

PARK PASEO HOMEOWNERS ASSOCIATION
Board of Directors Meeting
Monday, November 12, 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 7:21 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
Kal Patel
Mina Brooks
Yumi Renshus

DIRECTORS ABSENT

None

ASSOCIA-PCM

Lisa Gross, General Manager, CCAM®

OTHERS

Two (2) homeowners present

2. REORGANIZATIONAL MEETING OF THE MEMBERSHIP

The reorganizational meeting of the membership took place, and the Board of Directors are in the following positions:

President – Gus Aarnaes – Term ends 2019
Vice President – Ric Cox – Term ends 2019
1st Vice President – Kal Patel – Term ends 2019
Secretary – Yumi Renshus – Term ends 2020
Treasurer – Mina Brooks – Term ends 2020

The Annual Meeting of the Membership took place on Monday, October 16, 2018 and the reconvened meeting on Monday, October 29, 2018 re-electing Mina Brooks and Yumi Renshus for a term of two (2) years each.

3. 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.

4. HOMEOWNER FORUM

There were two (2) homeowners in attendance to observe only.

5. REPORTS

The following reports were reviewed and filed:

- A. Architectural Review – Minutes dated October 24, 2018. Vests will be ordered for the Architectural Committee to wear to identify themselves when on official business inspecting for Notice of Completion forms (NOC).

Motion: Patel
Second: Brooks
Resolution: To approve the minutes dated October 24, 2018 as submitted.
Ayes: Aarnaes, Cox, Patel, Brooks, Renshus
Nays: None

- B. Architectural letter of denial submitted by Architectural Committee – No action. The letter was written by Gary Doone, committee member after 1 Kara East architectural submittal was denied originally by the committee for planting a tree in the front yard of home. Management included the denied application for Board to review. After review, the Board overturned the Committees actions and allowed for the tree to be planted after considering the application to be softscape, which is not under the purview of the Architectural Committee.

- C. Action List - Ongoing
- D. Work Order Report – September – October 2018
- E. Landscape Notes – MSR Report dated for October 2018 on file
- F. Site Inspections – Ongoing and clean up
- G. T&S Construction, Invoice # 210861, \$2,407.00 – Approved
Motion – Patel, Second - Brooks
Ayes – Aarnaes, Cox, Patel, Brooks, Renshus
Nays - None
- H. Financial Report – August 2018 to September 2018

6. CONSENT CALENDAR

Motion: Cox
Second: Aarnaes
Resolution: That Park Paseo Consent Calendar items listed be approved / accepted as presented except for Item B, no action.
Ayes: Aarnaes, Cox, Patel, Brooks, Renshus
Nays: None

A. Financial Report – August 2018 – September 2018

It is Board policy to review the draft financial statements at each General Session 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:

	August 2018	September 2018
Operating Funds*	\$180,250.98	\$200,630.80
Reserve Funds	\$1,085,397.77	\$1,102,636.71
Accounts Receivable**	\$3,241.72	\$2,857.49
Prepaid Expenses (Includes Insurance)	\$6,018.96	\$4,726.87
Other Current Assets	(\$214.00)	\$104.00)
Total Assets	\$289,773.27	\$292,548.63
Total Liabilities	\$58,565.66	\$58,917.03
Current Year Net Income or (Loss)	\$114,196.80	\$131,435.74

*Reflects \$16,165.41 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 August 2018 and September 2018 financial statements be accepted as presented subject to audit or review.

B. Approval of Minutes – October 8, 2018

The October 8, 2018 minutes were not included for review.

7. UNFINISHED BUSINESS

A. Monument Signs - Update

Resolution: That the Board continue to work with Promotional Signs, contractor who installed the three (3) monument signs located in front of the clubhouse and the east and west sides of Yale after the city inspector refused to sign off on any of the monument signs until the electrical permit could be produced. Management obtained a proposal from Three Phase Electric and was directed to contact Falcon Electric for an additional bid.

This item was tabled for further review at the December 10, 2018 meeting.

B. Orange Arrow Landscape Proposal

Motion: Cox

Second: Patel

Resolution: That the Board approve the proposal # 67158 submitted by Harvest Landscape at the cost of \$20,445.00 for plant material and labor located at Orange Arrow. Design by Gus Aarnaes who will work directly with Tim Carson / Harvest Landscape. Funds to be expended from the turf renovation project from 2015.

Ayes: Aarnaes, Cox, Patel, Brooks, Renshus

Nays: None

C. Tree Replacement List – Tabled

D. Trash Can Replacement Patio Area – Tabled

E. Dog Station Replacements

Motion: Brooks
Second: Renshus
Resolution: The Board approves the purchase and replacement of new dog stations throughout the community using the sample located near 14 Alameda
Ayes: Aarnaes, Cox, Patel, Brooks, Renshus
Nays: None

F. Draft Reserve Study – Fiscal Year ending December 2019

The draft reserve study with changes was reviewed and approved at the October 8, 2018 meeting and the report summary pages will be mailed with the 2019 budget.

G. Pool Heat – Off

The main pool area heat was left on until November 12, 2018 while the Prosa pool heat was turned off October 15, 2018.

After placing an article in the Park Press for pool heat feedback, the Board of Directors extended the shut off date until November 12, 2018 due to warmer weather.

Management will instruct the pool vendor to turn all heat off until the schools break for spring time.

H. Tree Removal Proposals – Obtaining for the December 10, 2018 meeting

8. NEW BUSINESS

A. Newsletter Items – December 2018

The following articles are to appear in the December 2018 Park Press newsletter:
Book Sale
Christmas tree decoration removal date – February 1, 2019
Budget Information – dues from \$111.00 per month to \$115.00 per month effective January 1, 2019
Tennis Court – Keep gate closed at all times
Holiday decorating contest – 12/19 – 12/20
Calling all Artists
Orange Arrow Landscape update
Prosa restroom remodel project – Early 2019
Pool heat off reminder

Annual Meeting results
Reduce size of disclaimer from Brad Walker

B. Common Area Proposals

Motion: Aarnaes
Second: Cox

Resolution: That the Board resolve to make the following motions on common area proposals:

Contractor	Proposal	Description	Cost	Motion
ATR	1941	Change order for pool aluminum fence	\$3,950.00	Approved
Three Phase Electric	FQ-377978-JS	Wall Mount	\$850.00	Table
Three Phase Electric	FQ-378980-JS	Pool junction boxes	\$1,775.00	Table
Three Phase Electric	LS-378670-JS	Monument Lighting	\$2,905.00 (clubhouse), \$1,565.00 (east), \$2,715.00 (west)	Table / additional bids

C. Draft Budget / Letter to Residents

Resolution: That the Board approve the \$4.00 increase in dues effective January 1, 2019 from \$111.00 per month to \$115.00 per month and including in the letter to residents the reasoning behind the increase as follows:

Rising cost in operating accounts

Fund reserves

Utility increases for gas, water, electric

Contract increases that include janitorial, landscape, pool maintenance, and patrol

9. Reference Material (Informational Only)

The following reference materials were reviewed and filed:

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

10. NEXT MEETING & SITE REVIEW

The next Meeting of the Park Paseo Board of Directors is scheduled for Monday, December 10, 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 10:02 p.m. by Gus Aarnaes, President.

Gus Aarnaes / Pres.
Printed Name/Title

Gus Aarnaes
Approval Signature

1-18-19
Date