

PARK PASEO HOMEOWNERS ASSOCIATION
Board of Directors General Session Meeting Minutes
Monday, October 8, 2018
25 Christamon West, Irvine, CA 92620

1. CALL TO ORDER

The General Session meeting of the Park Paseo Homeowners Association Board of Directors was called to order at 7:13 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
Mina Brooks

DIRECTORS ABSENT

Yumi Renshus
Kal Patel

ASSOCIA-PCM

Lisa Gross, General Manager, CCAM®

OTHERS IN ATTENDANCE

Two (2) homeowners present

2. 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.

3. HOMEOWNER FORUM

There were two (2) homeowners in attendance to discuss matters not on the Board agenda:

- a. A homeowner had a question regarding political signage in the community and the rules associated with the signs.
- b. A homeowner requested a eucalyptus tree be removed on the street near his home.

4. REPORTS

The following reports were reviewed and filed:

A. Architectural Committee Meeting Minutes

Motion: Cox

Second: Brooks

Resolution: To approve the Architectural Committee minutes from September 26, 2018.

Ayes: Aarnaes, Cox, Brooks

Nays: None

B. Action List - Ongoing

C. Work Order Report – September 2018 was reviewed and filed

D. Landscape Notes – MSR Report dated for October 2018 on file

- E. Site Inspections – Ongoing and clean up
- F. Financial Report – May – July 2018

5. CONSENT CALENDAR

Motion: Cox

Second: Aarnaes

Resolution: That Park Paseo Consent Calendar items listed be approved as amended with the recommended changes to the minutes.

Ayes: Aarnaes, Cox, Brooks

Nays: None

A. Financial Report – May, June, and 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.

The notable highlights as are as follows:

	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	\$271,110.88	\$287,180.65	\$282,882.44
Current Year Net Income or (Loss)	\$84,605.73	\$88,092.45	\$96,087.46

*Reflects \$89,470.70 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.

B. Approval of Minutes – September 10, 2018 – approved as amended.

6. UNFINISHED BUSINESS

A. Monument Signs – Installation Update

The monument signs have been installed and the Board of Directors will do a walkthrough to inspect them to provide feedback to Promotional Signs for any final concerns/corrections.

- B. Draft Reserve Study** – The Board reviewed the draft reserve study and made minor changes to the current version. The Board directed management to submit those changes to RDA and have a final draft to approve for the November 12, 2018 meeting.
- C. Orange Arrow Landscape Proposal**
The Board reviewed and discussed proposals #65795 and #65795 (rev1) for plant material, mulch, and irrigation to be installed at Orange Arrow. This item was tabled and will be brought back at the November 12, 2018 meeting.
- D. Playground Equipment**
The board requested for management to meet with the installer of the playgrounds and the foam rubber flooring to identify maintenance requirements and liability. Find out how often the playgrounds should be inspected. Furthermore, find out what are the cleaning and maintenance requirements for the foam rubber flooring.
- E. Pool Signage**
The Board determined that the current signage at the clubhouse pool in regard to age requirements is appropriate and will not be changed. The main sign states anyone over the age of 14 can use the pool facilities without an adult. However, the spa sign states that a person must be over the age of 18. Which means, a person over the age of 14 can enter the pool facilities but is not able to use the spa without a supervising adult.
- F. Association Website**
Management will investigate the problem with the association website so that the community information is correctly displayed. Currently, homeowners are not able to see community minutes, agendas, or financials.
- G. Yumi Renshus**
Yumi submitted a request on behalf of the Santiago Hills Elementary School to have items listed in the monthly newsletter.
- H. Tree Replacement List**
Board President, Gus Aarnaes, passed out a tree replacement list. The Board tabled action on replacement of any trees which have been removed.
- I. Trash Can Replacement Patio Area**
The Board is discussing the replacement of the trash cans in the pool patio area of the clubhouse. Further investigation needs to be done. This item was tabled.
- J. Dog Station Replacements**
The Board is in favor of the new dog station that is located at 14 Alameda and directed management to get a quote to replace the other dog stations throughout the community. This item will be on the November 12, 2018 agenda.
- K. Pool Heat Extention**
The community responded to the request for feedback on extending the heating of the pool longer in the season. Multiple responses were received in favor of extending the heating.
Motion: Aarnaes

Second: Cox

Resolution: To approve heating the pool until November 12.

Ayes: Aarnaes, Cox, Brooks

Nays: None

7. NEW BUSINESS

A. Umbrellas – Gus Aarnaes

Direction was given to have the pool umbrellas stored for the winter.

B. Tennis Court – Inside Lock / Turn Knob

The Board is looking at installing a turn knob on the inside of the tennis court gate. A quote needs to be obtained.

C. Lost and Found Items – Charity Donation

The Board discussed and approved management putting a notice in the October newsletter letting the community know that all items in the lost and found container will be donated to charity if they are not picked up by October 31.

D. Holiday Lighting

Holiday lighting in the community needs to be taken down by February 1, 2019.

E. Holiday Home Decorating Contest

The Board agreed to host a holiday decorating contest in the community. The announcement of the contest will be put in the October and November newsletters. The Board will judge the contest and select winners on December 19 and 20, which will be announced in the January 2019 newsletter. The Board will determine a gift for the winners.

F. Tax Preparation / Audit Proposals – Fiscal Year End December 31, 2018

Motion: Cox

Second: Aarnaes

Resolution: The Board approved the proposal from Inouye, Shively, and Klatt to complete the audit and tax for 2018 for a cost of \$1,500.

Ayes: Aarnaes, Cox, Brooks

Nays: None

G. Tree Trimming / Tree Removal Proposals

Motion: Aarnaes

Second: Cox

Resolution: The Board approved Harvest Landscape proposal #6640 for a cost of \$8,320 to trim the Iron Bark and Chinese Elm Trees and proposal #59620 for a cost of \$1,500 to remove the tree located by 2 Eden.

Ayes: Aarnaes, Cox, Brooks

Nays: None

H. Newsletter Items – November 2018

The following articles are to appear in the November 2018 Park Press newsletter:

- Status summary of top 3 projects
- Board member bios
- Orange Arrow Landscape update
- Removal of Halloween Decorations
- No Clubhouse Access for Pool Use Reminder
- Holiday decorating contest
- Reduce size of disclaimer from Brad Walker

8. Reference Material (Informational Only)

The following reference materials were reviewed and filed:

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

9. NEXT MEETING & SITE REVIEW

The next meeting of the Park Paseo Board of Directors is scheduled for Monday, November 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.

10. ADJOURNMENT

There being no further business to come before the Board in General Session, the meeting was adjourned at 9:48 p.m. by Gus Aarnaes, President.

Gus Aarnaes / Pres.
Printed Name/Title

Gus Aarnaes
Approval Signature

1-18-19
Date