

PARK PASEO HOMEOWNERS ASSOCIATION
Board of Directors Meeting
Monday, September 11, 2017 25 Christamon West
General Session Minutes

1. CALL TO ORDER

The General Session meeting of the Park Paseo Homeowners Association Board of Directors was called to order at 7:01 p.m. by Board President Gus Aarnaes. In accordance with California Civil Code, the agenda was posted at least four days prior to the meeting.

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, General Manager, CCAM®

Top Three (3) Board Goals:

Monument Sign Project

Turf Renovation Project

Prosa Pool Restroom Remodel Project

2. EXECUTIVE SESSION

An Executive Session meeting was held immediately preceding this General Session, where the Board of Directors discussed some, or all, of the items related to the following: (1) litigation or potential litigation; (2) matters relating to the formation of contracts with third parties; (3) member discipline; (4) member delinquency, including payment plan requests; (5) personnel matters; and / or (6) approval of Executive Session minutes.

3. HOMEOWNER FORUM

There were six (6) homeowners and one (1) tenant was in attendance.

The following owner input was provided during forum:

- Residents in attendance were concerned about the Roundup usage in the community although October 2015.
- Resident on Lucero West discussed the need for supervision, Patrol, or lifeguards on the weekends for the pool and spa area although the association does not have lifeguards on duty per signs posted.

4. REPORTS

The following reports were reviewed and filed:

- A. Architectural Review – Minutes dated August 30, 2017 with architectural approval letters.

Management instructed to not include any architectural approval letters or backup documents for future board packet.

Motion: Renshus
Second: Brooks

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

- B. Landscape Report
- C. Action List - Ongoing
- D. Work Order Report – Prior Month
- E. Site Review Reports – August 2017
- F. Financial Report / CD Rates

5. CONSENT CALENDAR

Motion: Aarnaes
Second: Cox

Resolution: That Park Paseo Consent Calendar items listed be approved / accepted as presented.

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

- A. Financial Report – July 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 most recent financial statements for review and acceptance by the board.

The notable highlights as are as follows:

Operating Funds*	\$246,599.51
Reserve Funds	\$888,579.11
Accounts Receivable**	(\$16,174.40)
Prepaid Expenses (Includes Insurance)	\$8,161.52
Other Current Assets	(\$104.00)
Total Assets	\$1,127,061.74
Total Liabilities	\$48,961.00
Current Year Net Income or (Loss)	\$1,267.79

*Reflects \$17,441.94 due from operating to reserves for current year reserve funding.

**Included in the Accounts Receivable are 3 accounts that are in collections and allowance for doubtful accounts.

Resolution: That the July 31, 2017 financial statements be accepted as presented subject to audit or review.

B. Approval of Minutes – August 14, 2017 / August 31, 2017

Resolution: That the General Session minutes dated August 14, 2017 be approved as amended and the August 31, 2017 be approved as submitted.

Motion: Cox

Second: Brooks

C. Foreclosure

Resolution: That the Board approves the recommendation made by Cane, Walker and Harkins for a non – judicial foreclosure on the property located at account # 180-4713.

Ayes: Aarnaes, Cox, Patel, Brooks, Renshus

Nays: None

6. UNFINISHED BUSINESS

A. Roundup

Motion: Aarnaes

Second: Brooks

Resolution: That the board follow the same policy and protocol as The City of Irvine pertaining to weed control, the use of organics, and any other ways to treat weeds in the community. Should changes occur within the City of Irvine in regards to chemical use for weed control, than the association will follow suit and adhere to the same policy and protocol. Management directed to include a small article on the Board's decision in the upcoming newsletter.

Ayes: Aarnaes, Cox, Patel, Brooks, Renshus

Nays: None

7. NEW BUSINESS

A. Newsletter Topics

The following newsletter topics will be included in the next issue of the Park Press:

- Status summary of top 3 projects
- Board member bios – Kal Patel
- Pool Heat off Reminder
- Holiday Decoration Reminder
- Pool Furniture Restrapping
- Terminate Fumigation of the Clubhouse

- Annual Meeting
- Meet the Candidates Night / Open House
- Roundup Policy

B. Harvest Landscape Proposals

Motion: Aarnaes
 Second: Cox

Resolution: That the Board approves the landscape proposals submitted by Harvest Landscape that include bid # 57638 at a cost of \$650.00 to remove and stump grind the large Sycamore tree located at the south corner of Orange Arrow and Yale to prepare for the new monument placement and bid # 57640 to remove the existing daisy shrubs located in front of the tennis courts and replace with same shrub at a cost of \$278.00

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

C. Audit Proposal – Fiscal Year Ending December 31, 2017

Motion: Cox
 Second: Brooks

Resolution: That the Board approve the audit proposal dated August 24, 2017 at a cost of \$1,700.00 as submitted by Inouye, Shively, and Klatt for fiscal year ending December 31, 2017 for audit and tax preparations.

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

D. Termite Fumigation Proposals – Clubhouse only

Motion: Cox
 Second: Aarnaes

Resolution: That the Board approve the termite fumigation proposal dated August 29, 2017 at the cost of \$3,744.00 as submitted by Accurate Termite for termite fumigation of the clubhouse only.

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

E. Clubhouse Monument Sign Removal Proposal

Motion: Patel
 Second: Renshus

Resolution: That the Board approve the proposal dated September 6, 2017 at a cost of \$1,597.00 as submitted by Harvest Landscape to remove and demo the existing clubhouse monument sign located at 25 Christamon West# in addition to the removal of soil and site preparation and adding premium yard topper.

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

F. Soap Dispensers – Clubhouse Restrooms

Motion: Cox
Second: Aarnaes

Resolution: That the Board approve the replacement of existing soap dispensers located in the restrooms in the clubhouse due to malfunctioning. Management directed to find suitable replacements.

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

G. Ballot Box – Inspector of Election for Annual Meeting

Motion: Cox
Second: Patel

Resolution: That the Board approve the proposal dated August 23, 2017 “Exhibit B” at a cost of \$375.00 as submitted by The Ballot Box for services to receive and count annual meeting ballots to be held in the clubhouse in October 2017.

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

8. Reference Material (Informational Only)

The following reference materials were reviewed and filed:

Correspondence
Annual Calendar
Site Maps

9. NEXT MEETING & SITE REVIEW

The next Meeting of the Park Paseo Board of Directors is scheduled for Monday, October 9, 2017 located at the clubhouse. Executive Session will begin at 6:30 p.m. and General session will follow at 7:00 p.m.

10. ADJOURNMENT

There being no further business to come before the Board in General Session, the meeting was adjourned at 9:35 p.m. by Ric Cox, 1st Vice President.

Printed Name/Title

Approval Signature

Date