

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

DIRECTORS PRESENT

Gus Aarnaes
Ric Cox
Yumi Renshus

DIRECTORS ABSENT

Mina Brooks
Kal Patel

ASSOCIA-PCM

Charlye Sessner, General Manager

OTHERS

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 with the Board of Directors:

- A. One homeowner discussed her neighbor's security cameras.
- B. One homeowner discussed a possible issue with the tree next to his home.

4. REPORTS

The Board reviewed and discussed the following reports:

- A. **Architectural Review** – The Board reviewed and accepted the Architectural Committee minutes dated February 27, 2019.
- B. **Harvest Landscape Report** – reviewed and filed the February landscape report.
- C. **Three Phase Lighting Report** – reviewed and filed the February lighting report.
- D. **Action List** – reviewed and filed the current action list.
- E. **Work Order Report** – January 2019 – March 2019 was reviewed and filed.
- F. **Patrol One Report** – reviewed and filed the February patrol report. The Board told management that this report is no longer needed in the packet unless something happens that needs to be brought to the Board's attention.
- G. **Financial Report** – January 2019

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

Financials	December 2018	January 2019
Operating Funds*	\$248,880.24	\$228,689.33
Reserve Funds	\$1,151,310.02	\$1,163,302.70
Accounts Receivable**	\$4,507.46	\$3,224.59
Prepaid Expenses	\$1,654.10	\$15,197.76
Other Current Assets	(\$104.00)	\$11.00
Total Assets	\$254,938.10	\$247,122.68
Total Liabilities	\$57,760.10	\$59,091.42
Current Year Net Income or (Loss)	\$27,547.93	(\$9,146.74)

*Reflects \$62,537.56 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- February 27, 2019 – approved as amended.

Motion: Cox

Second: Renshus

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

Ayes: Aarnaes, Cox, Renshus

Nays: None

5. UNFINISHED BUSINESS

A. Monument Signs – Update

The electrical vault has been installed outside the clubhouse, and management is waiting for the inspection from the City of Irvine. After that is given to the Association, management will call the City inspector who was assigned to the monument signs to have the project closed out. Furthermore, the City of Irvine has responded to the request to use their electrical meter on the northwest corner of Orange Arrow and Yale. They are having paperwork drawn up by the City attorney for the Board’s review.

B. Movie Night on the Green

The Board approved of the proposals from Ultimate Outdoor Movie and Swank Motion Pictures for the movie night on April 19, 2019 to show Walt Disney’s Bedtime Stories. The initial movie night date was set for March 29, 2019, however it was

deemed that the weather will be too cold, so the date was pushed back three weeks.

6. NEW BUSINESS

A. Prosa Playground Slide Repair

Three companies were contacted for the repair of the slide at the Prosa playground. Only two companies submitted proposals in time for the March Board meeting. It was determined that the manufacturer, Sun Country Systems, no longer makes the same slide. A similar slide is made and will work for our playground. After reviewing the estimates, the Board made the following decision:

Motion: Cox

Second: Aarnaes

Resolution: To approve the quote from Sun Country Systems for the replacement of the slide at the Prosa playground at a cost not to exceed \$3,300.

Ayes: Aarnaes, Cox, Renshus

Nays: None

B. Scope of Work for the Clubhouse Sliding Glass Doors and Access Doors

The Board reviewed the scope of work presented by management for the sliding glass doors and access doors of the clubhouse. The Board notified management that the pool access doors do not need to be replaced at this time and can be deferred. After discussion, the Board added defining characteristics to the scope of work for what the sliding glass doors should look like. Finally, the Board directed management to contact at least three companies to provide quotes for the April 2019 General meeting.

C. Discussion on Pool Deck Replacement

The Board started the conversation about the replacement of the pool deck at the clubhouse and Prosa pools. This will be an item that needs to be researched more. Management was directed to contact vendors to start getting ideas to present on possible materials to use for the project (i.e. concrete, pavers, or a combination). Furthermore, management will reach out to other HOA's in the local area to see if any have recently renovated their pool deck, so the Board can look at it.

