

**PARK PASEO HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MONDAY, AUGUST 8, 2016
PARK PASEO CLUBHOUSE
25 CHRISTAMON WEST**

GENERAL SESSION MINUTES

I. CALL TO ORDER

The general session meeting of the board of directors was called to order by Board President Gus Aarnaes 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 Thursday, July 28, 2016.

DIRECTORS PRESENT

Gus Aarnaes
Ric Cox
Yumi Renshus
Tanja Fournier

DIRECTORS ABSENT

Bryan Giglia

ASSOCIA-PCM

Marybeth O. Green, CMCA[®], CCAM[®], MAEd

EXECUTIVE SESSION

An executive session meeting was held prior to, and just following, the general session to discuss matters related to member discipline, member delinquency third party contracts, and approval of previous executive session minutes.

II. HOMEOWNER FORUM

The following topics were discussed during owner forum:

- Large parties should not be permitted to use the whole patio – the Board directed that signage should be installed to note this
- Board to consider a Medeco key changeout

III. COMMITTEE REPORTS

A. Architectural Committee

a. Minutes Ratification

Motion: Aarnaes
Second: Fournier

Resolution: That the minutes from the June 29, 2016 Architectural Review Committee meeting be ratified as presented.

Resolution: That the minutes from the July 27, 2016 Architectural Review Committee meeting be ratified as presented.

Ayes: Aarnaes, Cox, Renshus, Fournier

Nays: None

b. 13 Delamesa West

The owners at 13 Delamesa West submitted plans for additional 2nd story windows to be added.

Motion: Aarnaes

Second: Cox

Resolution: That the plans submitted by the owners at 13 Delamesa West be denied as submitted pending verification from the City of Irvine of the ability to install windows on that side of a zero-lot line home and that any windows to be approved should be frosted and non-opening.

Ayes: Aarnaes, Cox, Renshus, Fournier

Nays: None

c. 5 Entrada East

The owners at 5 Entrada East previously submitted a request to raise their back wall, however they did not offer specifics and the Board requested plans for review. The plans were reviewed at the meeting.

Motion: Cox

Second: Aarnaes

Resolution: That the plans submitted by the owners at 5 Entrada East be conditionally approved subject to confirmation of approval from the City of Irvine.

Ayes: Aarnaes, Cox, Renshus, Fournier

Nays: None

d. 27 Lucero West

The owners at 27 Lucero West submitted plans to enclose their patio, making it a room addition.

Motion: Cox

Second: Fournier

Resolution: That the plans submitted by the owners at 27 Lucero West be ratified as approved by the Architectural Committee, pending verification of City of Irvine approval.

Ayes: Aarnaes, Cox, Renshus, Fournier
Nays: None

B. Landscape and Aesthetics Committee

a. Clubhouse Facelift

Landscape & Aesthetics Committee Chair Tanja Fournier provided an update regarding the clubhouse refresh. Work is slated to start on Tuesday, September 6th and will be completed by Tuesday, September 27th. The Board directed management to include an article in the newsletter giving owners the opportunity to claim all furniture and fixtures and ensuring that all items be cleared by the construction start date.

b. Irrigation Repairs

The irrigation repairs are in process at the Yale & Orange Arrow intersection. Since that time, Three Phase has recommended the same service be performed at two additional boxes to ensure they are repaired before they go bad and the HOA suffers lack of service.

Motion: Fournier
Second: Cox

Resolution: That the Three Phase Electric installation cost of \$5,895.00 be ratified as this cost was needed to make the necessary repairs in conjunction with the SCE box installation.

Ayes: Aarnaes, Cox, Renshus, Fournier
Nays: None

Motion: Aarnaes
Second: Renshus

Resolution: That Three Phase Electric be approved to install meter pedestals at 1 Palmatum and 3 1/2 Lucero for a total cost of \$6,645.00 with funds to be expended from reserve account #3190 (Irrigation Reserves) which has a balance of \$32,855.92 as of June 30, 2016.

Ayes: Aarnaes, Cox, Renshus, Fournier
Nays: None

c. Turf Replacement Project Update

The turf rebate check in the amount of \$288,000.00 was received on July 14, 2016. A motion to approve the proposal from Harvest to install supplemental plants in Area 9 (Alba) for a cost of \$3,382.73 was tabled pending reevaluation of the area once it is cleaned up.

d. Dead Eucalyptus Replacement

Motion: Fournier
Second: Cox

Resolution: That the dead eucalyptuses be replaced with three (3) 15-gallon silver dollar eucalyptuses between Campanero East and West.

