

**PARK PASEO HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
AUGUST 12, 2013**

NOTICE

The General Session meeting of the Park Paseo Homeowners Association Board of Directors was held on Monday, August 12, 2013, at the clubhouse located at 25 Christamon West, Irvine, California. The meeting agenda was posted at the clubhouse on Thursday, August 8, 2013.

PRESENT

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

Representing PCM: Jessica Volgenau, CCAM
 Community Manager

Others Present: - Three (3) Homeowners

CALL TO ORDER

Tanja Fournier, Board President, called the meeting to order at 7:00 p.m.

ANNOUNCEMENTS

Management advised that an Executive Session Meeting was held (but not completed) prior to the General Session Meeting on August 12, 2013 for the purpose of discussing member issues, legal matters, vendor contracts, personnel matters, and/or to meet with owners at their request.

VENDOR REPORTS

Vendor Reports

Harvest Landscape

Waived as no representatives from Harvest were present.

HOMEOWNER FORUM

Homeowner Forum

The homeowners present addressed some concerns with the new committee and the posting of meeting minutes; one homeowner came to appeal an architectural application decision.

COMMITTEE REPORTS

Committee Reports

Architectural Committee
Minutes–July 31, 2013

Upon a motion duly made by Fournier, seconded by Krahelski and carried unanimously, the Board moved to accept the committee minutes as presented.

Community Activities

There were no reports submitted regarding the community activities.

Landscape & Aesthetics
Committee –
Introduction

Three (3) of the committee members were present at the meeting to introduce themselves.

Charter

Committee Chair Fournier provided the Board with a draft copy of the charter. A discussion was held, and some minor changes will be made to the charter, and presented to the Board at the September meeting for further review.

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Area 5-B Committee –
Update

Committee Members Fournier and O'Dell were present to provide the homeowners and the Board with some updates regarding the Planning Area 5-B.

CONSENT CALENDAR

Consent Calendar

The Board reviewed the following Consent Calendar items for approval.

- A. Minutes – July 8, 2013 General Session**
- B. Minutes – July 8, 2013 Executive Session**
- C. July 2013 Financial Statement**
- D. July 2013 Delinquency Report**

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

UNFINISHED BUSINESS

Unfinished Business

2013 Goals Update

The Board reviewed the goals. No other action required.

Proposed ARC Guideline
Re-Write

Upon a motion duly made by Krahelski, seconded by Fournier and carried unanimously, the Board moved to adopt the guidelines as presented.

Concrete Grinding and
Removal Change Order –
Kinney Construction

Upon a motion duly made by Krahelski, seconded by Cassity and carried, the Board moved to approve the change order in the amount of \$5,880.00. Director Cox objected.

Landscape Proposals

Upon a motion duly made by Hagadorn, seconded by Krahelski and carried, the Board moved to approve the irrigation head replacement proposal at a total cost of \$5,330.40 to be paid from reserves. Director Cox objected.

NEW BUSINESS

New Business

Contact Information Request
Letter

Upon a motion duly made by Krahelski, seconded by Fournier and carried unanimously, the Board moved to approve the letter to be mailed out to the homeowners with the correction that the drawing will be held on October 15th, at the time of the Ice Cream Social. The Board approved the drawing prizes described in the letter and the Ice Cream Social (the Social at a cost not to exceed \$300.00).

Monthly Lighting Maintenance
Proposals

Upon a motion duly made Fournier, seconded by Krahelski and carried, the Board moved to approve the contract from Three Phase Electric for monthly lighting maintenance at a total cost of \$74.00 per month. Director Cox objected.

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- Clubhouse Carpet Replacement Proposals Upon a motion duly made by Krahelski, seconded by Fournier and carried unanimously, the Board moved to approve the proposal from So Cal Builders Services at a total cost of \$5,513.20, provided that all of the carpet will be replaced with the same commercial grade carpet squares that are in the main portion of the clubhouse, and to have them bring in the samples as soon as possible and to have the Aesthetics Committee review the samples for final color approval.
- HVAC Replacement Proposals This item was tabled until the September meeting to obtain additional proposals.
- Clubhouse Roof Replacement Proposals This item was tabled until the September meeting to obtain additional proposals.
- Restroom Hand Dryer Replacement Proposals Upon a motion duly made by Krahelski, seconded by Cassity and carried unanimously, the Board moved to approve the proposal from ServiceMaster to replace four (4) hand dryers in the restrooms with XLERATOR dryers at a total cost of \$750.00 per dryer plus installation by a licensed electrician.
- Monthly Dog Station, Bench, And Railing Cleaning Proposals Upon a motion duly made Hagadorn, seconded by Krahelski and carried, the Board moved to approve the proposal from Steve Cox to clean the benches and doggy stations each month at a total cost of \$100.00 per month. Director Cox abstained.
- #7761101 – Request to Place 2nd For Sale Sign Upon a motion duly made by Hagadorn, seconded by Fournier and carried unanimously, the Board moved to deny the request as the Board does not have the authority to grant a variance that goes against the CC&Rs.
- Home Improvement Applications
- 12 Ensueno West The homeowner submitted an application to replace the dry rotted wood on their home, and paint the exterior of the home. Upon a motion duly made by Cassity, seconded by Hagadorn and carried unanimously, the Board moved to deny the paint application as submitted; however if the homeowner resubmits an application to paint their home with color scheme #23, it will be automatically approved. The Board also approved the application to replace the dry rotted wood on the home as presented.
- 4 Campanero East The homeowner submitted an application to paint their home and replace their garage door. Upon a motion duly made by Fournier, seconded by Cassity and carried unanimously, the Board moved to approve the application as submitted, provided that the homeowner uses Whisper Gray for the trim.

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**MANAGEMENT
REPORTS**

Management Reports

The Board reviewed and filed the following monthly management reports: Action List, Site Visit Action List, Work Order Report, Unresolved Violation Report, PCM Phone Log, Clubhouse Sign-In Sheet, Website Correspondence, Association Profile and Annual Calendar.

CORRESPONDENCE

Correspondence

The Board reviewed general homeowner and vendor correspondence that had previously been responded to by Management on behalf of the Board. There were no comments at this time.

ANNOUNCEMENT

The next General Session meeting of the Board of Directors is scheduled for Monday, September 9, 2013 at 7:00 p.m. at the Park Paseo Clubhouse, located at 25 Christamon West, Irvine, California.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:00 p.m.

ATTEST

Name

Title