

PARK PASEO HOMEOWNERS ASSOCIATION
Board of Directors General Session Meeting Minutes
Monday, January 14, 2019
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 7:03 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
Yumi Renshus
Kal Patel

DIRECTORS ABSENT

None

ASSOCIA-PCM

Charlye Sessner, General Manager

OTHERS

Nine (9) 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 seven (7) homeowners in attendance to discuss matters with the Board of Directors:

- A. Two homeowners discussed their architectural paint application.
- B. Two homeowners asked the Board not to have the double yellow striping put back down on Lucero East and West after the slurry seal is completed this year. A page of signatures was presented to the Board (Exhibit B).
- C. A homeowner expressed his concern with the Eucalyptus blue gum tree in the common area greenbelt outside his home.
- D. The 2019 President of the Northstars swim team reviewed the preliminary swim team schedule with the Board. The Board directed her to come back with a letter asking permission to use the facility, with specified dates and times for needed lanes for practice and home meets.
- E. A homeowner asked the Board why the community name of "Park Place" is no longer used.

4. REPORTS

The Board reviewed and discussed the following reports:

- A. Architectural Review** – The Board reviewed and approved the Architectural Committee minutes dated December 19, 2018. The Board requested that the Architectural application in its entirety be added to the board packet when there is a new install, when it concerns zero lot line homes, or when there are new additions to a home.
- B. MSR Landscape Report** – reviewed and filed the December landscape report.
- C. Three Phase Lighting Report** – reviewed and filed the December lighting report.
- D. Action List** – reviewed and filed.
- E. Work Order Report** – March through December 2018. Management will review any open work orders and work towards getting them fixed and closed.
- F. Site Reports** – reviewed and filed.
- G. Financial Report** – November 2018 – The Board directed management to do the following:
 - a. Research the newsletter costs. According to the Board, when Marybeth was the manager it was determined that Associa-PCM could not mail the billing statement and the newsletter together any longer. Marybeth stated that Associa-PCM would cover the new expense. However, for the past 8 months, a monthly charge of \$1,000+ has been charged for the mailout of the newsletter.
 - b. Eliminate the delinquency and prepaid report, the bank reconciliations, and the general ledger from the board packet financial presentation for future meetings.
 - c. Since this financial information is being taken out of the board packet, have one full copy of the financials printed for the meeting to reference.

The following chart is a summary of the last two months:

Financials	October 2018	November 2018
Operating Funds*	\$263,617.74	\$261,546.83
Reserve Funds	\$1,116,713.09	\$1,133,698.04
Accounts Receivable**	\$1,735.61	\$2,694.84
Prepaid Expenses	\$3,876.28	\$2,584.19
Other Current Assets	(\$104.00)	(\$104.00)
Total Assets	\$269,125.63	\$266,721.86
Total Liabilities	\$46,186.71	\$50,359.48
Current Year Net Income or (Loss)	\$53,308.85	\$46,732.31

*Reflects \$68,057.63 due from reserves to operating due to outstanding reserve transfers.

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

Motion: Cox

Second: Aarnaes

Resolution: To approve the above presented reports, letters A-G.

Ayes: Aarnaes, Cox, Patel, Brooks, Renshus

Nays: None

H. General Session Minutes- October 8, 2018 and December 10, 2018

Motion: Cox

Second: Brooks

Resolution: To approve the October 8, 2018 and December 10, 2018 minutes as amended.

Ayes: Aarnaes, Cox, Patel, Brooks, Renshus

Nays: None

5. UNFINISHED BUSINESS

A. Monument Signs – Update

The Board directed management to contact Three Phase Electric to provide a quote to install an electrical vault only at the clubhouse monument sign and include the permitting from the City of Irvine. The Board does not want the quote to include re-running of the wires unless it is necessary. The current wiring needs to be checked to ensure it will work for the vault.

Furthermore, the Board discussed the outstanding invoice to Promotional Signs for the monument sign work in the amount of \$6,132.94.

Motion: Aarnaes

Second: Brooks

Resolution: To approve to pay the invoice to Promotional Signs for \$6,132.94, minus a 10% retention (\$613.29). The final 10% will be paid when the signs are signed off by the City of Irvine inspector.

Ayes: Aarnaes, Patel, Brooks, Renshus

Nays: None

Recused: Cox

B. Eucalyptus Tree Removals

The Board reviewed four proposals for the removal of 15 dead Eucalyptus blue gum trees on the common area property. The proposals also included stump grinding, seed/sod placement, and the replacement of 15 new 24" box trees. Proposals were received from Harvest Landscape, Artistic Maintenance, Tree Pros, and Gruett Tree Co.

Motion: Cox

Second: Aarnaes

Resolution: To approve the proposals from Harvest Landscape for the removal of 15 dead Eucalyptus blue gum trees, stump grinds, placement of seed and/or sod at each location, and replacement with 15 - 24" box silver dollar gums at cost of \$26,990.75.

Ayes: Aarnaes, Cox, Patel, Brooks, Renshus

Nays: None

C. Jacaranda Tree Trimming

The Board received a proposal from Harvest Landscape for the trimming of the Jacaranda trees in the community. The Board asked for more research to be completed before a decision is made on this proposal. Specifically, the Board requested management to contact the City of Irvine and ask when the last time the Jacaranda trees (controlled by the City of Irvine) between Christamon and Glorieta were trimmed. Furthermore, ask Harvest Landscape when the last time our Jacaranda trees were trimmed in Park Paseo. This item was tabled for a future meeting.

