

**PARK PASEO HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MONDAY, DECEMBER 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 7:08 p.m. In accordance with California Civil Code § 4920, the meeting agenda was posted at the designated posting location (bulletin board) on Thursday, December 8, 2016.

DIRECTORS PRESENT

Gus Aarnaes
Ric Cox
Yumi Renshus
Mina Brooks
Kal Patel

DIRECTORS ABSENT

None

ASSOCIA-PCM

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

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. BOARD MEMBER APPOINTMENT/ORGANIZATIONAL MEETING

A. Board Member Appointment

Board Treasurer Tanja Fournier resigned her position effective November 3, 2016. Vacancies are filled by appointment by the remaining Board members.

Motion: Aarnaes
Second: Cox

Resolution: That Kal Patel be appointed to fill the vacancy on the Board of Directors for the remaining term that ends in October of 2017.

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

B. Organizational Meeting

Motion: Aarnaes
Second: Renshus

Resolution: That the Board of Directors organize their officer positions as follows:

Gus Aarnes – President
Ric Cox – 1st Vice President
Kal Patel – 2nd Vice President
Mina Brooks – Treasurer
Yumi Renshus – Secretary

Ayes: Aarnaes, Cox, Patel, Brooks, Renshus
Nays: None

C. Board Code of Conduct

The Board tabled discussion regarding the Park Paseo Board Code of Conduct until the January 9, 2017 meeting.

D. Landscape & Aesthetics Committee Chair

The Board directed letters be sent to the Committee members to thank them for their participation and noting that no projects are pending for their review now.

III. HOMEOWNER FORUM

Although there were members in attendance, none had issues to raise.

IV. COMMITTEE REPORTS

A. Architectural Committee

1. Minutes Ratification

Motion: Cox
Second: Brooks

Resolution: That the minutes from the November 30, 2016 Architectural Committee meeting be ratified as presented.

Ayes: Aarnaes, Cox, Patel, Brooks, Renshus
Nays: None

2. Roof Color Approval

The Architectural Committee selected roof colors to be reviewed by the Board of Directors at the November 30, 2016 Architectural Meeting. Selected colors from the Nutech Roof Coatings palette included Wheat,

Sandstone, Coral, Sienna, Terra Cotta, Grecian Terra Cotta, Earl Grey, Shale Grey and Sunset.

The Board tabled roof color selections and elected to invite Ernie Jones, Architectural Committee Chairperson to attend the January 9, 2017 meeting to discuss the selection of colors. The Nutech Roof Coatings brochure was presented to the Board of Directors to use as a reference.

B. Landscape and Aesthetics Committee

1. Turf Replacement Project Update

Harvest Landscape provided a plant bid for the Orange Arrow Park area. The Board directed that Harvest revise the bid to include an actual plan with a decomposed granite (DG) path to the right of center with an end loop.

Harvest also provided a bid to install plants throughout the islands, however, the Board requested to have missing trees added to the bid along with boulders to be installed on Alba to match the boulders in other similar areas.

Motion: Cox
Second: Renshus

Resolution: That Harvest Landscape be approved to remove three (3) dead trees for a total cost of \$2,150.00 with funds to be expended from operating account #6160 (Tree Maintenance) which is over budget by (\$25,267.50) as of October 31, 2016.

Ayes: Aarnaes, Cox, Patel, Brooks, Renshus
Nays: None

2. Clubhouse Facelift

Motion: Brooks
Second: Patel

Resolution: That Yumi Renshus be reimbursed in the amount of \$1,191.11 for the purchase of a new LG 70" TV, a Sony Blu-Ray, and a Sanus wall mount with funds to be expended from reserve account #3238 (Recreation Center Reserves) which has a balance of \$2,670.49 as of October 31, 2016.

Ayes: Aarnaes, Cox, Patel, Brooks
Nays: None
Abstain: Renshus

The Board directed additional bids be obtained for the installation of the TV and equipment.

3. Monument Sign Update

Management is in contact with Promotional Signs, the company previously working on the monument design, and they will provide the old files for Board review.

C. Orange Arrow Park

Gus Aarnaes updated the Board regarding the issues with the Orange Arrow Park funds. At this time the Board awaits Kevin Fournier's feedback to generate letters to the participating parties regarding Park Paseo's disapproval of current proposals to install a walkway leading to the Eastwood development. This is due to the lack of maintenance commitment for the land between the two neighborhoods as owned by the Irvine Ranch Water District.

