

**PARK PASEO HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
REGULAR SESSION MINUTES
NOVEMBER 12, 2012**

NOTICE OF MEETING

Upon due notice, given and received, the Board of Directors of Park Paseo Homeowners Association, a California nonprofit mutual benefit corporation, held its regularly scheduled meeting on Monday, November 12, 2012, at the clubhouse located at 25 Christamon West, Irvine, California. It was noted that the meeting agenda was placed in the common area at least four (4) days prior to the meeting.

PRESENT

Directors Present: Tanja Fournier, President
Brian Hagadorn, 1st Vice President
Ric Cox, 2nd Vice President
Mike Krahelski, Secretary

Directors Absent: Howard Scott, Treasurer

Representing PCM: Jessica Volgenau, CCAM
Community Manager

Others Present:

- 7763029
- 7761020
- 7761307
- 7764044
- 7769019
- 7769006
- 7769019
- 7763014
- 7761304
- 7763008
- 7760041
- 7767033
- 7763041
- 7763022
- 7766028

CALL TO ORDER

Tanja Fournier, Board President, called the meeting to order at 6:37 p.m. and again at 8:40 p.m.

**EXECUTIVE SESSION
DISCLOSURE**

An Executive Session was held on November 12, 2012 from 8:17 p.m. to 8:36 p.m. for the purpose of discussing the following items:

- Legal
- Delinquency Matters
- Non-Compliance
- Management company contract

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HOMEOWNER FORUM

Homeowner Forum

- The homeowners were present to discuss their various concerns regarding the Board's decision to hire an outside management company in 2011. Some of the concerns included the fact that the homeowners were not made aware that the Board was going to hire a management company; the lack of communication between the Board, PCM and the homeowners; the costs associated with hiring PCM; landscape issues; and, parking concerns at the clubhouse, among others. The Board assured the homeowners present that an annual review with PCM will be taking place, and that the Board is currently inclined to give PCM a chance to correct shortfalls, and will provide the homeowners with another update after the review.

CONSENT CALENDAR

Consent Calendar

Upon a motion duly made by Krahelski, seconded by Cox and unanimously carried, the Board moved to approve the Consent Calendar, which consisted of the following items:

- October 8, 2012 Regular Session Minutes
- October 8, 2012 Executive Session Minutes
- October 2012 Financial Statement, subject to audit
- First Bank of Puerto Rico CD Maturing 12/17/12 for \$70,000.00– tabled until December meeting
- Goldman Sachs Bank CD maturing 12/21/12 for \$40,000.00 - tabled until December meeting
- New CDS: – tabled until December meeting
- October 2012 Delinquent Summary Report

LIEN RESOLUTIONS

Lien Resolutions

Upon a motion duly made by Krahelski, seconded by Cox and carried unanimously, the Board moved to apply a lien to the following account should the homeowner fail to bring their account current: #7768027-2; and for #7761316-7 to send a letter to the homeowner to acknowledge his recent payment, and stating that he must bring his account current by November 30, 2012, otherwise the Board will proceed forward with further action on his account.

OLD BUSINESS

Old Business

2013 Budget

Upon a motion duly made by Krahelski, seconded by Hagadorn and carried unanimously, the Board moved to approve the budget as presented.

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**Assessment and Billing
Collection Policy**

Upon a motion duly made by Krahelski, seconded by Fournier and carried unanimously, the Board moved to approve the Assessment and Billing Collection Policy with the following changes: include detailed information regarding the Transfer of Ownership Fees to include time frames, and more detailed information regarding the expedite charges, to remove the \$15.00 Late Reminder Letter from the documents and to email to the Board for review.

**Concrete Rehab & Doggie
Pot Station Proposals**

Upon a motion duly made by Krahelski, seconded by Fournier and carried unanimously, the Board moved to approve Bernardo Concrete to grind the concrete and install the doggie waste stations at a total cost of \$3,600.00.

Draft Post Orders

Tabled until the December meeting.

NEW BUSINESS

New Business

**Professional Management
Discussion**

This item was discussed during homeowner forum.

Security/Patrol Proposals

Tabled until the December meeting.

**Key FOB System
Proposals**

Tabled until the December meeting.

Janitorial Proposals

Upon a motion duly made by Hagadorn, seconded by Fournier and carried unanimously, the Board moved to approve the proposal from JOTS Construction to serve as the association's janitorial company, to be effective immediately and to notify Personal Touch that they have been terminated and that they must return keys no later than November 16, 2012.

**Pool Decks – Pressure
Washing Proposals**

Tabled until after the repairs to the pools are completed.

PCM Guarantee Program

Jessica Volgenau with PCM explained the program, and handed out the packets with the letter from the CEO, the report card and the information regarding goal setting.

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COMMITTEE REPORTS **Committee Reports**

Architectural Committee Minutes The Board reviewed the Minutes of the November 1, 2012 Architectural Committee Review meeting. Upon a motion duly made by Krahelski, seconded by Hagadorn and carried unanimously, the Board moved to accept the ARC minutes as presented.

Community Activities There were no reports submitted regarding the community activities.

Facilities There was no report submitted regarding the facilities.

Landscape There was no report submitted regarding the landscape.

MANAGEMENT REPORTS **Management Reports**
The Board reviewed and filed the following monthly management reports: Action List, Property Inspection Report, Work Order Report, Violation Report, Correspondence, PCM Phone Log, Association Profile, Annual Calendar, and Community Map.

NEXT MEETING The next meeting is scheduled for Monday, December 10, 2012 at 6:30 p.m.

ADJOURN There being no further business to come before the Board at this time, the meeting was adjourned at 10:13 p.m.

ATTEST

Name	Title
Name	Title