

**PARK PASEO HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MONDAY, SEPTEMBER 12, 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, September 8, 2016.

DIRECTORS PRESENT

Gus Aarnaes
Ric Cox
Yumi Renshus
Tanja Fournier
Bryan Giglia (out at 8:26 p.m.)

DIRECTORS ABSENT

None

ASSOCIA-PCM

Marybeth O. Green, CMCA[®], CCAM[®], MAEd
Lisa Gross, Senior Community Manager

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

Two homeowners were in attendance. None had comments for forum.

III. COMMITTEE REPORTS

A. Architectural Committee

a. Minutes Ratification

Motion: Cox
Second: Aarnaes

Resolution: That the minutes from the August 31, 2016 Architectural Review Committee meeting be ratified as presented.

Ayes: Aarnaes, Cox, Renshus, Fournier, Giglia

Nays: None

B. Landscape and Aesthetics Committee

a. Clubhouse Facelift

Committee Chair Tanja Fournier provided a report to the Board regarding the changeorders necessary to complete the clubhouse repair project.

Motion: Fournier

Second: Giglia

Resolution: That the Board ratify the changeorder for IBY Construction in the amount of \$2,000.00 to cover the additional cost of evening out the brickwork floor that was under the interior clubhouse floor tile.

Resolution: That the sales tax calculation be added to the budget in the amount of \$2,626.00.

Resolution: That the Board ratify the changeorder for Irvine Viejo Painting in the amount of \$870.00 to cover the additional wall repair costs incurred due to wallpaper removal.

Resolution: That \$300.00 be added to the interior hardware budget to cover the cost of door hardware.

Resolution: That a cost not to exceed \$2,065.00 be allocated to change out all light receptacles, switches, and cover plates in stainless steel. Management to obtain proposals from Three Phase Electric and Falcon Electric to compare to the bid on file from Irwin Power & Electric.

Resolution: That new folding chairs not be purchased so that \$1,400.00 can be added back into the budget.

Resolution: That the carpet replacement settlement with Dave Tally Carpet in the amount of \$2,492.00 be allocated to offset the new costs.

Ayes: Aarnaes, Cox, Renshus, Fournier, Giglia

Nays: None

b. Irrigation Repairs

The irrigation repairs at the Yale & Orange Arrow intersection are complete.

c. Turf Replacement Project Update

The Landscape & Aesthetics Committee is focused on the clubhouse refresh project at this time.

d. Monument Sign Update

The Landscape & Aesthetics Committee is focused on the clubhouse refresh project at this time.

e. Light Replacement Update

Management was directed to work with Bryan Giglia to determine specification differences for installation of the Kim Lighting VRB1 bollards.

f. L & A Committee Makeup and Charter

Motion: Fournier

Second: Giglia

Resolution: That Yumi Renshus be ratified as the Landscape & Aesthetics Committee co-chair.

Ayes: Aarnaes, Cox, Renshus, Fournier, Giglia

Nays: None

C. Orange Arrow Park Report

Kevin Fournier reported that the City of Irvine and IRWD are at an impasse regarding the IRWD property between the Orange Arrow park and the Eastwood development. A meeting is scheduled with City Public Works to determine if the area could be owned by IRWD but maintained by the City.

(Bryan Giglia excused himself from the meeting at 8:26 p.m.)

IV. MANAGEMENT REPORTS

The following reports were reviewed and filed:

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

V. MOTION CONSENT CALENDAR

Motion: Aarnaes

Second: Cox

Resolution: That Consent Calendar items A – D be approved as presented.

A. Approval of Financials – May 31, 2016

Resolution: That the financial statements dated May 31, 2016 be approved as presented reflecting cash in the operating account in the amount of \$242,513.60, reserves in the amount of \$810,936.48, accounts receivable of \$11,142.00, prepaid expenses of \$9,987.50, other current assets of \$9.00 for total assets of \$1,074,588.58.

B. Approval of Financials – July 31, 2016

Resolution: That the financial statements dated July 31, 2016 be approved as presented reflecting cash in the operating account in the amount of \$225,912.14, reserves in the amount of \$1,108,944.68, accounts receivable of \$12,281.06, prepaid expenses of \$8,143.93 for total assets of \$1,355,281.81.

C. Approval of Minutes – August 8, 2016

Resolution: That the General Session minutes dated August 8, 2016 be approved as presented.

