

**PARK PASEO HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting**  
**Monday, November 13, 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 7:06 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  
Mina Brooks  
Yumi Renshus

**DIRECTORS ABSENT**

Ric Cox  
Kal Patel

**ASSOCIA-PCM**

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

**Top Three (3) Board Goals:**

Monument Sign Project  
Turf Renovation Project  
Prosa Pool Restroom Remodel Project

**2. ANNUAL MEETING OF THE MEMBERSHIP**

The annual meeting of the membership could not take place due to lack of quorum of the ballots. 51%, or 313 were needed in order for The Inspector of Election, The Ballot Box to proceed with the opening of ballots. The reconvened meeting is set to take place on Monday, December 11, 2017 at 7:00 p.m. with reduced quorum at 25%, or 157 ballots.

**3. REORGANIZATIONAL MEETING**

The reorganizational meeting is set to take place on December 11, 2017 at the reconvened meeting if 25%, or 157 are received and quorum is met.

**4. 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.*

**5. HOMEOWNER FORUM**

There was one (1) homeowner in attendance to observe only.

## 5. REPORTS

The following reports were reviewed and filed:

### A. Architectural Review – Minutes dated October 25, 2017.

Motion: Aarnaes  
Second: Brooks

Ayes: Aarnaes, Brooks, Renshus  
Nays: None

### B. Landscape Notes including MSR reports for the month of October 2017

### C. Action List - Ongoing

### D. Work Order Report – October 2017

### E. Site Review Reports – October 2017

### F. Financial Report – September 2017

## 6. 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 – September 30, 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*	\$239,078.98
Reserve Funds	\$920,830.55
Accounts Receivable**	(\$14,697.71)
Prepaid Expenses (Includes Insurance)	\$4,885.45
Other Current Assets	(\$104.00)
<b>Total Assets</b>	<b>\$1,149,993.27</b>
<b>Total Liabilities</b>	<b>\$41,775.77</b>
<b>Current Year Net Income or (Loss)</b>	<b>\$5,548.08</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 September 30, 2017 financial statements be accepted as presented subject to audit or review.

**B. Approval of Minutes – October 9, 2017**

Motion: Aarnaes

Second: Brooks

Resolution: That the General Session minutes dated October 9, 2017 be approved as amended.

Ayes: Aarnaes, Brooks, Renshus

Nays: None

**6. UNFINISHED BUSINESS**

**A. Tree Trimming Proposals**

Motion: Brooks

Second: Aarnaes

Resolution: That the board table the tree trimming proposals until Spring 2018 and adhere to the City of Irvine tree trimming schedule which includes iron bark, jacaranda, and eucalyptus tree trimming.

Ayes: Aarnaes, Brooks, Renshus

Nays: None

**B. Holiday Bows**

Motion: Brooks

Second: Aarnaes

Resolution: That the board approve the purchasing of holiday bows by management at a cost not to exceed \$200.00 for the front of the clubhouse. Holiday lights purchased by Gus Aarnaes who may submit for reimbursement from the association.

Ayes: Aarnaes, Brooks, Renshus

Nays: None

### **C. Draft Reserve Study – RDA**

Motion: Brooks  
Second: Aarnaes

Resolution: That the board approve the draft reserve study revision 1 dated November 10, 2017 as submitted by RDA with a 78% funded association to be included in the budget mailer. The next onsite will take place in 2019.

Ayes: Aarnaes, Brooks, Renshus  
Nays: None

### **D. Draft Budget – 2018**

Motion: Brooks  
Second: Aarnaes

Resolution: That the board approve the draft budget presented by management to increase the dues by \$5.00 effective January 1, 2018 to December 31, 2018 at a 4.72% and include in the letter mailed to homeowners explaining that utilities including water, gas, and electric have increased along with minimum wage requirements for monthly contracted services that include the pool vendor, landscapers, electrical and janitorial services and the increase in cost to use organic products instead of Roundup in the community.

Ayes: Aarnaes, Brooks, Renshus  
Nays: None

### **E. Assessment & Billing Collection Policy**

Motion: Renshus  
Second: Brooks

Resolution: That the board approve the revised draft Assessment & Billing Collection Policy with modifications as presented for distribution to the membership with the budget package mailer that includes the new portion of the collection policy at an additional cost of \$75.00 for the State of California Wellness & Job Act.

Ayes: Aarnaes, Brooks, Renshus  
Nays: None

## **7. NEW BUSINESS**

#### **A. Tree Removal Proposal**

Motion: Aarnaes  
Second: Renshus

Resolution: That the board approve the tree removal proposal # 58282 as submitted by Harvest Landscape for the two (2) dead Eucalyptus Globulus trees located at the corner of Orange Arrow and Prosa contingent upon the City of Irvine issuing a permit for removal at a cost of \$5,300.00 with funds expended from reserve account # 3182(tree reserves) which has a remaining balance of \$54,743.36 and two (2) replacement trees at the cost of \$200.00 as submitted by Harvest Landscape proposal # 58494 with funds expended from operating account # 6199 (Landscape Other) which has a remaining balance of \$15,498.92. In addition, Management directed to inform Harvest Landscape to include stump grinding to all future proposals.

Ayes: Aarnaes, Brooks, Renshus  
Nays: None

#### **B. 4 Pals Invoice – Plumbing Ratification**

Motion: Brooks  
Second: Renshus

Resolution: That the board approve the invoice dated September 14, 2017 as submitted by 4 Pals for plumbing repairs to the gas line inside the Northstars enclosure at a cost of \$2,453.89 with funds expended from operating account # 6695 (Plumbing Supplies Repair & Maintenance) which has a remaining balance of \$2,686.50.

Ayes: Aarnaes, Brooks, Renshus  
Nays: None

#### **C. Clubhouse Use Security Deposit - \$250.00**

Motion: Brooks  
Second: Aarnaes

Resolution: That the board approve Management assistance in placing an article in the Park Press announcing to the residents renting the clubhouse that security deposit charges in the amount of \$250.00 are due thirty (30) days prior to the scheduled clubhouse reservation and adding an area onto the existing clubhouse reservation form when the with a date the security deposit is due by.

Ayes: Aarnaes, Brooks, Renshus  
Nays: None

#### **D. Prosa Pool Heat**

Motion: Aarnaes  
Second: Renshus

Resolution: That the board resolve to take no action on the Prosa pool heat and will address the matter in spring 2018.

Ayes: Aarnaes, Brooks, Renshus  
Nays: None

#### **E. Insurance Renewal Proposals**

Motion: Aarnaes  
Second: Brooks

Resolution: That the Board resolve to approve the annual insurance premium proposal submitted by the incumbent Armstrong /Robitaille / Riegle renewal period starting January 16, 2018 to January 16, 2019 at an annual cost of \$15,498.95 with funds to be expended from operating account # 5400 which has a remaining balance of \$15,499.00.

Ayes: Aarnaes, Brooks, Renshus  
Nays: None

#### **F. Newsletter Topics**

- Status summary of top 3 projects
- Board Member Bio – Yumi Renshus
- Holiday Decoration Removal Reminder
- Pick up After Your Pet Reminder
- Recycle Bins in Patio Area
- Keep pool gates closed / Do not place chair to leave open
- Tennis Court Sign Up Sheets – Please be courteous
- Annual Meeting Election Results
- No Signs, Posters, or Tape to be placed in Common Area
- Holiday Decorations – Three (3) Top Winners (Holiday Decoration Standout Signs with Logo)
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#### **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, December 11, 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 Reconvened 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 9:26 p.m. by Gus Aarnaes, President.

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Printed Name/Title

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Approval Signature

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Date