

**PARK PASEO HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
WEDNESDAY, AUGUST 26, 2015  
PARK PASEO CLUBHOUSE  
25 CHRISTAMON WEST**

<b>GENERAL SESSION MINUTES</b>
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**I. CALL TO ORDER**

The general session meeting was called to order by 1<sup>st</sup> Vice President Brian Hagadorn at 7:10 p.m. In accordance with California Civil Code § 4920, the meeting agenda was posted at the designated posting location (bulletin board) on Friday, August 21, 2015.

**DIRECTORS PRESENT**

Mike Krahelski (in at 7:34 p.m.)  
Brian Hagadorn  
Bryan Giglia  
Tanja Fournier  
Ric Cox

**DIRECTORS ABSENT**

None

**REPRESENTING PCM**

Marybeth O. Green, CMCA<sup>®</sup>, CCAM<sup>®</sup>, MAEd

**EXECUTIVE SESSION**

An executive session meeting was held prior to the general session to discuss matters related to third party contracts, member discipline, member delinquencies, and attorney opinion.

**II. HOMEOWNER FORUM**

There were five owners in attendance to hear an update on Planning Area 5B as well as the landscape renovation progress. One owner requested the board submit violation correspondence to his neighbor for tree overgrowth. That matter was reviewed in executive session following the general session meeting.

(Mike Krahelski joined the meeting at 7:34 p.m.)

**III. COMMITTEE REPORTS**

**A. Architectural Committee**

Motion: Hagadorn  
Second: Krahelski

Resolution: That the Architectural Review Committee minutes be accepted as amended.

Ayes: Krahelski, Hagadorn, Giglia, Fournier, Cox  
Nays: None

**B. Social Committee**

No report was available this month.

**C. Landscape & Aesthetics Committee**

Motion: Fournier  
Second: Hagadorn

Resolution: That Harvest Landscape be approved to install four (4) 24" box trees. Three at the Prosa Pool and one at the entrance to the main pool, between the tennis courts and spa for a total cost of \$1,225.00 with funds to be expended from Operating Account #5236-0000 (Landscape Extras) which is currently \$854.88 over budget for this fiscal year.

Ayes: Krahelski, Hagadorn, Giglia, Fournier, Cox  
Nays: None

**D. Area 5B Committee**

It was noted that the Area 5B Committee had been working with the IRWD to encourage landscape improvements in the area adjacent to the proposed 5B paseo at the end of Orange Arrow.

**IV. MANAGEMENT REPORTS**

The following reports were reviewed and filed:

**A. Action List**

It was noted that both PC's in the onsite office have failed due to age and Microsoft no longer supporting the operating software, Windows XP.

Motion: Krahelski  
Second: Fournier

Resolution: That PCM be approved to spend up to \$1,500 for the purchase of two (2) new PC's that are current and security software compatible. Funds are to be expended from reserve account #2439-0000 (clubhouse reserve) which has a balance of \$167,188.31 as of July 31, 2015. Management to determine the status of the former Carbonite subscription which used to be paid monthly.

Ayes: Krahelski, Hagadorn, Giglia, Fournier, Cox  
Nays: None

**B. Work Order Reports**

**C. Site Visit Reports**

**D. Financial Reports**

**V. MOTION CONSENT CALENDAR**

Motion: Krahelski  
Second: Hagadorn

Resolution: That Consent Calendar items A, B, and D through I be approved as presented.

**A. July 2015 Financial Statements**

Resolution: That the financial statements dated July 31, 2014 be approved as presented reflecting operating assets in the amount of \$241,119.61, reserve assets in the amount of \$734,782.18, current assets of \$19,283.37 for total assets of \$995,185.16.

**B. Approval of Minutes – July 13, 2015**

Resolution: That the General Session minutes dated July 13, 2015 be approved as presented.

**D. Prosa Pool Lock Approval**

Resolution: That Costa Mesa Lock & Key be approved to replace the Prosa Pool lock mechanism for a total cost of \$785.16 with funds to be expended from Operating Account #5202-0000 (Keys & Locks) which has \$375.96 remaining in its budget for this fiscal year.

**E. Pool Table Repairs**

Resolution: That OC Billiards be approved to repair the felt, bumpers, and pocket baskets for a total cost of \$1,450.00 with funds to be expended from Reserve Account #2439-0000 (Clubhouse Reserve) which has a balance of \$176,188.31 as of July 31, 2014.

