

**PARK PASEO HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MONDAY, MARCH 13, 2017
PARK PASEO CLUBHOUSE
25 CHRISTAMON WEST**

GENERAL SESSION MINUTES

I. CALL TO ORDER

The general session board of directors meeting was called to order by Board President Gus Aarnaes at 7:04 p.m. In accordance with California Civil Code § 4920, the meeting agenda was posted at the designated posting location (bulletin board) on Thursday, March 9, 2017.

DIRECTORS PRESENT

Gus Aarnaes
Ric Cox
Kal Patel
Mina Brooks
Yumi Renshus

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. HOMEOWNER FORUM

There were no homeowners present.

III. COMMITTEE REPORTS

A. Architectural Committee

1. Minutes Ratification

Motion: Cox
Second: Brooks

Resolution: That the minutes from the February 22, 2017 Architectural Committee meeting be ratified as presented.

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

2. Architectural Application Revisions

Motion: Cox
Second: Aarnaes

Resolution: That the architectural application revisions be approved as submitted to emphasize the need to submit the application at least 10 days to an ARC meeting if neighbor signatures could not be obtained.

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

B. Northstars 2017 Season

No discussion was had at this 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: Cox
Second: Brooks

Resolution: That Consent Calendar items A & C be approved as presented, item B as amended.

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

A. Financial Report – January 31, 2017

It is board policy to review the draft financial statements at each general session board meeting. Associa-PCM has prepared and attached the January 31, 2017 financial statements for review and approval by the board.

The notable highlights as of January 31, 2017 are as follows:

Operating Funds*	249,945.22
Reserve Funds	811,480.93
Accounts Receivable**	(15,623.63)
Prepaid Expenses	14,300.92
Other Current Assets	(104.00)
Total Assets	\$1,059,999.44

Total Liabilities	\$ 51,946.67
Current Year Net Income or (Loss)	\$ 3,636.81

*Reflects \$87,546.19 due from operating to reserves due to outstanding reserve transfers.

**Included in the Accounts Receivable are 3 accounts that are in collections and allowance for doubtful accounts (if any). See the Delinquency Report for details.

Resolution: That the January 31, 2017 financial statements be approved as presented.

B. Approval of Minutes – February 13, 2017

Resolution: That the General Session minutes dated February 13, 2017 be approved as amended.

C. Wall Repair Reimbursement – 9 Delamesa East

Resolution: That account #00180-3015 be reimbursed in the amount of \$275.00 to be paid from general repair and maintenance account GL # 6600 for 50% of wall repair damages after a vehicle hit the concrete block wall located on Hicks Canyon and Yale after the association and owner of 9 Delamesa agreed to split the cost of the wall repair.

VI. UNFINISHED BUSINESS

A. Clubhouse Facelift

The clubhouse facelift is complete with the following issues still remaining:

Motion: Cox
Second: Patel

Resolution: That the AT&T wi-fi installation at a cost of \$99.00 for installation (rebated) and a monthly cost of \$90.00 and the sound bar installation be approved as presented. All other components including men’s restroom wall, door replacement components, detailed AV instructions, and increase to fees be tabled and discussed at the April 10, 2017 meeting.

Additionally, the following items were discussed and considered:

Motion: Brooks
Second: Cox

Resolution: That the floor runners be approved at a cost not to exceed \$1,000.00 for the clubhouse. All other components including wall hanging above fireplace, art contest, and security inspection review be tabled and discussed at the April 10, 2017 meeting.

Ayes: Aarnaes, Cox, Patel, Brooks, Renshus

Nays: None

B. Plant Material Bids

Motion: Brooks
Second: Patel

Resolution: That Harvest Landscape be approved to install plant material at the Orange Arrow Pocket Park at a cost of \$30,150.63.

Ayes: Aarnaes, Patel, Brooks, Renshus
Nays: Cox

Amended Motion: Cox
Second: Renshus

Resolution: That the Harvest Landscape proposal approval **be tabled** and to allow the Alba Triangle planting be approved at a cost not to exceed \$3,500.00 to include Carissa, bougainvillea, and irrigation and overseen by Management when working with Harvest Landscape.

