

**PARK PASEO HOMEOWNERS ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
JULY 14, 2014**

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**NOTICE**

The General Session meeting of the Park Paseo Homeowners Association Board of Directors was held on Monday, July 14, 2014, at the clubhouse located at 25 Christamon West, Irvine, California. The meeting agenda was posted at the clubhouse on Thursday, July 10, 2014.

**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  
                              Tanja Fournier, Treasurer

Representing PCM:    Trevor Fenwick, CMCA  
                              Community Manager

Others Present:       Two (2) Homeowners  
                              Matt Davenport, Monarch Environmental

**CALL TO ORDER**

Mike Krahelski, Board President, called the meeting to order at 7:00 p.m.

**ANNOUNCEMENT**

It was noted that an Executive Session Meeting was held prior to the General Session Meeting on July 14, 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 homeowner's forum was held.

**COMMITTEE REPORTS**

**Committee Reports**

Architectural Committee

The minutes from the July 2, 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. The Board requested that the committee hold a secret ballot vote amongst its members for the purpose of choosing a chairperson. Additionally, management was instructed to contact the next-door neighbors of 5 Entrada East to ensure that they are comfortable with 5 Entrada East's request to install windows in their second floor bathrooms on the zero lot line.

Social Committee

There were no reports submitted regarding the Social Committee.

Landscape & Aesthetics  
Committee

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

Area 5-B Committee

There were no reports submitted regarding the Area 5-B Committee.

**CONSENT CALENDAR**

**Consent Calendar**

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The Board reviewed the following Consent Calendar items for approval.

- A. Minutes – June 9, 2014 Executive Session**
- B. Minutes – June 9, 2014 General Session**
- C. June 2014 Financial Statement**
- D. June 2014 Delinquency Report**
- E. Lien Resolutions – Acct. #7761316, #7762030 and #7764042**

Upon a motion duly made, seconded and carried unanimously, the Board moved to approve consent calendar items A-E as submitted.

**UNFINISHED BUSINESS**

**Unfinished Business**

Clubhouse Carpet  
Replacement Proposal

Upon a motion duly made, seconded and carried unanimously, the Board moved to accept the proposal from Dave Talley Flooring if the vendor is able to reduce its price to \$7,800.00, and, if not, to accept the proposal from Wallach's Flooring in the amount of \$7,764.00. The replacement shall be paid out of the reserve account for this item.

Prosa Tot-Lot Sand and  
Volleyball Court(s) Sand  
Replacement Proposals

Upon a motion duly made, seconded and carried unanimously, the Board moved to accept the proposal from Great Western Park to replace the sand at the Prosa Tot-Lot only at a cost not-to-exceed \$8,200.00. The replacement shall be paid out of the reserve account for this item. The replacement of the sand at the volleyball courts was tabled indefinitely due to the high-cost of replacement.

Christamon Pool Tot-Lot  
Surface Proposal

Management updated the Board on the progress in obtaining bids to install a poured-in-place rubber surface at the Christamon Tot-Lot. Management has received one proposal and is expecting to receive two more proposals from Great Western Park and Surface America prior to the August meeting. Note: At the June meeting, the Board approved this work at a cost not-to-exceed \$32,000.00 provided that the work is performed by a contractor who is reputable in this field.

**NEW BUSINESS**

**New Business**

11 Glorieta East –  
Request for Appeal of  
ARC Decision

Upon a motion duly made, seconded and carried unanimously, the Board moved to approve the homeowner's home improvement paint application to remove the wood shake siding on their home so that stucco may be applied and painted to match the existing stucco on their home.

Schedule of Fines  
And Fees

The Board reviewed an updated draft Schedule of Fines and Fees as prepared by management. Management was instructed to submit the document to association counsel for review, and to request of counsel their opinion on how best to remedy homeowner maintenance compliance issues, specifically with

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regard to the Association's right to remedy emergency or extremely severe issues at the expense of the Association, provided that the Association could subsequently levy a reimbursement assessment to the homeowner's account for the cost of the necessary repairs.

Association Records  
Retention and Facilities  
Organization and  
Maintenance

Director Fournier brought to the attention of the Board the need to re-organize the Association's records and storage spaces. A summary of the proposed methods to be used was reviewed by the Board. The Board agreed by unanimous consent that the hiring of part-time clerical assistance would be required and that the rate of pay would be \$15.00 per hour. Director Fournier will work with management to facilitate this project and will consult with the full Board with regard to storage items that seem to serve no active purpose for the Association prior to their disposal.

2014 Reserve Study

Upon a motion duly made, seconded and carried unanimously, the Board moved to accept the proposal from Reserve Data Analysis to perform the annual reserve study at a cost of \$1,695.00. Management will update the vendor on reserve expenditures that have occurred since the last study was performed.

Harvest Landscape –  
Tree Trimming Proposal

Upon a motion duly made, seconded and carried unanimously, the Board moved to accept the proposal from Harvest Landscape to trim the trees in the community that are need of trimming, as determined by Dave Ramos of Harvest, at a cost of \$11,020.00, provided that the exact locations of all trimmed trees are noted by Harvest and submitted to management, and that going forward the last trim date of every tree in the community is noted by Harvest on the Association's tree inventory map and related documents.

Monarch Environmental –  
Landscape Bid Package  
Specifications and  
Draft Contract

Matt Davenport, President of Monarch Environmental, attended to present and discuss with the Board the bid specifications and draft contract for future landscape maintenance service request-for-proposals. The following changes were requested by the Board during the course of the review:

1. Trash removal shall be twice per week, or more often as needed.
2. The Prosa tot-lot and volleyball courts shall be roto-tilled once per quarter.
3. The hourly cost for an irrigation technician shall be \$35.00 per hour.

Management was instructed to update Mr. Davenport with any other notes or comments made by the Board as they become available, and to inform Mr. Davenport when the request-for-proposal process should begin. Management was also instructed to request the Association's meter / irrigation maps from Harvest Landscape, and to ask of Harvest Landscape the total yards of mulch used throughout the property.

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**Adoption of Rules**

Upon a motion duly made, seconded and carried unanimously, the Board moved to adopt the Privacy Policy.

Pursuant to Civil Code §4360(a), the proposed policy was posted at the Clubhouse bulletin board on 5/13/14 for the required thirty (30) day comment period.

Management was instructed to deliver general notice of the adopted Privacy Policy via posting at the Clubhouse bulletin board within fifteen (15) days as required by Civil Code §4045, and to distribute the Opt-Out form to the membership with the September billing statement.

**MANAGEMENT  
REPORTS**

**Management Reports**

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.

Management was instructed to obtain bids for the removal of eight (8) beehives in the untrimmed windrow eucalyptus trees via normal methods, i.e. scissor or bucket lifts, as the previously approved vendor has not responded to management calls.

**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, August 11, 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 9:30 p.m.

**ATTEST**

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Name Title

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Name Title