

**PARK PASEO HOMEOWNERS ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
DECEMBER 9, 2013**

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**NOTICE**

The General Session meeting of the Park Paseo Homeowners Association Board of Directors was held on Monday, December 9, 2013, at the clubhouse located at 25 Christamon West, Irvine, California. The meeting agenda was posted at the clubhouse on Thursday, December 5, 2013.

**PRESENT**

Directors Present:     Mike Krahelski, President  
                              Brian Hagadorn, 1<sup>st</sup> Vice President  
                              Shelley Cassity, 2<sup>nd</sup> Vice President  
                              Ric Cox, Secretary

Directors Absent:     Tanja Fournier, Treasurer

Representing PCM:    Trevor Fenwick, CMCA  
                              Community Manager

Others Present:       Brad Walker, Association Attorney  
                              Steven Schinhofen, Harvest Landscape  
                              John Hughes, Cal-Sparkle  
                              Five (5) Homeowners

**CALL TO ORDER**

Mike Krahelski, Board President, called the meeting to order at 7:16 p.m.

**ANNOUNCEMENT**

It was noted that an Executive Session Meeting was held prior to the General Session Meeting on December 9, 2013 for the purpose of discussing the following: formation of third party contracts and member discipline. This is a closed session meeting and is not open to owner attendance unless specifically agreed to by the Board, per Civil Code Section 1363.05

**HOMEOWNER FORUM**

**Homeowner Forum**

None.

**VENDOR REPORTS**

**Vendor Reports**

Harvest Landscape

Steven Schinhofen of Harvest Landscape was in attendance at the request of the Board to discuss and report on the following:

Windrow Eucalyptus Tree Trimming: The trimming will take place over the course of three (3) weeks in February 2014.

IRWD Rebates for the Recently Installed Smart Irrigation Controllers: Harvest will work with management to determine what else needs to be done to finalize the process.

Sprinkler Replacement Project: The project has been completed. It was noted that the turf depressions around the replaced heads had not been brought up to the same finished grade as the surrounding turf, and that Harvest will remedy this immediately. It was also noted that swing joints, or street ells, may have already been installed in some areas prior to the commencement of the project, thereby swing joints were were replaced that may not have needed to be. Management

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was instructed to schedule an audit with Harvest of the locations near the home of Director Cox where this error may have occurred.

**COMMITTEE REPORTS**

**Committee Reports**

Architectural Committee

The minutes from the November 27, 2013 meeting of the Architectural Review Committee were submitted. Upon a motion duly made, seconded and carried unanimously, the Board moved to accept the minutes as submitted.

Upon a motion duly made, seconded and carried unanimously, the Board moved to appoint Timothy Costello to the Architectural Committee.

Community Activities

There were no reports submitted regarding the community activities.

Landscape & Aesthetics  
Committee

There were no reports submitted regarding the Landscape & Aesthetics Committee. The Board reviewed the draft charter.

Upon a motion duly made, seconded and carried unanimously, the Board moved to approve the draft charter with the following edits (noted in italics):

1) "The purpose of the Landscape and Aesthetics Committee (the L&A Committee) shall be to provide research *and* analysis and *to* make recommendations to the Park Paseo *Homeowners Association* (PPHOA) Board of Directors (the Board) on Landscape and Aesthetics *improvement projects* to the PPHOA common areas and facilities, *as previously approved or requested by the Board.*"

2) "The L&A Committee will provide a prioritized list and general budget required to achieve the recommended improvements on an annual basis to be delivered to the Board in September for inclusion to the following calendar year budget, *subject to Board approval. Furthermore, the L&A Committee will provide interim verbal or written updates to the Board at the Board's January, April, July and October meetings each year on the projects and other items that are being reviewed by the Committee.*"

3) "*The Board has reviewed and approved the initial membership of the L&A Committee and will review the L&A Committee membership on a two-year cycle, and re-appoint some or all of its members, with the first review taking place in June 2015. The Board will have the right to review any additions to the L&A Committee due to vacancy or resignations.*"

Area 5-B Committee

Committee co-chairs Kevin Fournier and Bob O'Dell were in attendance to submit an oral report to the Board on the committee's interactions with The Irvine Company and neighboring associations with regards to Area 5-B. It was noted that discussions with The Irvine Company regarding density, elevations, etc. should begin next week. Management was instructed to obtain further clarification as to whether the wall(s) that separate Park Paseo from Area 5-B are the maintenance responsibility of the individual homeowner or jointly with the Association.