TEMPORARY ADJOURNMENT

The Board meeting was temporarily adjourned for a brief recess at 8:37 p.m.

RECONVENEMENT

The Board meeting was reconvened by Board President Gus Aarnaes at 8:42 p.m.

V. MANAGEMENT REPORTS

The following reports were reviewed and filed:

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

VI. MOTION CONSENT CALENDAR

Motion: Cox
Second: Aarnaes

Resolution: That Consent Calendar items A-G be approved as presented.

A. Approval of Financials – October 31, 2016

Resolution: That the financial statements dated October 31, 2016 be approved as presented reflecting cash in the operating account in the amount of \$237,765.14, reserves in the amount of \$855,347.96, accounts receivable of \$3,581.56, prepaid expenses of \$3,091.20, other current assets of \$10.40 for total assets of \$1,099,796.26. \$337,969.73, reserves in the amount of \$839,980.01, accounts receivable of \$4,323.56, prepaid expenses of \$4,740.70, other current assets of -\$44.00 for total assets of \$1,186,970.00. In addition, the "Golf Club Rental" will be allocated to "Clubhouse Rental" before the end of the fiscal year.

Director Cox brought to the attention of those in attendance that the spelling of the bank was in need of correction.

B. Approval of Minutes – October 18, 2016

Resolution: That the General Session minutes dated October 18, 2016 be approved as amended.

C. Approval of Minutes – October 26, 2016

Resolution: That the General Session minutes dated October 26, 2016 be approved as presented.

D. Approval of Minutes – November 2, 2016

Resolution: That the General session Minutes dated November 2, 2016 be approved as presented.

E. Approval of Minutes – November 7, 2016

Resolution: That the General Session minutes dated November 7, 2016 be approved as amended.

F. CD Investment Laddering

Resolution: That the CD Investment Laddering be invested in laddered CD's as recommended and presented by Association Financial Consultant.

G. Insurance Renewal

Resolution: That the insurance policy be approved as presented by Armstrong/Robitaille/Riegle for a total cost of \$15,503.95 with funds to be expended from operating account #5400 (Insurance Premiums) which has an annual budget of \$16,800.00 in 2017.

Ayes: Aarnaes, Cox, Patel, Brooks, Renshus

Nays: None

VII. UNFINISHED BUSINESS

A. Paint Color Rule

Motion: Cox

Second: Patel

Resolution: That the paint color rule be clarified as follows: (1) Owners who wish to paint their homes the same color as existing can do so as long as there is an approved paint color application in the unit's file and the colors are "earthtones" and; (2) Owners who wish to change their paint colors must choose from the preapproved palatte on file in the office.

Ayes: Aarnaes, Cox, Patel, Brooks, Renshus

Nays: None

B. Wall Vine Review

Motion: Cox

Second: Brooks

Resolution: That the Owner at 7 Campanero East be denied to have a different vine trimming scheme from the rest of the community unless he can provide written evidence that he was previously approved by the Board to have his vines grow further down the HOA-maintained side of the block wall.

Ayes: Aarnaes, Cox, Patel, Brooks, Renshus

Nays: None

VIII. NEW BUSINESS

A. Wall Cap Request

The Board directed that Management evaluate the wall caps throughout the community to determine which sections can be removed intact, and used in single pieces, and which sections require those single blocks. Once the evaluation is completed, competitive bids are to be obtained.

B. Facility Cleaning Log

The Board agreed to permit the installation of a supply list/chart in the janitorial closet to have Personal Touch Cleaners keep inventory.

C. Online Reservations

The use of online tennis court reservations was declined, however, the potential to use the website for clubhouse reservations is to be explored.

D. Holiday Home Decoration Contest

The Board agreed to bring their top 3 picks to the January meeting.

E. Newsletter Topics

In addition to a summary of the December meeting, the following are articles to be included in the January newsletter:

- Status summary of top 3 projects
- Christmas tree pickup info
- Upcoming TV installation and note that it will not have regular cable
- Holiday lights must be removed by 2/1
- Tree trimming in January
- Top success stories of 2016
- Board member appointment

IX. NEXT MEETING

The next board of directors meeting is scheduled for Monday January 9, 2017. Executive session to begin at 6:30 p.m. and general session at 7:00 p.m. at the Clubhouse.

X. ADJOURNMENT

There being no further business to come before the Board in general session, the meeting was adjourned back to executive session at 10:05 p.m. by Board President Gus Aarnaes.

Printed Name/Title

Approval Signature

Date