D. Architectural Committee Recommendation

The Architectural Committee submitted a recommendation to the Board to update the requirements of the non-paint architectural application. The committee asked the Board to add #9, under "Required Plan Details" to read, "Picture of present area being renovated, and a picture of new improvement, whether it be from a brochure, or a drawing from a contractor." After review, the Board made the following decision:

Motion: Cox

Second: Aarnaes

Resolution: To approve the Architectural Committee recommendation to add #9 to the architectural application as proposed, which will require the homeowner to submit a picture of the area being renovated and a picture of the new improvement.

Ayes: Aarnaes, Cox, Renshus
Nays: None

E. Sump Pump Replacement

The Board was presented with two bids for the replacement of the sump pump after it recently stopped working during the heavy rains. After discussion, the Board made the following decision:

Motion: Cox

Second: Aarnaes

Resolution: To approve C&R Drains to replace the sump pump by the clubhouse spa for a cost of \$3,060 to be paid from reserves.

Ayes: Aarnaes, Cox, Renshus

Nays: None

F. Replacement of Prosa Main Gate Lock

The gate lock at the Prosa pool facility recently stopped working due to a piece that had broken inside the locking system. The manufacturer does not make that specific piece as a standalone part, so the whole bar system must be replaced. A quote was received by Costa Mesa Lock & Key. The Board reviewed the quote and made the following decision:

Motion: Cox

Second: Renshus

Resolution: To approve Costa Mesa Lock & Key to replace the gate lock at the Prosa pool facility at a cost of \$853.13.

Ayes: Aarnaes, Cox, Renshus

Nays: None

G. Clubhouse Pool Junction Boxes

There are eight junction boxes around the clubhouse pool that need repair. This is a safety issue, as some of them have wires exposed. The Board reviewed a quote from Three Phase Electric, and made the following decision:

Motion: Cox

Second: Aarnaes

Resolution: To approve Three Phase Electric for the replacement of eight junction boxes around the clubhouse pool at a cost of \$1,775.00.

Ayes: Aarnaes, Cox, Renshus

Nays: None

H. Reserve CD Investment

The reserve CD with Comerica Wealth Management, under the name of HomeStreet Bank, matured on March 7, 2019 for \$100,000 plus interest. The Board discussed re-investment options, and made the following decision:

Motion: Cox

Second: Renshus

Resolution: To approve opening either a 9-month or 12-month CD for \$100,000, whichever has the highest interest yield. This re-investment should fit within the laddering system the Board has developed, so the CD matures in either February or April of 2020.

Ayes: Aarnaes, Cox, Renshus

Nays: None

I. Discussion on Reserve Projects

The Board reviewed the reserve projects that have been outlined by RDA (Reserve Data Analysis) to be completed this year. In looking at the list, some items have already been completed or are currently in progress. It was determined that some of the items listed can be deferred until they are no longer working and need to be replaced. Currently, the Board was interested in the following repairs:

- i. The block wall repairs and cap replacement.
- ii. The painting of the wrought iron fencing.
- iii. The trimming of the Eucalyptus Blue Gum and the other common area trees in the Fall of 2019.

J. Newsletter Items – May 2019 Newsletter

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

- Office closed on Monday, May 27 for Memorial Day
- 4th of July event – solicit volunteers
- No lifeguard on duty reminder
- Pool rules reminder
- Pool hours
- Parking reminder
- Satellite dish reminder
- Northstars swim team information update
- Calling all artists
- Project updates (if any)
- Reminder to keep trash cans out of view

7. REFERENCE MATERIAL (Informational Only)

The following reference materials were reviewed and filed:

- A. Correspondence
- B. Annual Calendar
- C. Site Maps
- D. Tree Trimming Schedule
- E. Newsletter – February 2019

8. NEXT MEETING

The next meeting of the Park Paseo Board of Directors is scheduled for Monday, April 8, 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 9:50 p.m. by Gus Aarnaes, President.

RI Cox, 1st Vice-President

Printed Name/Title

RI Cox

Approval Signature

4/11/19

Date