

**PARK PASEO HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
MARCH 10, 2014**

NOTICE

The General Session meeting of the Park Paseo Homeowners Association Board of Directors was held on Monday, March 10, 2014, at the clubhouse located at 25 Christamon West, Irvine, California. The meeting agenda was posted at the clubhouse on Thursday, March 6, 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: Eight (8) Homeowners
 Matthew Taylor, Urban Arena

CALL TO ORDER

Mike Krahelski, Board President, called the meeting to order at 7:03 p.m.

ANNOUNCEMENT

It was noted that an Executive Session Meeting was held prior to the General Session Meeting on March 10, 2014 for the purpose of discussing the following: member discipline, legal matters, contractual matters 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 §4925(a) and 4935(a).

HOMEOWNER FORUM

Homeowner Forum

A homeowners forum was held.

COMMITTEE REPORTS

Committee Reports

Architectural Committee

The minutes from the February 26, 2014 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.

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

The Board reviewed correspondence between Management and Robin Leftwich of the Irvine Company with regard to the damaged Association wall between Park Paseo and Area 5-B. The wall has been damaged by overgrown palm trees on the Area 5-B side of the wall. The trees have been removed. Management was instructed to follow up Robin Leftwich and to report back at the April meeting.

CONSENT CALENDAR

Consent Calendar

The Board reviewed the following Consent Calendar items for approval.

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- A. Minutes – February 10, 2014 Executive Session**
- B. Minutes – February 10, 2014 General Session**
- C. February 2014 Financial Statement**
- D. February 2014 Delinquency Report**

Upon a motion duly made, seconded and carried unanimously, the Board moved to accept the consent calendar as submitted.

UNFINISHED BUSINESS

Unfinished Business

Christamon Pool Deck
Steps Repair Proposal

Upon a motion duly made, seconded and passed by a vote of 4-1(Director Cox voted against), the Board moved to accept the proposal from Kinney Construction to repair the damaged areas of the Christamon pool deck steps at a cost of \$3,860.00.

Prosa Pool Filter
Replacement Proposal

The Board reviewed correspondence from Aqua-Tek Pool Services regarding their opinion on whether or not a full replacement of the filters at the Prosa pool is warranted. It was noted that, in Aqua-Tek's opinion, the leaking of diatomaceous earth into the pool was likely due to a hole in one or more filter elements, and they would not recommend replacing the entire filters at this time (but rather just the elements involved). Management was instructed to meet with Cal-Sparkle so that the issue may be witnessed by Management in person, and to report back at the April meeting.

Revised Draft Conflict of
Interest and Ethics Policy

Upon a motion duly made, seconded and carried unanimously, the Board moved to approve the draft conflict of interest and ethics policy, provided that the dollar amount limit for the Annual Board Appreciation Dinner be set at \$1,250.00. Management was instructed to submit the draft policy to the membership for the required thirty (30) day comment period via general notice at the pool bulletin boards prior to the Association's formal adoption of the policy, pursuant to Civil Code. The policy will also be included on the Association website for review by the membership.

NEW BUSINESS

New Business

Urban Arena –
Proposal Presentation

Matthew Taylor, Senior Project Manager at Urban Arena, attended the meeting at the request of the Board to present the company's revised proposal, to discuss their expertise for landscape and hardscape renovation design services and to answer questions from the Board and from members of the Landscape and Aesthetics Committee. Management was instructed to obtain plans and drawings from the city of the Association's common areas that would have been submitted by the developer during construction, and to have Association counsel review the revised proposal. The proposal will again be included on the agenda for the April meeting.

Christamon Pool,

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Prosa Pool and
Alba Greenbelt
Tot-Lot Sand Replacement
Proposals

Upon a motion duly made, seconded and carried unanimously, the Board moved to accept the proposal from Harvest Landscape to remove the sand at the Alba tot-lot only and to replace it with playground approved wood fiber/mulch, at a material cost of \$4,674.00 plus a proportional amount of the cost to remove the sand (the proposal included removal from all three tot-lot areas). Management was instructed to seek additional bids with different material for the other two (2) tot-lot locations, and to have Creative Recreational Systems provide an inspection report of the equipment in all three (3) tot-lots. The item will again be included on the agenda for the April meeting.

