

PARK PASEO HOMEOWNERS ASSOCIATION
Board of Directors Meeting
Monday, June 11, 2018
25 Christamon West, Irvine, CA 92620
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 7:15 p.m. by 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 (7:13 p.m.)
Mina Brooks
Yumi Renshus

DIRECTORS ABSENT

None

ASSOCIA-PCM

Lisa Gross, General Manager, CCAM®

OTHERS PRESENT

There were four (4) homeowners in attendance.

2. EXECUTIVE SESSION

An Executive Session meeting was held prior and after the General Session Meeting, 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 four (4) homeowners in attendance to discuss the following concerns:

One (1) homeowner was concerned about the use of the pool during the Northstars swim practices and not following the posted rules, no supervision of children, the use of boogie boards in the pool, and residents or tenants working on vehicles with the garage door open or in the street.

Two (2) homeowners were in attendance to observe only.

One (1) homeowner, Jerry Cheng, President of the NorthStar Swim Team was in attendance to request adding four (4) additional non-residents to the swim team.

REPORTS

The following reports were reviewed and filed:

- A. Architectural Review – Minutes dated May 30, 2018 reviewed and accepted as presented which also included the **denied** application submitted by the seller of the property located at 11 Diamante for replacement utility doors that was submitted without a photo.
- B. Action List - Ongoing
- C. Work Order Report – May 2018
- D. Landscape Notes – MSR report for May 2018 on file inside clubhouse office
- E. Site Review Reports – Re- Inspections
- F. Financial Report – April 2018

4. CONSENT CALENDAR

Motion: Renshus
Second: Patel

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

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

A. Financial Report – April 30, 2018

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*	\$283, 994.36
Reserve Funds	\$1,038,248.37
Accounts Receivable**	(\$18,803.42)
Prepaid Expenses (Includes Insurance)	\$13,739.06
Other Current Assets	(\$210.00)
Total Assets	\$1,038,248.37
Total Liabilities	\$61,637.52
Current Year Net Income or (Loss)	\$67,047.40

*Reflects \$16,165.41 due from operating to reserves.

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

Resolution: That the April 30, 2018 financial statements be accepted as presented subject to audit or review.

B. Approval of Minutes – May 14, 2018

Motion: Cox
Second: Brooks

Resolution: That the General Session minutes dated May 14, 2018 be approved as amended.

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

5. UNFINISHED BUSINESS

A. Northstars Swim Team – Non-Resident Request - Appeal

Motion: Renshus
Second: Patel

Resolution: That the Board approve the appeal request from Jerry Cheng, President of the NorthStar swim team to add four (4) additional non-resident swimmers for the 2018 season. Currently, the swim team consists of 87 swimmers that are residents and 35 swimmers who are non-residents.

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

B. Playground Equipment – Maintenance and Tot Lot Chips

Motion: Aarnaes
Second: Brooks

Resolution: That the Board approve proposal 2439 as submitted by Turbos Cape to add tot lot wood chips to the Alba playground area at a cost not to exceed \$4,224.00 to be paid from reserve account GL 3204. Maintenance information sheet to be obtained along with proposals for review for playground equipment to ensure safety.

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

C. Monument Signs

The monument sign bid was awarded to Promotional Signs and the start date will be mid July 2018. Any changes needed through the City of Irvine will be sent to Management and forwarded to Ric Cox, appointed liaison.

D. Orange Arrow Landscape

Resolution: That the Board table this matter until Management can provide backup on **how much money is** available after the Irvine Ranch Water District provided a \$288,000.00 rebate for turf removal.

E. Prosa Pool Heater Proposals – Ratification Only

Motion: Cox
Second: Aarnaes

Resolution: That the Board approve the proposal submitted by Aquatic Balance to replace the Prosa pool heater at a cost not to exceed \$4,881.50 from reserve account # 3220 which includes the replacement of two (2) pumps that failed. Management forwarded proposal 22770 (\$3,816.08), 22771 (\$349.66), and 22773 (\$715.76) to Ric Cox, liaison, who approved the repairs via email dated June 5, 2018.

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

F. Prosa Restroom Renovation Project – Draft Scope of Work

Resolution: That the Board tabled this matter and will further discuss the draft scope of work submitted by Collins Builders for the renovation in the Prosa restrooms at the July 9, 2018 meeting after all board members have a chance to compare the draft scope of work to the existing restroom area including the outside shower.

G. Dog Station Sample

Resolution: That the Board approve the purchase of one (1) sample dog station to be purchased from Balboa Doggie Walk Bags at the cost not to exceed \$150.00. Harvest Landscape purchases the bags and fills the dog stations in the community as part of the existing landscape contract. It was reported that most dog stations are empty due to dog bags being easily accessible and bags being used in bulk compared to as needed.

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

H. Movie Night – August 3, 2018

Resolution: That the Board approve the community movie night on Friday, August 3, 2018 and the NorthStar swim team volunteers will pass out popcorn. Movie selection to be determined by the NorthStars Swim Team.

6. NEW BUSINESS

A. Reserve Study Proposal

Motion: Renshus
Second: Aarnaes

Resolution: That the Board approve the Reserve Study proposal for fiscal year ending December 31, 2018 as submitted by RDA for a computer update at a cost of \$1,695.00. Onsite inspections take place every three years.

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

B. Summer Patrol Service - Patrol One

Patrol One will provide summer patrol services starting in May 2018 to September 2018 as in prior years.

C. Ric Cox – Reimbursement Request

Motion: Aarnaes
Second: Patel

Resolution: That the Board approve the receipts for reimbursement submitted by Ric Cox in the amount of \$494.78 for office supplies that include rental truck to drop off the old copier in office, printer ink cartridges, shower tiles for repair, paint for the door located at the Prosa pool, and additional handyman supplies to be paid from office supplies, account #5090.

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

D. Town SQ – Association Website

Resolution: That the Board table the discussion until the July 9, 2018 meeting.

E. 4th of July Party – Pool Area

The 4th of July party takes place on Wednesday, July 4, 2018. Management to obtain donations for raffle prizes, fire truck, and help in the community during the day. NorthStars to run the BBQ area, concessions, and swim games.

F. Newsletter Topics

The following topics were requested for the next newsletter:

- Status summary of top 3 projects
- Board Member Bio – Kal Patel
- Architectural Member Volunteer
- Summer Season – Keep a watchful eye on children in the pool
- General Pool Rules / Safety/Pool Hours
- Northstars Swim Team Season Practice dates / times
- Helpful Hints
- New Lost and Found Box
- No Glass on Pool Deck Reminder
- No lifeguard on Duty
- 4th of July volunteers
- Trim back plant material on corner lots to allow for better visibility / liability concern
- Flag Etiquette

7. Reference Material (Informational Only)

The following reference materials were reviewed and filed:

- A. Correspondence
- B. Annual Calendar
- C. Newsletter – June 2018
- D. Site Maps

8. NEXT MEETING & SITE REVIEW

The next Meeting of the Park Paseo Board of Directors is scheduled for Monday, July 9, 2018 located at the clubhouse. Executive Session will begin at 6:30 p.m. and General Session will follow at 7:00 p.m.

9. ADJOURNMENT

There being no further business to come before the Board in General Session, the meeting was adjourned at 10:20 p.m. by President, Gus Aarnaes.

Gus Aarnaes / Pres.
Printed Name/Title

Gus Aarnaes
Approval Signature

3-18-19
Date