

PARK PASEO HOMEOWNERS ASSOCIATION
Board of Directors Meeting
Monday, September 10, 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 7:15 p.m. by 1st 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
Yumi Renshus
Mina Brooks

DIRECTORS ABSENT

Gus Aarnaes

ASSOCIA-PCM

Lisa Gross, CCAM®
General Manager

OTHERS PRESENT

There were two (2) 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 two (2) homeowners in attendance to discuss the draft plans submitted for Board review on a preliminary basis to add a balcony to the front of the home above the garage in addition to a bathroom and laundry room. The home is located at 21 Ensueno West, plan # 2144. The owners will proceed with the architectural application processing.

4. REPORTS

The following reports were reviewed and filed:

A. Architectural Review – Minutes dated August 29, 2018 be ratified as presented.

Denied application included the following motions:

- 1) 1 Kara East – Installation of a Magnolia tree in the front yard. The committee denied the application after reviewing it at the August 29, 2018 meeting although any tree installation or softscape does not require an architectural application.

Therefore, the following motion took place.

Motion: Renshus
Second: Cox

Resolution: That the Board over rule the decision made by the Architectural Committee at the August 29, 2018 meeting to deny the application submitted by the owners located at 1 Kara East to add a Magnolia tree in the front yard and directed Management to inform both the owner and the committee members. Softscape applications are not required for review.

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

- 2) 17 Alba West – Installation of a free-standing patio cover installed in the backyard of the home by tenants was denied by the committee due to the patio cover not being attached to the home. Therefore, creating a safety hazard and a possible liability concern. This application will remain denied as presented by the Architectural Committee.

- B. Action List – Ongoing - Tabled
- C. Work Order Report – August 2018 – Reviewed and filed.
- D. Landscape Notes – MSR report for August 2018 on file inside clubhouse office – No action.
- E. Site Review Reports – Ongoing – No action
- F. Financial Report – May 2018 – July 2018 - Tabled
- G. CD Laddering – Approved - \$100,000.00 CD Laddering starting January 2019 to October 2019 with every three (3) months a CD will mature.

5. CONSENT CALENDAR

Motion: Cox
Second: Patel

Resolution: That the Park Paseo Consent Calendar Items C, G be tabled, items D be filed, items E, F require no further action, and item H be approved.

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

A. Financial Report – May 2018 – July 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.

Financials	May 2018	June 2018	July 2018
Operating Funds	\$279,413.91	\$300,055.52	\$271,939.18
Reserve Funds	\$1,055,806.70	\$1,059,293.42	\$1,067,288.43
Accounts Receivable	(\$17,723.01)	(\$21,374.01)	\$3,846.21
Prepaid Expenses	\$9,895.23	\$8,603.14	\$7,311.05
Other Current Assets	(\$475.19)	(\$104.00)	(\$214.00)
Total Assets	\$1,055,806.70	\$1,059,293.42	\$1,067,288.43
Total Liabilities	\$271,110.86	\$287,180.65	\$282,882.44
Current Year Net Income or (Loss)	\$84,605.73	\$88,092.45	\$96,087.46

Motion: Brooks

Second: Patel

Resolution: That the Board resolve to table the financials for the months of May 2018, June 2018, and July 2018 until review at the October 8, 2018 meeting.

Ayes: Cox, Patel, Renshus, Brooks

Nays: None

B. Resolution to Record Liens

Motion: Brooks
Second: Cox

Resolution: That the Board approve the resolution to record liens on Account # 180-1185 and Account # 180-3701.

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

C. CD Laddering

Motion: Cox
Second: Patel

Resolution: That the Board resolve the CD Laddering as follows through the assistance of Rey Carandang / Comerica

Term	Amount	Mature Date
3 months	\$100,000.00	January 2019
6 months	\$100,000.00	April 2019
9 months	\$100,000.00	July 2019
12 months	\$100,000.00	October 2019

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

D. Approval of Minutes – August 13, 2018

Motion: Brooks
Second: Patel

Resolution: That the Board resolve to approve the general session minutes dated August 13, 2018 as amended.

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

6. UNFINISHED BUSINESS

A. Monument Signs – Management

Promotional Signs provided an update via email stating the monument sign installation project has started with the first phase of digging holes and removing dirt. Monument sign installations will be in front of the clubhouse and both the east and west side of Yale / Orange Arrow. Completion date is late September 2018. Inspection will take place prior to final payment processing.

B. Orange Arrow Landscape – Harvest Landscape Proposal

Resolution: That the Board table proposal # 65795 as submitted by Harvest Landscape to add plant material in the open field located at the Orange Arrow location where the IRWD has an easement of 6 feet to allow access to the right of the property next to the apartments. Gus Aarnaes (not in attendance at the meeting) and Mina Brooks along with Tim Carson from Harvest met onsite to discuss options on how to move forward in the planting category. The Board discussed placing natel plum along the sidewalk, followed by lantana and bougainvillea placed in front of the chain link fence, light refreshed mulch and irrigation are needed, keeping in mind the shallow rooted plant material will cut off at the 6-foot access area for IRWD.

