

**PARK PASEO HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting**  
**Monday, October 9, 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  
Mina Brooks  
Yumi Renshus

**DIRECTORS ABSENT**

Kal Patel

**ASSOCIA-PCM**

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 three (3) homeowners in attendance as follows:

- One (1) homeowner located on Fortuna was in attendance to observe only.
- Two (2) homeowners located on Ensueno West were in attendance to present the art work that will be hung above the fireplace starting November 1, 2017.

**4. REPORTS**

The following reports were reviewed and filed:

**A. Architectural Review – Minutes dated September 27, 2017.**

Motion: Cox  
Second: Brooks

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

**B. Landscape Notes including MSR reports for the months of August – September 2017**

**C. Action List - Ongoing**

**D. Work Order Report – September 2017**

**E. Site Review Reports – September 2017**

**F. Financial Report – August 2017**

**5. CONSENT CALENDAR**

Motion: Cox  
Second: Brooks

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

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

**A. Financial Report – August 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*	\$235,597.98
Reserve Funds	\$906,522.25
Accounts Receivable**	(\$16,011.17)
Prepaid Expenses (Includes Insurance)	\$6,479.96
Other Current Assets	(\$104.00)
<b>Total Assets</b>	<b>\$,132,485.02</b>
<b>Total Liabilities</b>	<b>\$47,695.38</b>
<b>Current Year Net Income or (Loss)</b>	<b>(\$14,667.64)</b>

\*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 August 31, 2017 financial statements be accepted as presented subject to audit or review.

**B. Approval of Minutes – September 11, 2017**

Motion: Cox

Second: Renshus

Resolution: That the General Session minutes dated September 11, 2017 be approved as amended.

Ayes: Aarnaes, Cox, Brooks, Renshus

Nays: None

**6. UNFINISHED BUSINESS**

**A. Art Display – Clubhouse Above Fireplace**

Ernie and Ann Jones were both in attendance and brought a few pieces of art work for the Board to select from that will be hung in the clubhouse above the fireplace starting November 1, 2017 through December 31, 2017. Art work will be removed during the termite fumigation starting November 1, 2017 to November 3, 2017 and rehung once the tenting is removed. The association placed an article in the Park Press announcing to all residents who were interested in displaying art work in the clubhouse. Each art piece includes a bio of the artist, business cards, and a write up of the art work displayed.

**7. NEW BUSINESS**

**A. Holiday Lighting Proposals**

Motion: Brooks

Second: Renshus

Resolution: That the Board take no further action on the holiday lighting proposals submitted for Christmas holiday lighting for the lighting of the two Ficus trees located in front of the clubhouse.

**B. Fall Tree Trimming Proposals – Tree Removal Proposals**

Motion: Aarnaes

Second: Cox

**Tree Trimming Bids**

Resolution: That the Board take no action on the tree trimming proposals submitted and directed management to contact Dave Ramos – Harvest Landscape requesting a list of trimmed trees and time frame in past years including costs for review at the November 13, 2017 meeting. The trees currently on a schedule for tree trimming are the iron bark, jacaranda, and windrow trees.

**Tree Removal Bids**

Resolution: That the Board approve bid # 58076 submitted by Harvest Landscape at a cost of \$1,600.00 to remove the dead leaning tree located on the side of 29 Lucero West with funds to be expended from operating account #6160.

Resolution: That the Board approve bid # 57899 submitted by Harvest Landscape at a cost of \$1,100.00 to remove the dead leaning tree located on the side of 30 Lucero East with funds to be expended from operating account #6160.

Ayes: Aarnaes, Cox, Brooks, Renshus

Nays: None

**C. Draft Reserve Study - RDA**

Motion: Aarnaes

Second: Cox

Resolution: That the Board table the draft budget as submitted after requesting reserve study dated September 26, 2017 as submitted by RDA until the November 13, 2017 meeting and directed management to obtain clarification on dates used within the reserve study itself.

Ayes: Aarnaes, Cox, Brooks, Renshus

Nays: None

**D. Draft Budget**

Motion: Aarnaes

Second: Cox

Resolution: That the Board table the draft budget until the November 13, 2017 meeting.

Ayes: Aarnaes, Cox, Brooks, Renshus

Nays: None

**E. Assessment & Billing Collection Policy – Draft Version**

Motion: Cox

Second: Renshus

Resolution: That the Board table the draft version of the Assessment & Billing Collection Policy until the November 13, 2017 meeting after additional clarification is needed in regards to the way it is written. Clarification needed Associa PCM versus the California Government Code Section 27388.1 (a) (1).

Ayes: Aarnaes, Cox, Brooks, Renshus

Nays: None

#### **F. CD Investment Recommendations**

Motion: Brooks  
Second: Cox

Resolution: That the Board approve the recommendations via email from Rey Carandang of Comerica to invest CD's on behalf of the association by investing \$100K for a term of 3 months at a rate of 1.05% -1.10%, \$100K for a term of 6 months at a rate of 1.15% – 1.30%, \$100K for a term of 9 months at a rate of 1.30% – 1.40%, and \$100K for a term of 12 months at a rate of 1.35% – 1.45% leaving cash in the amount of \$125K and the ability to reinvest the CD's once they hit the maturity date.

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

#### **G. Holiday Dinner**

The Board resolved to schedule the holiday dinner on Wednesday, December 6, 2017 at 5:30PM located at El Ranchito on First Street and Tustin Ave in Tustin. Management directed to invite all Board Members, spouses, and the Architectural committee Chairperson, Ernie Jones and spouse.

#### **H. Holiday Event**

The Board resolved to place an article in the November 2017 Park Press newsletter soliciting volunteers to plan the holiday decorating cookie event hosted by the social committee with a deadline of November 15, 2017. If no one volunteers, the holiday cookie decorating event will not take place.

#### **I. No Parking Zone – Signs for Tow Away**

Motion: Aarnaes  
Second: Cox

Resolution: That the Board resolve to table the tow away signage to be installed in the clubhouse parking lot area and directed management to obtain proof of signage and cost for three (3) signs that would also include the towing company information. Management informed the Board that parents are parking in the fire lanes while keeping flashers on during afternoon school pickup.

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

#### **J. Newsletter Topics**

The following are suggested articles for the next newsletter in addition to a summary of this meeting:

Status summary of top 3 projects  
Board Member Bio – Mina Brooks  
Pool Heat Off Reminder  
Pick Up After Your Pet

Holiday Cookie Decorating – Solicit Volunteers with the 11/15/2017 deadline  
Please don't put decorations in common areas & other holiday reminders  
Annual Meeting Reminder / Results  
Red Curb / Yellow Double Lines on Entrance of each Street as directed by the City of Irvine

**8. Reference Material (Informational Only)**

The following reference materials were reviewed and filed:

- A. Correspondence
- B. Annual Calendar
- C. Newsletter – October 2017
- D. Site Maps

**9. NEXT MEETING & SITE REVIEW**

The next Meeting of the Park Paseo Board of Directors is scheduled for Monday, November 13, 2017 located at the clubhouse. Executive Session will begin at 6:30 p.m. and General session will follow at 7:00 p.m. The Annual Meeting of the Membership will begin at 8:00 p.m. in the clubhouse.

**10. ADJOURNMENT**

There being no further business to come before the Board in General Session, the meeting was adjourned at 9:45 p.m. by Gus Aarnaes, President.

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Printed Name/Title

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Approval Signature

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Date