

**PARK PASEO HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting**  
**Monday, January 8, 2018 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 7:18 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  
Yumi Renshus  
Mina Brooks

**DIRECTORS ABSENT**

Kal Patel

**ASSOCIA-PCM**

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

**OTHERS PRESENT**

One (1) Homeowner

**2. REORGANIZATIONAL MEETING**

Motion: Cox  
Second: Renshus

Resolution: That the Board remain seated in the same positions as current after the reconvened meeting and third (3<sup>rd</sup>) attempt took place on Monday, December 18, 2017.

President – Gus Aarnaes, term ends 2019  
1<sup>st</sup> Vice President – Ric Cox, term ends 2019  
2<sup>nd</sup> Vice President – Kal Patel, term ends 2019  
Secretary – Yumi Renshus, term ends 2018  
Treasurer – Mina Brooks, term ends 2018

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

**3. EXECUTIVE SESSION**

*An Executive Session meeting was held immediately prior 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.*

**4. HOMEOWNER FORUM**

There was one (1) homeowner in attendance who discussed security cameras and security camera signage.

**5. REPORTS**

The following reports were reviewed and filed:

**A.** Architectural Review – Minutes dated January 3, 2018 be ratified as presented.

Motion: Brooks

Second: Cox

Resolution: That the Architectural Committee meeting minutes dated January 3, 2018 be ratified as presented.

Ayes: Aarnaes, Cox, Renshus, Brooks

Nays: None

**B.** Action List - Ongoing

**C.** Work Order Report – December 2017

**D.** Landscape Notes – MSR Report – December 2017

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

**F.** Financial Report – November 2017

**6. CONSENT CALENDAR**

Motion: Cox

Second: Renshus

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

Ayes: Aarnaes, Cox, Renshus, Brooks

Nays: None

**A. Financial Report – November 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*	\$221, 583.20
Reserve Funds	\$953,279.92
Accounts Receivable**	\$12,300.93
Prepaid Expenses (Includes Insurance)	\$1,292.11
Other Current Assets	\$210.00
<b>Total Assets</b>	<b>\$1,163,644.30</b>
<b>Total Liabilities</b>	<b>\$36,662.58</b>
<b>Current Year Net Income or (Loss)</b>	<b>\$8,269.10</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 November 30, 2017 financial statements be accepted as presented subject to audit or review.

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

Motion: Cox  
Second: Renshus

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

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

**7. UNFINISHED BUSINESS**

**A. Double Solid Lines in Community**

The City of Irvine representative Armando Rutledge attended the December 11, 2017 meeting to discuss the installation of double solid yellow lines including yellow

reflectors in the community to be paid for by the City of Irvine. Management received an email dated January 2, 2018 from Armando Rutledge stating the project would take 4-6 weeks to complete and the City staff would review the condition of the blue fire hydrant markers in the community and replace those that needed replacing.

The board determined take no action and allow The City of Irvine to move forward with the installation of double solid yellow lines and blue markers for the fire hydrants in the community **and directed Management to reach out the Traffic Department regarding the request to install left hand turn arrows located on Park Place near the crosswalk leading into another community.**

## **8. NEW BUSINESS**

### **A. Voting Instructions- Annual Meeting of the Membership - Ongoing**

Motion: Cox  
Second: Aarnaes

Resolution: That the board approve the addition of verbiage when mailing the annual meeting materials to the membership to include 1) any member adding his or her name to the ballot must be a member in good standing only if the By – Laws state the information and 2) only the addressee on the envelope may cast the vote for the household to avoid lack of quorum in the future. Some of the ballots received for the Annual Meeting for 2017 were not counted by the Inspector of Election due to the person signing the outside of the envelope not matching the association membership listing as owner of record.

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

### **B. Santiago Hills Elementary School – Jog A Thon**

Motion: Cox  
Second: Aarnaes

Yumi Renshus submitted a request for donation form for the Santiago Hills Elementary School Fundraiser holding its upcoming run on March 23, 2018.

Resolution: That the board take no action and noted the association already allows Santiago Hills school to hold multiple events at our clubhouse at no charge, and the parking of vehicles in the parking lot outside the clubhouse and would feel obligated to donate to any upcoming events other than the Northstars swim team.

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

### **C. Tree Removal Proposals – Harvest Landscape**

Resolution: The board tabled approval of tree removal proposals submitted by Harvest Landscape and directed Management to follow up with the Association's Legal Counsel and the Master Policy from Armstrong / Robitaille regarding the arborist report to remove trees located in the common area for liability concerns when the trees are healthy.

### **D. Concrete Replacement Proposals**

The board took no action on the concrete replacement proposals submitted and directed Management to advise the Board in advance of any liability concerns by sending an email to the Board who will then inspect and direct **Management to obtain proposals if needed.**

### **E. Water Meter Comparison Charts – 2016 to 2017**

The board tabled the water meter comparison charts discussion submitted for 2016 and 2017 and directed Management to obtain water usage starting from 2014 to the current date and to place information into a spreadsheet including the dates of the turf removal.

### **F. Monument Sign Proposals**

The board resolved to table the monument sign proposals submitted and directed Management to obtain apple to apple bids which include lighting for review at the February 12, 2018 meeting.

### **G. Newsletter Topics**

The following topics were requested for the next newsletter:

- Status summary of top 3 projects
- Board Member Bio – Yumi Renshus
- Holiday Decoration Removal Reminder February 1, 2018
- Holiday Decoration Contest Winners
- Community Volunteers for Movie Night – May 2018
- Architectural Member Volunteer
- Security Camera Policy Rule Reminder

- Installation of Double Solid Yellow Lines
- No parking in cul de sac area during street sweeping days

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

The following reference materials were reviewed and filed:

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

**10. NEXT MEETING & SITE REVIEW**

The next Meeting of the Park Paseo Board of Directors is scheduled for Monday, February 12, 2018 located at the clubhouse. Executive Session will begin at 6:30 p.m. and General session will follow at 7:00 p.m.

**11. ADJOURNMENT**

There being no further business to come before the Board in General Session, the meeting was adjourned at 10:13 p.m. by Board President Gus Aarnaes.

Gus Aarnaes Pres.  
Printed Name/Title

Gus Aarnaes  
Approval Signature

4-9-18  
Date