After further discussion, the Board resolved to table the proposal due to Gus Aarnaes not in attendance and wanted to allow for his input and directed Management to seek a reduced proposal from Harvest Landscape.

C. Prosa Restroom Remodel Project

Motion: Patel

Second: Cox

Resolution: That the Board resolve to approve the proposal submitted by T&S Construction at a cost of \$83,485.00 for the Prosa restroom remodel project to be aid from reserves.

Ayes: Cox, Patel, Renshus, Brooks

Nays: None

D. Draft Reserve Study – 2018 – 2019 Version

Resolution: That the Board resolve to table the draft version of the 2018 – 2019 reserve study for fiscal year ending December 31, 2018 with computer updates dated August 16, 2018 as submitted by RDA.

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

E. Pool Rules – Signage

Resolution: That the Board will revisit changing the pool rules, including pool signage after Brad Walker, legal counsel, has time to review the changes and make comments.

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

F. Sample Dog Station – 14 Alameda – Feedback Needed

Resolution: That the Board resolve to table the installation of the dog station installed at 14 Alameda along the green belt and allow all Board Member feedback prior to moving forward with additional dog stations.

Board requested moving the Orange Arrow dog station closer to the tennis court walking path area.

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

G. Clubhouse Amp Proposals

Motion: Cox
Second: Renshus

Resolution: That the Board resolve to approve the email proposal submitted by Brian Grochow at a cost of \$1,600.00 to install two (2) dedicated 20 amp circuits to be installed outside the clubhouse next to the soda machine for Northstar swim team home meets after it was reported to Management that the circuits were on over load to be paid from electrical operating account.

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

7. NEW BUSINESS

A. Annual Meeting Date / Reconvened Dates / Meet the Candidates Night

The Annual Meeting of the Membership will take place Tuesday, October 16, 2018 at 8:00 p.m. with the Ballot Box assisting as Inspector of Election. There are two (2) positions open with three (3) candidates on the ballot.

Reconvened meetings will be Monday, October 9, 2018 at 6:00 p.m. inside the clubhouse and on Tuesday, November 6, 2018 at 12:00 noon, if needed.

Meet the Candidate night scheduled for Monday, September 24, 2018 at 7:00 p.m. inside the clubhouse.

B. Pool Heat

Management instructed to place an article in the upcoming newsletter for owner feedback on pool heat extension.

C. Replacement Trash Cans – Patio Area

Management will obtain sample trash can replacements and bring ideas to the October 8, 2018 meeting for review and discussion.

D. Pool Umbrellas – Lost and Found Box

Management to place reminder in upcoming newsletter regarding lost and found items going to charity on October 31, 2018. Pool umbrellas will be placed in storage once the pool heat is turned off.

E. Town Square – Association Website

No action needed on Town Square. Website will be loaded with documents for resident use.

F. Aluminum Iron Fence – Gate Replacement Bids

Motion: Cox
Second: Brooks

Resolution: That the Board approve the proposal submitted by Kim's Iron Works at a cost of \$3,550.00 for replacement **pump room gates** that were damaged by a fallen tree limb from the Iron Bark trees located in the common walkway behind the pump room.

Resolution: That the Board approve the proposal submitted by ATR at a cost of \$6,650.00 for replacement **aluminum fencing** that was damaged by a fallen tree limb from the Iron Bark trees located in the common walkway behind the pump room.

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

G. Promotional Signs – Invoice for Monument Signs

Motion: Patel
Second: Renshus

Resolution: That the Board approve invoice # IN00035843 at a cost of \$2,200.85 submitted by Promotional Signs for permit fees, engineering costs affiliated with the preparation of three (3) monument signs for the front of the clubhouse and the east / west sides of Yale to be paid from the sign reserve account.

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

H. **Draft Budget – 2018 – 2019** – No budget reviewed.

I. **Newsletter Topics**

The following topics were requested for the next newsletter:

- Status summary of top 3 projects
- Board Member Bio – Kal Patel
- Annual Meeting Dates – October 16, 2018
- Reconvened Meeting Dates – October 29, 2018 and November 6, 2018, if needed
- Northstars Swim Season update
- Meet the Candidate Night – September 24, 2018 at 7:00 p.m.
- Disclaimer – Brad Walker
- Orange Arrow Updates
- Pool Heat Extension Feedback by owners
- Halloween Etiquette Article
- Prosa Restroom Project Remodel Pool Shutdown – once confirmed by contractor
- Helpful Hints – if any

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

The following reference materials were reviewed and filed:

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

8. **NEXT MEETING & SITE REVIEW**

The next Meeting of the Park Paseo Board of Directors is scheduled for Monday, October 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.

9. **ADJOURNMENT**

There being no further business to come before the Board in General Session, the meeting was adjourned at 8:24 p.m. by 1st Vice President, Ric Cox.

Gus Aarnæs / Pres.
Printed Name/Title

Gus Aarnæs
Approval Signature

3-21-19
Date