

**PARK PASEO HOMEOWNERS ASSOCIATION**  
**Board of Directors General Session Meeting Minutes**  
**Monday, February 11, 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 7:01 p.m. by Ric Cox, Vice President. In accordance with California Civil Code, the agenda was posted at least four days prior to the meeting.

**DIRECTORS PRESENT**

Ric Cox  
Mina Brooks  
Yumi Renshus  
Kal Patel

**DIRECTORS ABSENT**

Gus Aarnaes

**ASSOCIA-PCM**

Charlye Sessner, General Manager

**OTHERS**

Five (5) 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 three (3) homeowners in attendance to discuss matters with the Board of Directors:

- A. One homeowner discussed his request to have a tree removed.
- B. One homeowner discussed the Northstars swim team proposal.
- C. One homeowner stated that he cannot access the minutes on the website and would like to have them emailed to him.

**4. REPORTS**

The Board reviewed and discussed the following reports:

- A. **Architectural Review** – The Board reviewed and approved the Architectural Committee minutes dated January 30, 2019 as amended.
- B. **Harvest Landscape Report** – reviewed and filed the January landscape report.
- C. **Three Phase Lighting Report** – reviewed and filed the January lighting report.
- D. **Action List** – reviewed and filed the current action list.
- E. **Work Order Report** – December 2018 through February 2019. Management will review any open work orders and work towards getting them fixed and closed.
- F. **Patrol One Report** – reviewed and filed the January patrol report.

**G. Financial Report – December 2018 –** The Board directed management to do the following:

- a. Research the Owner’s Equity on the Balance Sheet, as it is the same amount in November and December. After looking into the matter, it was determined that the numbers are correct. It was pure coincidence that they were the same. Owner’s Equity is calculated by subtracting your Total Assets from Total Liabilities and then subtracting the current surplus. For example, in December \$254,938.10 (assets) – \$57,760.10 (liabilities) – \$27,547.93 (current surplus) = \$169,630.07

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

Financials	November 2018	December 2018
Operating Funds*	\$261,546.83	\$248,880.24
Reserve Funds	\$1,133,698.04	\$1,151,310.02
Accounts Receivable**	\$2,694.84	\$4,507.46
Prepaid Expenses	\$2,584.19	\$1,654.10
Other Current Assets	(\$104.00)	(\$104.00)
<b>Total Assets</b>	<b>\$266,721.86</b>	<b>\$254,938.10</b>
<b>Total Liabilities</b>	<b>\$50,359.48</b>	<b>\$57,760.10</b>
<b>Current Year Net Income or (Loss)</b>	<b>\$46,732.31</b>	<b>\$27,547.93</b>

\*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.

**H. General Session Minutes- January 14, 2019 – approved as amended**

Motion: Patel

Second: Brooks

Resolution: To approve the above reports, letters A – H, including the January financials and minutes. The minutes are approved as amended.

Ayes: Cox, Patel, Brooks, Renshus

Nays: None

**5. UNFINISHED BUSINESS**

**A. Monument Signs – Update**

The Board reviewed proposal #FQ-385729-JS from Three Phase Electric for the installation of an electrical vault by the clubhouse monument sign. This proposal included pulling the permit with the City of Irvine.

**Motion:** Brooks

**Second:** Patel

**Resolution:** To approve the proposal from Three Phase Electric in the amount of \$1,725.00 to be paid from reserves.

**Ayes:** Cox, Patel, Brooks, Renshus

**Nays:** None

**B. Trash Can Replacement**

The Board reviewed pictures of receptacles for recycling and normal trash. It was determined that new Rubbermaid recycling bins could be purchased from Home Depot, since the current containers are cracking. The normal trash containers can be pressure washed to see if they can be cleaned up and used for another year.

**6. NEW BUSINESS**

**A. Northstars Swim Team Request**

The Northstars swim team is starting to prepare for the 2019 swim season and presented a letter of request to the Board. After discussion, the Board made the following motions:

i. **Motion:** Cox

**Second:** Brooks

**Resolution:** To approve the Northstars requests #1-#3 on the letter, which included details regarding facility usage, promoting to the Park Paseo community, and swimmer registration. A maximum of 130 swimmers are allowed. Registration will start on March 11. Practices will be Monday – Thursday from 3:00pm – 7:00pm. Meets are held on Saturday on June 8, June 22, June 29, and July 13. The Board granted use of the clubhouse on July 4 for the snack bar and August 3 for the end of the season party.

**Ayes:** Cox, Patel, Brooks, Renshus

**Nays:** None

ii. **Motion:** Cox

**Second:** Patel

**Resolution:** The Board agreed the Association will not charge the non-resident swimmers on the swim team this year. Furthermore, the Board will allow the Northstars to charge the non-resident swimmers if they wish to do so. Lastly, the Association will not be donating the \$500 to the swim.