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

C. Schick Closeout Report

Motion: Aarnaes
Second: Cox

Resolution: That the 55 boxes set aside with association documents be destroyed at a cost not to exceed \$350.00 with funds to be expended from operating account # 5195(other administrative services) and the cash found in the storage boxes be deposited into the association checking account.

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

D. Barbecue Purchase – Spa Area

Motion: Cox
Second: Patel

Resolution: That the barbecue proposal submitted by BBQ Galore, item # 24NGPT American Outdoor be approved at a cost not to exceed \$2,350.00 to include tax, delivery and installation for the spa area and paid from reserve account GL # 3166. Association to use the handyman, Steve Cox, to install and retrieve the barbecue from the contractor location for a cost not to exceed \$250.00, to include haul-away.

Ayes: Aarnaes, Cox, Patel, Brooks, Renshus

Nays: None

E. Security Door Approvals – Front Facing Homes

The Board tabled the security door discussion and directed management to work with the ARC to put together security door guidelines to be reviewed by the Board, then submitted to the membership for 30 day comment period.

F. Goal Setting

The goal setting discussion was tabled until the April 10, 2017 meeting to allow the Board to determine both short term and long term goals for upcoming work in the community.

VII. NEW BUSINESS

A. Monument Sign Installations

Motion: Patel

Second: Brooks

Resolution: That Promotional Signs in Costa Mesa be approved to provide initial monument design services for a cost not to exceed \$2,000.00.

Ayes: Aarnaes, Patel, Brooks, Renshus

Nays: None

Abstain: Cox

B. Irrigation Drip Line Proposals

The Board tabled approval of irrigation drip line installation pending discussion with Harvest Landscape at the April meeting regarding performance issues.

C. Planting Proposal – Hick Canyon & Yale

The Board tabled discussion of any further plantings in the community until the pending discussion with Harvest Landscape at the April meeting.

D. Owner Request for Additional Plant Conversions

A motion regarding new plant installations between Christamon East and Christamon West was tabled pending discussion with Harvest Landscape at the April meeting.

E. Bee Removal Proposal

Motion: Cox

Second: Renshus

Resolution: That the Board approve the proposal submitted by “We Save Bees” at a cost of \$2,700.00 to remove three hives found in large windrow trees located at 43 Fortuna East, 30 Lucero East and 48 Christamon West to

be paid from operating pest control account # 6434.

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

F. Bounce Houses in Common Area

The Board directed that Park Paseo residents are not to use common area for bounce houses nor the use of climbing walls or motorized vehicles. This will require a rule change to allow for a 30 day comment period.

G. Owner Insurance Requirements

The Board reviewed the information that is provided annually to the membership regarding insurance coverage for the association. It was directed that Glenn Robinson, the Association's insurance agent, be requested to provide a sample newsletter article for distribution to the members.

H. Address Lighting

The Board directed that information be obtained from the City of Irvine regarding the requirements for lighting of address house numbers and mirror the City by placing information in the Park Press newsletter once clarification is known. The architectural guidelines for the association adopted August 12, 2013 state the address numbers must meet City of Irvine code requirements which require backlighting of number.

I. Newsletter Topics

The following articles will be included in the April news in addition to a summary of the March meeting:

- Status summary of top 3 projects
- Board member bio – Gus Aarnaes, President
- Solicit volunteers for Movie in the Park
- Northstars update – Yumi Renshus
- Bounce House clarification & limit of number of guests in common areas
- Coyote Whistles / pamphlets in clubhouse
- City of Irvine dog barking suggestions
- Insurance coverage summary
- Full-time clubhouse amenities & wi-fi

VIII. NEXT MEETING

The next board of directors meeting is scheduled for Monday, April 10, 2017 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 in general session, the meeting was adjourned back to executive session at 9:34 p.m. by Board President Gus Aarnaes.

Printed Name/Title

Approval Signature

Date