visiting, please make sure they are made aware of this requirement. Vehicle found in violation will be issued a citation and the owner of the property to which the vehicle is registered will receive a violation notice.

BOARD OF DIRECTORS

President: David Northcutt
Vice President: Maajed Abahusayn
Treasurer: T. Eric Wang
Secretary: Bob King

NEXT BOARD MEETING

Tuesday, January 17, 2017
Homeowner Forum @ 6:00 P.M.
Keystone Pacific Property
Management, Inc.
16775 Von Karman Ave., Suite 100
Irvine, California 92606

The final agenda will be posted on the bulletin boards at the community entrances and available on the Association's website at least 4 days in advance of the meeting.

Please note: If you wish to address the Board at the meeting, please contact Michael Gonzalez at (949) 838-3214 ten days prior to the meeting to have your name and item of discussion placed on the agenda.

CONTACT INFORMATION

COMMUNITY MANAGER:
Michael Gonzalez, CMCA
Main Line: (949) 833-2600
Direct Line: (949) 838-3214
Fax: (949) 833-0919
Email: mgonzalez@keystonepacific.com

COMMON AREA ISSUES:

Araceli Chavez
Phone: 949-430-5808
Email: achavez@keystonepacific.com

Keystone Pacific Property Management, Inc.

For after-hours association maintenance issues, please call 949-833-2600 to be connected with the emergency service line. Please call 9-1-1 for life-threatening emergencies.

January 2017 REMINDERS

- **Keystone Pacific Closed in Observance of New Year's - Monday, January 2nd**

For after-hours association maintenance issues, please call 949-833-2600 to be connected with the emergency service line. Please call 9-1-1 for life-threatening emergencies.



DID YOU KNOW...?

- If you move and still own a unit in the Association, you must update your mailing address with management to ensure you receive all future communication. Please send mailing address updates to mwallace@keystonepacific.com.
- If you sell your home, you are responsible to ensure your buyer receives your key fobs.
- Failure to pay the monthly assessment can result in additional fees and collection action.
- Owners are responsible for the actions of their tenants and any fines or enforcement action taken as a result of a violation of the community rules. To avoid potential concerns, please make sure your tenants are provided with a copy of the community rules.

VISIT www.Trailwood.org!

Log onto the community website to:

- Obtain information on submitting for approval for exterior changes
- Submit maintenance requests and address changes
- Get the latest community news and updates
- Obtain minutes, newsletters, policies, forms
- Register to receive E-Notifications and E-Statements
- Access your account online
- Pay your HOA bill online

Should you have a problem logging onto the community website, please call Customer Care at 949-833-2600.

SIGN UP FOR THE ACH PROGRAM

Save time and money and never miss a payment again! Sign up to have your assessment payments automatically debited from your checking or savings account. Please call Customer Care at 949-833-2600 or send an e-mail to customercare@keystonepacific.com to request an ACH application.

REMINDERS

TRASH PICK-UP DAY: Monday

Please store your trash cans out of view of the street by Monday evening.

STREET SWEEPING:

1st Thursday Every Month

Please do not park on the streets between the hours of 8 A.M. to 4 P.M.

INFORMATION

TRAILWOOD PARK

RESERVATIONS:

Complete the reservation form and please call 949-430-5808

BILLING QUESTIONS / SIGN UP FOR ACH PROGRAM:

Please contact Customer Care at 949-833-2600 or

customercare@keystonepacific.com

ASSOCIATION WEBSITE:

www.trailwood.org

NORTHWOOD POINTE MASTER ASSOCIATION INFO:

www.nwpointe.org

APPROVED COLOR SCHEME INFORMATION:

Please check the Association's website at www.trailwood.org

CANYONWOOD GATEHOUSE:

714-832-0586; Fax 714-832-1551

CREEKGLEN GATEHOUSE:

714-573-9879; Fax 714-573-8620

NORDIC ONLINE ACCESS:

You may add guests and vendors online via the Nordic Security Website at www.nordicsec.com. You will need to use your Nordic ID and password to complete your request.

KEY FOBS/TRANSPONDERS:

The forms may be found on the community website. Please contact Peri Kennedy at 714-573-9879 to purchase additional Transponders and/or Fobs.

VANDALISM:

Please report it immediately to Nordic Security at 714-832-0586.

IRVINE POLICE DEPARTMENT:

Non Emergency Line: 949-724-7200

ANIMAL CONTROL: 949-724-7092

**TRAILWOOD MAINTENANCE ASSOCIATION
APPLICATION FOR CANDIDACY
FOR THE BOARD OF DIRECTORS**

Dear Homeowner:

The Annual Election will be held in April 2017. For your convenience, please type your candidacy statement of 250 words or less on why you would like to serve on the Board in the space provided below or submit your type written candidacy statement of 250 words or less on an 8 1/2 x 11" sheet of paper to KEYSTONE PACIFIC PROPERTY MANAGEMENT, INC. at the office address displayed below. The deadline to submit is on **January 31, 2017 at 5:00 p.m.**

Please type in the information requested below.

NAME: _____
(Please note: Be sure to complete and return verification information on page 2 of this application)
**Candidacy statement needs to be kept to one page.*

(Per Civil Code, this form will be sent with the election materials, as submitted)

**TRAILWOOD MAINTENANCE ASSOCIATION
APPLICATION FOR CANDIDACY
FOR THE BOARD OF DIRECTORS**

HOMEOWNER VERIFICATION INFORMATION

NAME: _____

ADDRESS: _____

WORK PHONE NUMBER: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

E-MAIL ADDRESS: _____



**Trailwood Maintenance Association
Owner Notice Disclosure (Civil Code section 4041)**

California law requires Owners in a community association to provide the following information to the association on an annual basis. If the below contact information has changed, please fill out and return this form to the address below no later than February 28th.

Owner Name:

- 1. Address or Addresses to which notices from the association are to be delivered:

- 2. Any alternate or secondary address to which notices from the association are to be delivered:

- 3. The name and address of your legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of your extended absence from your property:

- 4. Your property is (please check one): Owner occupied Rented out

If your property is rented out, please provide the following information:

Name of Tenant(s): _____

Phone Number: _____

Email Address: _____

- 5. Is your property developed but vacant (please check one)?: Yes No

- 6. Is your property undeveloped land? Yes No

*Please return this form to:
Trailwood Maintenance Association
c/o Keystone Pacific Property Management, Inc.
16775 Von Karman Ave, Suite 100
Irvine, CA 92606*