

**PARK PASEO HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MONDAY, JANUARY 9, 2017  
PARK PASEO CLUBHOUSE  
25 CHRISTAMON WEST**

<b>GENERAL SESSION MINUTES</b>
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**I. CALL TO ORDER – BOARD MEMBER TRAINING**

The board member training session was called to order by Board President Gus Aarnaes at 5:06 p.m. In accordance with California Civil Code § 4920, the meeting agenda was posted at the designated posting location (bulletin board) on Thursday, January 5, 2017.

**DIRECTORS PRESENT**

Gus Aarnaes  
Ric Cox  
Kal Patel  
Mina Brooks  
Yumi Renshus

**DIRECTORS ABSENT**

None

**ASSOCIA-PCM**

Marybeth O. Green, CMCA<sup>®</sup>, CCAM<sup>®</sup>, MAEd  
Lisa Gross, Senior Community Manager, CCAM<sup>®</sup>

**II. CORPORATE COMPLIANCE**

The following topics were reviewed with the Board:

- A. Annual Meeting of the Members**
- B. Board Meetings & Hearings**
- C. Budgets & Annual Policy Statements**
- D. Taxes & Audit/Review**
- E. Delinquencies**
- F. Various Regulations**

**III. BOARD MEMBER CODE OF CONDUCT**

Each Director acknowledged receipt of the Board Member Code of Conduct as drafted by the association's legal counsel.

**IV. ADJOURNMENT TO EXECUTIVE SESSION**

As there was no further business to discuss in the board member training session, the meeting was adjourned to executive session at 6:51 p.m. by Board President Gus Aarnaes.

## **I. CALL TO ORDER – GENERAL SESSION**

The general session 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, January 5, 2017.

### **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 items were discussed in homeowner forum:

- New drip lines will be considered at the end of Kara East
- Mulch & weeding will be reviewed with Harvest Landscape
- Heavy pruning of the windrow eucalyptus trees can encourage tortoiseshell beetles
- Plants and weeds are not maintained well between Glorieta and Hicks Canyon
- City should review corner of Ensueno East and Kara East for potential red curbs to allow for better visibility in the turns

## **III. COMMITTEE REPORTS**

### **A. Architectural Committee**

#### **1. Minutes Ratification**

Motion: Cox  
Second: Renshus

Resolution: That the minutes from the December 28, 2016 Architectural Committee meeting be ratified as presented.

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

#### **2. Roof Color Approval**

A motion regarding roof color selections was tabled pending ARC participation at the February board meeting.

## **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: Brooks  
Second: Aarnaes

Resolution: That Consent Calendar items A & B be approved as presented.

### **A. Approval of Financials – November 30, 2016**

Resolution: That the draft financial statements dated November 30, 2016 be approved as presented reflecting cash in the operating account in the amount of \$242,958.53, reserves in the amount of \$788,742.41, accounts receivable of (\$15,875.57), prepaid expenses of \$1,697.75, other current assets of (\$104.00) for total assets of \$1,017,419.12.

### **B. Approval of Minutes – December 12, 2016**

Resolution: That the General Session minutes dated December 12, 2016 be approved as amended.

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

## **VI. UNFINISHED BUSINESS**

### **A. Clubhouse Facelift**

Motion: Patel  
Second: Cox

Resolution: That Desegno be approved to install the TV and other electronics in the clubhouse for a cost not to exceed \$1,000.00 with no sound-bar installation. Funds are to be expended from reserve account #3238 (Recreation Center Reserves) which has a balance of \$2,861.03 as of November 30, 2016. Kal Patel will negotiate on the Association's behalf to determine necessary components.

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

### **B. Plant Material Bids**

Harvest Landscape provided proposals for plant installations at the Orange Arrow Pocket Park and the islands throughout the community.

Motion: Cox  
Second: Patel

Resolution: That only the island on Lucero East be improved with one (1) new jacaranda at Lucero East and ten (10) 5-gallon Carissas throughout for a cost not to exceed 750.00 with funds to be expended from operating account #6199 (Landscape Other).

Discussion regarding the approval of plant material for Orange Arrow Park was tabled pending receipt of additional information from Harvest Landscape. The Board instructed that Harvest begin the process of killing the grasses there using organic or physical removal methods.

As of November 30, 2016, there was \$95,591.19 available in the landscape enhancement fund remaining from the \$288,000.00 rebate.

Ayes: Cox, Patel, Brooks, Renshus

Nays: Aarnaes

## **VII. NEW BUSINESS**

### **A. Clubhouse Electrical Work**

Management was directed to work with Three Phase Electric to determine the best course of action to install two (2) new circuits in the clubhouse kitchen area.

### **B. Holiday Home Decoration Contest**

The Board determined that the following homes would be tied as “honorable mentions” for the Holiday Home Decoration Contest and have their information published in the next newsletter:

- 1 Lucero West
- 22 Delamesa West
- 21 Alameda
- 9 Lucero West
- 4 Glorieta West
- 28 Ensueno East
- 35 Fortuna East
- 21 Kara East

### **C. Goal Setting**

Goal setting was tabled to the February meeting.

### **D. Newsletter Topics**

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

- Status summary of top 3 projects
- Holiday Home Decoration Contest Winners
- Christmas tree pickup info
- Clubhouse availability
- Look at bulletin board for notices (to be run monthly)
- Board bios (to be run in the March newsletter)

**VIII. NEXT MEETING**

The next board of directors meeting is scheduled for Monday, February 13, 2017. Executive session to begin at 6:30 p.m. and general session at 7:00 p.m. at the Clubhouse.

**IX. ADJOURNMENT TO EXECUTIVE SESSION**

There being no further business to come before the Board in general session, the meeting was adjourned to executive session at 9:38 p.m. by Board President Gus Aarnaes.

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Printed Name/Title

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Approval Signature

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Date