

PARK PASEO HOMEOWNERS ASSOCIATION
Board of Directors Meeting
Monday, December 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 7:24 p.m. by Vice President Ric Cox. In accordance with California Civil Code, the agenda was posted at least four days prior to the meeting.

DIRECTORS PRESENT

Ric Cox
Kal Patel (7:20 p.m.)
Yumi Renshus

DIRECTORS ABSENT

Gus Aarnaes
Mina Brooks

ASSOCIA-PCM

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

OTHERS PRESENT

Armando Rutledge, City of Irvine Traffic Department
Two (2) Homeowners

Top Three (3) Board Goals:

Monument Sign Project
Turf Renovation Project
Prosa Pool Restroom Remodel Project

2. RECONVENED ANNUAL MEETING OF THE MEMBERSHIP

The reconvened annual meeting of the membership could not take place due to lack of quorum of the ballots. 25%, or 161 ballots were needed in order for The Inspector of Election, The Ballot Box to proceed with the opening of ballots. The 3rd attempt is due to take place before the end of 2017.

The reconvened meeting is set to take place on Monday, December 11, 2017 at 7:00

3. REORGANIZATIONAL MEETING

The reorganizational meeting could not take place due to the reconvened annual meeting 2nd attempt failure. The reorganizational meeting will take place after the reconvened annual meeting of the membership.

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 were two (2) homeowners in attendance to observe only and discuss security cameras.

6. REPORTS

The following reports were reviewed and filed:

A. Architectural Review – Minutes dated November 29, 2017 and the email dated November 27, 2017 submitted by Architectural Committee Member announcing his resignation.

Motion: Renshus

Second: Patel

Ayes: Cox, Patel, Renshus

Nays: None

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

C. Action List - Ongoing

D. Work Order Report – November 2017

E. Site Review Reports – November 2017

F. Financial Report – October 2017

7. CONSENT CALENDAR

Motion: Renshus

Second: Patel

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

Ayes: Cox, Patel, Renshus

Nays: None

A. Financial Report – October 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*	\$226,469.39
Reserve Funds	\$938,783.81
Accounts Receivable**	(\$14,497.37)
Prepaid Expenses (Includes Insurance)	\$3,593.45
Other Current Assets	(\$399.86)
Total Assets	\$1,153,949.42
Total Liabilities	\$39,069.98
Current Year Net Income or (Loss)	\$17,928.55

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

B. Approval of Minutes – November 13, 2017

Motion: Renshus

Second: Patel

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

Ayes: Cox, Patel, Renshus

Nays: None

8. UNFINISHED BUSINESS

A. Draft Budget Letter to Homeowners

The cover letter mailed to the residents along with the budget was not reviewed by the board prior to mailing. The letter contained reasons behind the 4.72% increase which placed assessments from \$106.00 per month to \$111.00 starting January 1, 2018. In the letter, the board requested certain items to be included such as the hourly wage increase, rising costs of utilities including water, gas, and electric, the

increased labor costs for pool service, landscapers, and patrol in addition to the cost to use organic products which serves for the replacement of Roundup in the community. No action taken.

9. NEW BUSINESS

A. Double Solid Yellow Lines in Community – Armando Rutledge

Motion: Renshus

Second: Patel

Resolution: That the board approve the double solid yellow line installations on certain streets within the community that include reflectors to prevent vehicles when turning a corner driving on the opposite sides of the streets. Armando Rutledge, City of Irvine Traffic Division was in attendance to discuss the matter and informed the board that The City of Irvine would be willing to install at no cost to the association as long as the association announced to its residents the proposed plan including feedback being received from residents for the installation or against the installation. Management received two (2) in agreeance and one (1) against the proposed plan by placing an article in the November 2017 newsletter. Armando Rutledge informed those in attendance that a map of the approved locations would be forwarded to Management. Fire hydrants that require a blue reflector will also be installed at no cost if any are found missing in the community. Management must submit in writing a formal request. Time frame from start to finish typically runs about four (4) weeks.

Ayes: Cox, Patel, Renshus

Nays: None

B. Newsletter Topics

- Status summary of top 3 projects
- Board Member Bio – Yumi Renshus
- Holiday Decoration Removal Reminder February 1, 2018
- 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)

10. Reference Material (Informational Only)

The following reference materials were reviewed and filed:

A. Correspondence

B. Annual Calendar

C. Newsletter – November 2017

D. Site Maps

11. NEXT MEETING & SITE REVIEW

The next Meeting of the Park Paseo Board of Directors is scheduled for Monday, January 8, 2018 located at the clubhouse. Executive Session will begin at 6:30 p.m. and General session will follow at 7:00 p.m.

12. ADJOURNMENT

There being no further business to come before the Board in General Session, the meeting was adjourned at 8:35 p.m. by Ric Cox, Vice President.

Printed Name/Title

Approval Signature

Date