**F. Entry Sign Order**

Resolution: That RESS be approved to manufacture a new standing sign in accordance with the specifications for a cost not to exceed \$400 with funds to be expended from Operating Account #5068-0000 (Office Supplies) which has a balance of \$1,168.77 for the fiscal year as of July 31, 2015.

**G. Security Camera Bids**

Resolution: That management be directed to work with security experts in accordance with Brad Walker's recommendations to create specifications and have bids available for the October meeting.

**H. Clubhouse Rentals on Holidays**

Resolution: That the clubhouse reservation form be modified to state that the fees for weekend use also apply to holidays. This will be included in the 30-day rule change notice.

**I. Steve Cox Invoice Ratification**

Resolution: That the payment made to Steve Cox in the amount of \$985.00 with funds expended from Operating Account #5205-0000 be ratified as authorized by the Treasurer and President outside of the meeting.

Ayes: Krahelski, Hagadorn, Giglia, Fournier, Cox

Nays: None

## **Pulled Consent Calendar Item**

### **C. Lien Approvals**

Motion: Krahelski  
Second: Cox

Resolution: That the following accounts be liened in accordance with the association's delinquency policy: 7769048 and 7761254.

Ayes: Krahelski, Hagadorn, Giglia, Fournier, Cox  
Nays: None

## **VI. UNFINISHED BUSINESS**

### **A. Monument Sign Requirements**

The City of Irvine submitted a copy of the Northwood specifications for review and noted that some submittals will require a public hearing while others simply require administrative review. The board tabled further discussion on monument signs pending completion of the landscape renovation project and the Planning Area 5B resolution.

### **B. Parking Lot Slurry Seal Project**

The board directed that Ben's Asphalt be instructed to not stencil the spaces except the green 15 minute curb stops and the HOA Manager signage.

## **VII. NEW BUSINESS**

### **A. Reserve Funding**

The board reviewed the two drafts of the reserve study. Draft 1 does not include block wall or pool deck replacement funding. Draft 2 includes block walls and pool deck replacement over a four-year period. The board directed that the study be revised to reflect the Prosa roof as "DaVinci" material to match the call-out at the main pool. The board also directed that the previously approved mastic project from Alan Smith Pool Plastering be completed regardless of the outcome of the reserve plan for deck replacement.

### **B. Spa/Pool Area Lighting**

The board recessed at 8:58 p.m. to review the lighting at the spa area, then reconvened to discuss options. Because there is questionable wiring in the area, the board directed that an electrical survey be conducted prior to any new installations.

### **C. Deckside Repair Recommendations**

Deckside made the following recommendations for repairs:

<i>Item</i>	<i>Amount</i>	<i>Account</i>	<i>Funds Avail.</i>
Main Pool Spa Filter Replacement	\$1,801.91	2450-1002	\$9,284.20
Prosa Pool Filter Seal	\$ 364.25	5250-0000	\$3,746.79
Main Pool Water Fill Valves	\$ 860.76	2450-1002	\$9,284.20

Motion: Cox  
Second: Hagadorn

Resolution: That the three proposals submitted by Decksider be approved as presented with funds to be expended as noted above.

Ayes: Krahelski, Hagadorn, Giglia, Fournier, Cox  
Nays: None

**D. Annual Meeting Logistics**

Mike Krahelski, Tanja Fournier, and Ric Cox have terms that expire in October. In accordance with the Annual Calendar, the Board determined the following items:

1. The Annual Meeting will take place on the 3<sup>rd</sup> Tuesday in October (this year it will be the 20<sup>th</sup>) at 8:00 p.m., in accordance with the association's bylaws.
2. The Ballot Box will serve as Inspectors of Election and conduct the meeting in the same format as they did in 2014.
3. The clubhouse at 25 Christamon West and the offices of PCM at 27051 Towne Centre Drive, Suite 200 will both serve as additional locations to receive ballots.
4. Candidate statements are to be distributed to all members via NextDoor and the association's website.

**E. CAI Class Attendance**

Board Treasurer Fournier has recommended several CAI classes for board attendance. The cost to do so is to be funded through the association and the association's membership in CAI should be renewed via PCM.

**VIII. NEXT MEETING**

The next board of directors meeting is scheduled for Monday, September 14<sup>th</sup> with executive session at 6:30 p.m. and general session at 7:00 p.m. at the Clubhouse.

**IX. ADJOURNMENT**

There being no further general session business to come before the board, the meeting was adjourned back to executive session to discuss third party contracts, member discipline, and member delinquencies at 9:37 p.m. by Board President Mike Krahelski.

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Printed Name/Title

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Approval Signature

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Date