**Ayes:** Cox, Patel, Brooks, Renshus

**Nays:** None

iii. **Motion:** Renshus

**Second:** Patel

**Resolution:** The Board approved a limit of 35 non-resident swimmers for the Northstars 2019 season. Furthermore, the Board approved the Northstars to replace their storage shed that is located in the pool pump area, with the stipulation that the shed cannot be taller than the height of the wall. The Northstars will be allowed to use the electrical closet on the side of the clubhouse for additional storage.

**Ayes:** Patel, Brooks, Renshus

**Nays:** Cox

**B. Architectural Committee Member Resignation**

The Board received and accepted a letter of resignation from Gary Doone from the Architectural Committee.

**C. Clubhouse Carpet Cleaning**

The Board reviewed the proposals from multiple carpet cleaning companies for the cleaning of the office, stairs, and upstairs of the clubhouse.

**Motion:** Renshus

**Second:** Patel

**Resolution:** To approve Lightning Bolt Carpet and Upholstery for \$335.00 to clean the carpet in the clubhouse office, stairs, and upstairs locations.

**Ayes:** Cox, Patel, Brooks, Renshus

**Nays:** None

**D. Movie Night**

The Board agreed to have a movie night this year and was willing to take the Northstars recommendation to have it earlier than May, so the Northstars can promote the swim team during the event. Of the two suggestions (March 29 or April 5), the Board agreed that March 29 would be better than April 5, since that is in the middle of Spring Break. The only concern was that it could still be cold in the month of March which could affect attendance.

**E. Sycamore Tree Removal on Orange Arrow**

There are two dead Sycamore trees located in the newly planted area of Orange Arrow. Proposal #67924 was presented to the Board for removal.

**Motion:** Cox

**Second:** Patel

**Resolution:** To approve the Harvest Landscape proposal for the removal of two dead Sycamore trees located in Orange Arrow for the cost of \$2,400 to be paid from operating.

**Ayes:** Cox, Patel, Brooks, Renshus

**Nays:** None

**F. Wall Repair on Lucero East & Concrete Repairs**

The Board was presented with three bids from different companies to complete the wall repair by 31 Lucero East as well as two concrete sidewalk repairs.

**Motion:** Cox

**Second:** Renshus

**Resolution:** To direct management to reach out to Surgener Construction and see if the company will lower the price of the wall repair to get closer to the low bidder. If the company will lower their cost, award the sidewalk and wall repairs to Surgener Construction. If not, award the sidewalk repairs to Surgener Construction for \$2,320 and the wall repair to Norgard Construction for \$1,450. Expenses will be paid from operating.

**Ayes:** Cox, Patel, Brooks, Renshus

**Nays:** None

**G. Prosa Playground Slide**

At the time of the meeting, only one proposal had been received for the replacement of the cracked slide at the Prosa playground. The Board requested to have two more bids for review. This item was tabled to the March 11, 2019 meeting.

**H. Playground Audit / Inspections**

The Board requested bids to have an annual inspection of the three playgrounds in the community. This inspection would help to identify if any repairs or replacement equipment is needed. Four proposals were presented to the Board.

**Motion:** Brooks

**Second:** Patel

**Resolution:** To approve Pro Tech Building Services for the inspection of the three playgrounds at a cost of \$650.00.

**Ayes:** Cox, Patel, Brooks, Renshus

**Nays:** None

**I. Clubhouse Playground Rubber Flooring**

The Board requested to have the rubber flooring at the clubhouse playground looked at and to procure bids for maintenance if necessary. During research, it was determined that United Sports Surfacing of America was the company who installed the flooring and the manufacturer recommends that the flooring be recoated every two years. Since the recoating had not been done in the last two years, three proposals for repairs and recoating were presented to the Board.

**Motion:** Cox

**Second:** Patel

**Resolution:** To approve United Sports Surfacing of America's quote #39383 to patch and reseal the rubber playground floor for a cost of \$2,520.00.

**Ayes:** Cox, Patel, Brooks, Renshus

**Nays:** None

**J. Discussion on Pool Heat Turn On Date**

The Board gave direction to management to have the pool heaters fired up on Tuesday, March 26, so the pool is warm by spring break, which is April 1 -5 this year.

**K. Discussion on Replacement of Clubhouse Sliding Glass Doors**

The Board discussed the replacement of the clubhouse sliding glass doors and decided it was a good idea to look at proposals for replacement. A scope of work will be presented in the March 11, 2019 meeting for approval and then management will have bids for the April 8, 2019 meeting.

**L. Newsletter Items – March 2019 Newsletter**

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

- Prosa restroom remodel project update
- Street slurry project
- Association website
- Reminder – submit apps for architectural improvements
- Reminder – address lights must be visible
- Movie Night – volunteers needed
- Pool heat on starting March 26
- Daylight Savings
- Notifying residents newsletter will be mailed with billing statement

**7. REFERENCE MATERIAL (Informational Only)**

The following reference materials were reviewed and filed:

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

**8. NEXT MEETING**

The next meeting of the Park Paseo Board of Directors is scheduled for Monday, March 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 8:45 p.m. by Ric Cox, Vice President.

Gus Aarnæs / Pres.  
Printed Name/Title

Gus Aarnæs  
Approval Signature

3-18-19  
Date