D. CPA Contract Award

Resolution: That Inouye, Shively & Klatt be approved to provide tax and audit preparation services for the fiscal year ending December 31, 2016 for a cost-match of \$1,085.00 with funds to be expended from operating account #7000 (Audit & Tax Services) which has an annual budget of \$1,900.00.

Ayes: Aarnaes, Cox, Renshus, Fournier

Nays: None

VI. UNFINISHED BUSINESS

A. Reserve Study Review

RDA provided a draft study for this year's reserve allocations based on previous feedback from the Board.

Motion: Fournier

Second: Renshus

Resolution: That the draft reserve study be amended in accordance with Board input at the meeting, including a deferment of pool deck replacement to 2020 for the clubhouse and 2021 for the Prosa deck. Several other revisions were provided as well.

Ayes: Aarnaes, Cox, Renshus, Fournier

Nays: None

B. Wall Repair Bids

Motion: Cox
Second: Renshus

Resolution: That Surgener Construction be approved to perform block wall repairs for a cost not to exceed \$12,541.00 with funds to be expended from operating account #6600 (General Repair & Maintenance) which has a balance this fiscal year of \$7,615.14 as of July 31, 2016. The owner at 9 Delamesa East is to determine the repair type to be done as a shared expense.

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

C. Concrete Repairs

Motion: Aarnaes
Second: Cox

Resolution: That Surgener Construction be approved to perform sidewalk repairs for a cost not to exceed \$10,000.00 with funds to be expended from operating account #6740 (Sidewalk Repair & Maintenance) which has \$21,240.00 remaining in the current year's budget as of July 31, 2016. The proposal submitted would be revised to ensure that no one section of replacement concrete is less than 4' x 4' in accordance with previous Board policy.

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

VII. NEW BUSINESS

A. Dead Tree Removal – Orange Arrow

Motion: Fournier
Second: Aarnaes

Resolution: That the item of dead tree removal be added to the agenda as it was unforeseen and requires immediate attention.

Resolution: That Harvest Landscape be approved to remove the dead eucalyptus tree on Orange Arrow and install a new 15-gallon silver dollar eucalyptus in its place for a total cost of \$2,275.00 with funds to be expended from operating account #6160 (Tree Maintenance) which is currently over budget by \$24,967.50 as of July 31, 2016.

Ayes: Aarnaes, Cox, Renshus, Fournier

Nays: None

B. Nominating Committee

Motion: Fournier

Second: Aarnaes

Resolution: That Gus Aarnaes, Tanja Fournier, and Ric Cox be appointed to serve as the nominating committee for the 2016 election.

Ayes: Aarnaes, Cox, Renshus, Fournier

Nays: None

C. Board Member Nominations

There are two (2) seats up for election this year, Bryan Giglia and Yumi Renshus. There were three (3) candidacy statements received prior to the August 31st deadline from Mina Brooks, Susan Plank and Yumi Renshus.

Motion: Fournier

Second: Aarnaes

Resolution: That Mina Brooks, Susan Plank and Yumi Renshus be placed into nomination and that their candidacy statements be included with the distributed election materials.

Ayes: Aarnaes, Cox, Fournier

Nays: None

Abstain: Renshus

D. Medeco Key Changeout

The Board tabled discussion on a Medeco key changeout.

E. Wallmount Replacement

Motion: Fournier

Second: Renshus

Resolution: That the wall-mounted light at the spa have new conduit/trenching completed by Three Phase Electric for a total cost of \$895.00 with funds to be expended from operating account #6640 (Lighting Supplies/Repair & Maintenance) which has \$4,093.86 remaining in the current fiscal year budget as of July 31, 2016.

Ayes: Aarnaes, Cox, Renshus, Fournier

Nays: None

F. Pool Heat Discussion

Discussion regarding the pool heat schedule was tabled to October.

G. Newsletter Topics

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

- Turf project update
- Status summary of top 3 projects
- IRWD/SCE issue at Yale and Orange Arrow
- Annual Meeting reminder
- Holiday Cookie Party volunteer solicitation
- Halloween safety
- Please don't put decorations, political signs, or commercial solicitations in common areas
- Box Tops for Education
- Keep dogs out of newly planted areas

VIII. NEXT MEETING

The next board of directors meeting is scheduled for Monday, October 10, 2016. Executive session to begin at 6:30 p.m. and general session at 7:00 p.m. at the Clubhouse.

IX. ADJOURNMENT

There being no further business to come before the Board, the general session meeting was adjourned at 10:48 p.m. by Board President Gus Aarnaes.

Printed Name/Title

Approval Signature

Date