D. Website – Information and Documents

Management informed the Board that the website is currently being updated. The information that was lost such as agendas, minutes, newsletters, etc. is being added back on the site. The Board would like to investigate a different website option other than TownSq. More research will take place and this item will be discussed at a future meeting.

E. Three Phase Electrical Proposal

A proposal for minor repairs was received by Three Phase Electric. The repairs include:

- a. Repairing a parking lot light
- b. Women's restroom strip fixture
- c. GFI repair by pool area
- d. Wallmount by pool entry needs repair

Motion: Cox

Second: Aarnaes

Resolution: To approve log #PP-121018-A, not to exceed the cost of \$1,300 for the four recommended repairs.

Ayes: Aarnaes, Cox, Patel, Brooks, Renshus

Nays: None

F. Pool Pump Room Gate

A change order was received from ATR Technologies for the replacement of the 2nd leaf that sits on top of the pool pump gate. This leaf was not included in any of the previous quotes.

Motion: Cox

Second: Brooks

Resolution: To approve the proposal from ATR Technologies for the 2nd leaf for the pool pump gate at a cost of 1,990.00.

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

G. Trash Can Replacement

This item was tabled to the February meeting. Management is to present trash can options with pictures.

H. Architectural Application Submissions

Two architectural applications were submitted for Board approval.

a. 6 Eden – Paint Application

Mr. and Mrs. Williams were present at the meeting to discuss their paint application with the Board. The Board reviewed and discussed the application.

Motion: Cox

Second: Aarnaes

Resolution: To approve the architectural paint application and allow the homeowner to paint the stucco and the siding the same color, since there is also stone work on the home that breaks up the color.

Ayes: Aarnaes, Cox, Patel, Brooks, Renshus

Nays: None

b. 6 Alba West – Room Addition

The homeowner is asking to add a room with a restroom onto the front portion of his home. The architectural drawings were presented to the Board in the December 10, 2018 meeting, and reviewed again at the January 14, 2019 meeting.

Motion: Cox

Second: Aarnaes

Resolution: To approve the initial concept of the room addition to 6 Alba West, so the homeowner can work with the Architectural Committee for approval, and the City of Irvine for permitting.

Ayes: Aarnaes, Cox, Patel, Brooks, Renshus

Nays: None

6. NEW BUSINESS

A. Street Slurry Information

The community received a letter from the City of Irvine for the street slurry that will take place in 2019. The letter is "Exhibit A" in the minutes. A homeowner was present to speak to the Board on this matter and requested that the double yellow lines and reflectors on Lucero East and West not be replaced after the slurry seal is complete. A list of signatures was presented from homeowners who agree with the presenting homeowner, shown as "Exhibit B" in the minutes. After discussion, the Board made the following motion:

Motion: Cox

Second: Brooks

Resolution: To deny the homeowners request, and to keep all streets re-stripped

the same after the slurry seal takes place. This decision is based on safety and consistency for the community. The double yellow lines allow for distinction between each side of the road, especially in areas where there is a curve in the road.

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

B. Reserve CD Investments

There were five (5) reserve CD's purchased in December with Comerica for \$100,000 each, laddered in 3-month increments. The Board reviewed a recommendation from the Comerica representative to invest more reserve funds.

Motion: Brooks

Second: Aarnaes

Resolution: To approve the purchase of two additional CD's for \$100,000 each. The CD's should complement the current laddered investments and have different maturity dates than the existing CD's. For example, a 9 and 10 month CD would fit into the current laddering system.

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

C. BOARD GOAL SETTING MEETING

The Board decided that a meeting is not necessary this year for goal setting.

D. CLUBHOUSE CARPET CLEANING

The Board reviewed a proposal from the janitorial company, Personal Touch Cleaning, for the cleaning of the clubhouse carpets. The proposal came in at \$595, which was determined to be too high. The Board asked management to look through the records to see who had been used in the past, and to get a lower quote.

E. STATE MANDATED RECYCLING REQUIREMENTS

The State of California changed organic waste and recycling requirements for corporations. Management will be working with the City of Irvine and Waste Management to see what needs to be done to comply with the new law.

F. EUCALYPTUS TREE ON LUCERO EAST – UPDATE

The Board was updated on the Eucalyptus tree that fell in the front yard of 31 Lucero East and damaged the common area wall. At the time of the meeting, the tree had been removed and management was in the process of getting quotes for the wall repair. In addition, there was a request to remove one of the Eucalyptus trees in common area greenbelt. The Board directed management to contact the arborist from Harvest Landscape to look at the tree and make a recommendation.

G. Newsletter Items

The following articles are to appear in the February 2019 Park Press newsletter:

- Book Sale
- Removal of Holiday Decoration Reminder – February 1, 2019

- Orange Arrow landscape project update
- Prosa restroom remodel project update
- Eucalyptus tree removal update
- Street Slurry Project
- Association Website
- Reminder – submit apps for architectural improvements
- Reminder – address lights must be visible
- Reminder – mailbox numbers must be visible
- Movie Night – volunteers needed
- Board member bio – Kal Patel

7. Reference Material (Informational Only)

The following reference materials were reviewed and filed:

- A. Correspondence
- B. Annual Calendar
- C. Newsletter – January 2019
- D. Site Maps

8. NEXT MEETING

The next meeting of the Park Paseo Board of Directors is scheduled for Monday, February 11, 2019 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 9:48 p.m. by Gus Aarnaes, President.

R.I. Cox, 1st V.P.

Printed Name/Title

R.I. Cox

Approval Signature

2/19/19

Date