Parking Lot Light Pole
Repair Proposal

Upon a motion duly made, seconded and carried by a majority, the Board moved to accept the proposal from Three Phase Electric to repair the inoperative light pole at the clubhouse parking lot at a cost of \$1,150.00. Director Krahelski abstained.

New Committee
Proposal

The Board reviewed correspondence from Association member Peggy Cheng of 1 Fortuna West presenting the draft charter for a proposed Park Paseo Social Committee, as well as a proposal to allocate funds for the purpose of holding the committee's first event on May 30, 2014. Mrs. Cheng, her husband and two (2) other homeowners were in attendance in support of the proposed committee. The event proposed would be a Movie in the Park night and would be held on the green space adjacent to the tennis courts. The committee also requested the allocation of funds for the purpose of purchasing two (2) banners which would be used to announce future upcoming events.

Upon a motion duly made, seconded and carried unanimously, the Board moved to accept the charter as submitted, to approve the Movie in the Park event for May 30, 2014 at 8:00 p.m. with a budget of \$900.00, and to approve the purchase of two (2) banners at a cost of \$96.00 each. Management was instructed to do the following:

- Ensure that the irrigation would be turned off in the park area on the night of the event as well as the day before the event.
- Add the event to the billing statement on the May statements.
- Announce the event in the April and May editions of the Park Press.
- Post the event on the Association website.
- Include a flyer for the event, which will be created and provided by the committee, with the May statements.

Eucalyptus Trimming
Cycle Adjustment
Proposal

The Board reviewed correspondence from Director Fournier requesting that the Board consider changing the eucalyptus trimming cycle from once every three years to once every two years. Management was instructed to hire an independent arborist to come to the April meeting to discuss the eucalyptus trees in general, including the trimming cycle.

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Santiago Hills
Elementary – 5th
Grade Pool Party
Request

Upon a motion duly made, seconded and carried unanimously, the Board moved to approve the use of the Christamon pool for the 5th grade pool party on June 25, 2014, and to waive the rental fee, provided that the school provide and pay for lifeguard services during the event. Management was instructed to obtain a quote from Safe Swim for the hours of 9:30 a.m. to 1:30 p.m.

Santiago Hills
Elementary – 6th
Grade Graduation
Party Request

Upon a motion duly made, seconded and carried unanimously, the Board moved to approve the use of the clubhouse for the 6th grade graduation party on June 25, 2014 and to waive the rental fee (but not the security deposit). Management was instructed to schedule an extra janitorial service for the day after with JOTS, and to move the ARC meeting to either Tuesday the 24th or Thursday the 26th.

Homeowner Request –
6 Entrada West

The Board reviewed correspondence from the owner requesting that the two (2) citrus eucalyptus trees in the common area behind their home be trimmed. Management was instructed to obtain a bid from Harvest Landscaping to trim these two (2) trees. Management was also instructed to look into installing a dog station in that area as the owner indicated the people were leaving used dog bags in the planter where the aforementioned trees are located.

Homeowner Request –
9 Alba West

The Board reviewed correspondence from the owner requesting that the recently exposed separation, or gap, in the block wall joint in their rear yard be addressed. Management was instructed to obtain a repair recommendation from Association resident and concrete contractor, Mike Knoell.

Homeowner Request –
11 Christamon East

The Board reviewed correspondence from the owner requesting that the Board approve the use of the clubhouse by her church, free of charge, for the purpose of setting up a once-a-month, invitation only, food bank. Upon a motion duly made, seconded and carried unanimously, the Board moved to deny the request due to the possibility of a large number of non-residents during these events as well as for ADA reasons as the facility is still considered a private rather than public facility.

Homeowner Request –
12 Campanero West

The Board reviewed correspondence from the owner requesting that a sign-up board be installed at the tennis courts so that residents and owners may find playing partners. Management was instructed to include a clip board with the daily sign-up sheets at the tennis courts for this purpose.

**MANAGEMENT
REPORTS**

Management Reports

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The Board reviewed and filed the following monthly management reports: Action List, Site Visit Action List, Work Order Report, Monthly Violation Report, Landscape Summary, Lighting Maintenance Summary, Association Profile and Annual Calendar.

No further action is required at this time.

CORRESPONDENCE

Correspondence

The Board reviewed general homeowner 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, April 14, 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 at 9:03 p.m.

ATTEST

Name Title

Name Title