Ayes: Aarnaes, Cox, Renshus, Fournier
Nays: None

e. Monument Sign Update

No update was available at this time.

f. Light Replacement Update

The board tabled a decision regarding walkway light replacements pending review of installed bollards.

C. Orange Arrow Park Report

No update was available at this time.

D. Social Committee

The July 4th parade was completed. Helenne Asebez was in attendance to assist with the bike parade and other activities.

E. Park Paseo Northstars

No update was available at this time.

IV. MANAGEMENT REPORTS

The following reports were reviewed and filed:

- A. Action List**
- B. Workorder Report**
- D. Site Visit Reports**
- E. Financial Reports**

V. MOTION CONSENT CALENDAR

Motion: Fournier
Second: Renshus

Resolution: That Consent Calendar items B – F be approved as presented. Item A was pulled pending clarification of a fee application.

Ayes: Aarnaes, Cox, Renshus, Fournier
Nays: None

B. Approval of Financials – June 30, 2016

Resolution: That the financial statements dated June 30, 2016 be approved as presented reflecting cash in the operating account in the amount of \$247,269.82, reserves in the amount of \$829,677.20, accounts receivable of \$12,318.56, prepaid expenses of \$8,608.24, other current assets of \$104.00 for total assets of \$1,097,977.82.

C. Approval of Minutes – June 27, 2016

Resolution: That the General Session minutes dated June 27, 2016 be approved as amended.

D. Inspector of Election Appointment

Resolution: That The Ballot Box be appointed to serve as Inspectors of Election for Exhibit B (Receive & Count) for a total cost of \$375.00 with funds to be expended from operating account #7005 (Consulting Services) which has an annual budget of \$3,000.00. Ballots to be returned to both The Ballot Box and a secured box in the clubhouse.

E. Tree Removal

Resolution: That Harvest Landscape be approved to remove the dead *Tristania* next to the Prosa fence for a cost not to exceed \$275.00 with funds to be expended from operating account #6160 (Tree Maintenance).

F. Ficus Tree Trim

Resolution: That the three (3) large Ficus trees be approved for trimming in accordance with the arborist recommendations for a cost not to exceed \$855.00 with funds to be expended from operating account #6160 (Tree Maintenance).

VI. UNFINISHED BUSINESS

A. Alba Tot Lot Surface

Motion: Cox
Second: Renshus

Resolution: That Island Pacific Contractors be approved to repair the Alba Tot Lot footings and replace wood chips for a total cost of \$11,380.00 with funds to be expended from reserve account #3204 (Tot Lot Reserves) which has a balance of \$71,408.66 as of June 30, 2016.

Ayes: Aarnaes, Cox, Renshus, Fournier
Nays: None

B. Wall Repair Bids

Wall repair discussions were tabled pending receipt of a third bid.

VII. NEW BUSINESS

A. Concrete Repairs

Wall repair discussions were tabled pending receipt of three bids and clarification that Island Pacific will use rebar.

B. Reserve Study Review

The Board tabled discussion of the reserve study pending further review.

C. Tankless Water Heater Upkeep

Motion: Fournier

Second: Aarnaes

Resolution: That C&R Drains be approved to service the tankless heaters for a cost of \$500.00. The annual calendar will be updated to include this item only for the years of warranty.

Ayes: Aarnaes, Cox, Renshus, Fournier

Nays: None

D. Pool Patio Use

The Board directed a sign to be installed at the patio stating "No more than four (4) tables per family.

E. Newsletter Topics

The following articles were approved for the September news in addition to a summary of the August meeting:

- Turf project update
- Northstars info
- Status summary of top 3 projects
- IRWD/SCE issue at Yale and Orange Arrow
- Annual Meeting reminder + candidate statement form
- Avenger weed spray
- Beautiful xeriscape award
- No pool monopoly
- Clubhouse furniture giveaway
- Water conservation tips
- No lifeguard on duty
- Pool hours

VIII. NEXT MEETING

The next board of directors meeting is scheduled for Monday, September 12, 2016. Executive session to begin at 6:30 p.m. and general session at 7:00 p.m. at the Clubhouse.

IX. ADJOURNMENT

The general session meeting was adjourned to executive session at 10:48 p.m. by Board President Gus Aarnaes.

Printed Name/Title

Approval Signature

Date