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**CONSENT CALENDAR**

**Consent Calendar**

The Board reviewed the following Consent Calendar items for approval.

**A. Minutes – November 11, 2013 Executive Session**

**B. Minutes – November 11, 2013 General Session**

**C. November 2013 Financial Statement**

**D. November 2013 Delinquency Report**

**E. Reserve Transfer Authorization – Christamon Pool Pumps**

The Board resolved to re-class invoice #59413 from Cal-Sparkle in the amount of \$6,361.20 from Operating to Reserve Account #6050-1002.

**F. Notice to the Association – Designation**

California Civil Code §5310 requires the Association to annually provide the name and address of the person designated to receive official communication for the Association. It is suggested that official communication for the Association should be sent to the Association's Community Manager, Trevor Fenwick c/o PCM, 23726 Birtcher Drive, Lake Forest, CA 92630.

**G. General Notice to Members Posting**

California Civil Code §4045 allows for a new method of posting General Notices to the membership. The Association designates the Christamon and Prosa Pool bulletin boards as the location for posting of General Notices.

Upon a motion duly made, seconded and carried unanimously, the Board moved to accept Consent Calendar items A-E and G as submitted. For item F, management was instructed to consult with legal counsel as to whether or not the designated person has to be the proper name of an individual, i.e. "Trevor Fenwick", or if a title would suffice, i.e. "Community Manager for Park Paseo Homeowners Association".

**UNFINISHED BUSINESS**

**Unfinished Business**

Site Plan Proposals

Tabled until the January meeting pending further review.

**NEW BUSINESS**

**New Business**

Insurance Renewal

Upon a motion duly made, seconded and carried unanimously, the Board moved to renew the Association's insurance policy for 2014 with the Association's current vendor, Armstrong, Robitaille & Riegle (formerly Robco).

2014 Changes to  
California Civil Code

Association attorney Brad Walker briefed the Board and management on significant additions and changes to California Civil Code that will take effect on January 1, 2014.

Prosa Pool Heater

John Hughes of Cal-Sparkle, the Association's pool maintenance contractor, briefed the Board and management on the current state of the heater at the Prosa Pool, indicating that the heater is not functioning properly. Due to this, Cal-Sparkle states that they would have to decline any request to bring the heater back online in Spring of 2014. It was noted that there may be rebates available should the Board chose to replace the existing heater with certain new models, and that Cal-Sparkle will submit proposals for both a rebate-qualified

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heater and the same model heater that is currently being used at the Christamon pool.

2013 Audit Proposal

Upon a motion duly made, seconded and carried unanimously, the Board moved to approve the proposal from Inouye, Shively, Longtin and Klatt to both audit the Association's financial statements, and to prepare the Association's federal and state income tax returns for the year ended December 31, 2013 at a cost of \$1,800.00.

Landscape Architect  
Proposals

Tabled to the January meeting pending the receipt of additional proposals.

Home Improvement  
Application – Appeal  
Of Denial

Upon a motion duly made, seconded and carried unanimously, the Board moved to allow the owner at 12 Alba W to repaint only the damaged trim area of their home with a color that matches the existing color, provided that the paint used matches the color of the trim in its current faded state, subject to Board approval. Should the paint not match to the Board's satisfaction, the owner must repaint the entire trim in one of the new approved trim colors.

Home Improvement  
Application – Appeal  
Of Denial

Upon a motion duly made, seconded and carried unanimously, the Board moved to approve the application from the owner at 65 Diamante to repaint their home as submitted.

**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, Landscape Summary, Lighting Maintenance Summary, Website Correspondence, Association Profile and Annual Calendar. There is no further action to be taken on these items at this time.

**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, January 13, 2014 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 to executive session at 9:49 p.m.

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**ATTEST**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title