

**PARK PASEO HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
JANUARY 13, 2014**

NOTICE

The General Session meeting of the Park Paseo Homeowners Association Board of Directors was held on Monday, January 13, 2014, at the clubhouse located at 25 Christamon West, Irvine, California. The meeting agenda was posted at the clubhouse on Thursday, January 9, 2014.

PRESENT

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

Representing PCM: Trevor Fenwick, CMCA
 Community Manager

Others Present: Two (2) Homeowners

CALL TO ORDER

Mike Krahelski, Board President, called the meeting to order at 7:23 p.m.

ANNOUNCEMENT

It was noted that an Executive Session Meeting was held prior to the General Session Meeting on January 13, 2014 for the purpose of discussing the following: member discipline, architectural appeals and homeowner issues. 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

None.

COMMITTEE REPORTS

Committee Reports

Architectural Committee

The minutes from the December 18, 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 with the following changes: committee member Ernie Jones to be listed as absent and former committee member Art Goldstein to be removed from the committee roster. Management was instructed to have the committee once again recommend monthly landscape award winners.

Community Activities

There were no reports submitted regarding the community activities.

Landscape & Aesthetics
Committee

There were no reports submitted regarding the Landscape & Aesthetics Committee.

Area 5-B Committee

Committee co-chair Kevin Fournier was in attendance to submit an oral report to the Board on the committee's interactions with The Irvine Company with regards to Area 5-B. He advised that Robin Leftwich, Vice President of Community

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Affairs at the Irvine Company informed the committee that Area 5-B is slated to be named "Eastwood", and that the models will not be built until June 2015. One issue to watch is that the Irvine Company is considering revising the previously proposed layout and density for the development. Management was instructed to contact Dennis Chiotti, Landscape Superintendent at the City of Irvine, for insight into whether the wall(s) that separate Park Paseo from Area 5-B are owned by the individual homeowner, jointly with the Association, or by the Irvine Company.

CONSENT CALENDAR

Consent Calendar

The Board reviewed the following Consent Calendar items for approval.

- A. Minutes – December 9, 2013 Executive Session**
- B. Minutes – December 9, 2013 General Session**
- C. December 2013 Financial Statement**
- D. December 2013 Delinquency Report**
- E. Lien Resolutions - #7761127-7, #7761212-7, #7761440-5, #7769016-0**
- F. Ratification of Committee Charter – Landscape & Aesthetics**
- G. Ratification of Insurance Renewal**

Upon a motion duly made, seconded and carried unanimously, the Board moved to accept Consent Calendar items A-D and G as submitted.

For item E, upon a motion made, seconded and carried unanimously, the Board moved to remove accounts 7761212-7 and 7761440-5 from the resolution as they have made recent payments, but to proceed with recording a lien against accounts 7761127-7 and 7769016-0. Management was also instructed to send intent to lien letters to accounts 7761250-9 and 7761316-7 if their past due amounts include unpaid assessments.

For item F, upon a motion duly made, seconded and carried unanimously, the Board moved to ratify the charter with the following edit (noted in bold/italics):

- 1) "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 **approve** any additions to the L&A Committee due to vacancy or resignations."

UNFINISHED BUSINESS

Unfinished Business

Site Plan Proposals

Upon a motion duly made, seconded and carried unanimously, the Board moved to decline the proposal submitted by Site Plan Advantage. The Association will utilize the map that was prepared by the Community Manager.

Landscape Architect
Proposals

Tabled until the February meeting to allow for the receipt of additional bids.

NEW BUSINESS

New Business

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Proposed Draft
Email Privacy Policy

Tabled until the February meeting. Management was instructed to request of counsel that they make the following edits to the draft:

- 1) Change the word "member" to "Park Paseo homeowner" throughout the document for clarity.
- 2) Define what the Association may do with the membership list.
- 3) Include a statement in the policy that in order to opt-out of receiving general notifications from the Association or the management company, an owner must unsubscribe from the respective websites.
- 4) Define what alternative means of communication will be utilized for owners who have opted out.

Proposed Draft
Conflict of Interest
and Ethics Policy

Tabled until the February meeting. Management was instructed to consult with counsel as to whether or not it is appropriate for a Director to recommend that a specific vendor be considered for an Association project.

Revised Draft
Election and Voting
Rules

Tabled until the February meeting. Management was instructed to request of counsel that they make the following edit to the revised draft:

- 1) In the second sentence of section 5, VOTING QUALIFICATIONS AND THE VOTING POWER OF EACH MEMBERSHIP, the words "your voting rights are" should be inserted between the words "unless" and "suspended".

Management was also instructed to consult with counsel as to whether or not association attorney Brad Walker could act as the Inspector of Election, but designate the PCM office as the address where the ballots would be received and held.

Jacaranda Tree
Trimming Proposal

Upon a motion duly made, seconded and carried unanimously, the Board moved to approve the proposal from Harvest Landscape to trim the Association's twenty-one (21) small jacaranda trees at \$55.00 each, and one-hundred and nine (109) large jacaranda trees at \$80.00 each, at a total cost of \$9,875.00. Management was instructed to request of Harvest Landscape that they make recommendations for the removal of one of the two jacaranda trees in the cul de sac islands, where necessary, prior to the trimming, and to provide a proposal for removal based off of those recommendations. The trimming proposal should then be adjusted to reflect any change in cost due to any decrease in the total number of trees after the removals.

Prosa Pool Heater
Replacement Proposals

Tabled until the February meeting so that management may request of Cal-Sparkle that they provide a second bid for the purchase and installation of one

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(1) Raypak 84 Professional Series heater, Model BR-409 and provide a reason for including two heaters in their original proposal. Upon a motion duly made, seconded and carried unanimously, the Board moved to allow management to approve a second bid from Cal-Sparkle, for the above, if the bid is equal to or less then \$6,350.00.

**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.

For the clubhouse roof replacement project, management was instructed to use the proposal submitted by Allied Roofing as the scope of work; to have the two other original bidders re-bid based off of that scope; and to confirm that those new bids provide for the highest quality Da Vinci roofing product, as Allied's bid does.

For the clubhouse HVAC system replacement project, management was instructed to use the proposal submitted by White Mechanical as the scope of work and to obtain two (2) additional bids that are based off that scope.

For the clubhouse carpet replacement project, management was instructed to obtain three (3) new proposals. The proposals should be for the use of commercial grade carpet squares in the downstairs main room, the bathroom hallway and the office, and for rolled carpet on the stairs and on the second floor.

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, February 10, 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 9:56 p.m.

ATTEST

Name

Title