

PARK PASEO HOMEOWNERS ASSOCIATION
Board of Directors General Session Meeting Minutes
Monday, April 8, 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 7:23 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
Mina Brooks
Kal Patel

DIRECTORS ABSENT

ASSOCIA-PCM

Charlye Sessner, General Manager

OTHERS

Three (3) 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.** The Northstars President spoke to the Board about updates with the swim team registration. She asked the Board for the addition of seven more non-resident swimmers. These seven swimmers were on the swim team last year, and the team does not want to lose their interest. After discussion, the Board made the following decision:

Motion: Renshus

Second: Patel

Resolution: Approve the addition of 7 more non-residents, for a total of 42 non-resident swimmers. Management needs to notify the Northstars that no more non-resident additions will be allowed this swim season.

Ayes: Renshus, Patel, Aarnaes

Nays: Cox, Brooks

- B. One homeowner asked for help with enforcement of the neighbor's dog, which is often off leash and defecating in neighboring lawns. The owner of the dog is not picking up after it.

4. REPORTS

The Board reviewed and discussed the following reports:

- A. **Architectural Review** – The Board reviewed and accepted the Architectural Committee minutes dated March 27, 2019.
- B. **Harvest Landscape Report** – reviewed and filed the March landscape report.
- C. **Three Phase Lighting Report** – reviewed and filed the March lighting report.
- D. **Action List** – reviewed and filed the current action list.
- E. **Work Order Report** – January 2019 – April 2019 was reviewed and filed.
- F. **Financial Report** – February 2019

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

Financials	January 2019	February 2019
Operating Funds*	\$228,689.33	\$221,415.62
Reserve Funds	\$1,163,302.70	\$1,144,259.39
Accounts Receivable**	\$3,224.59	(\$213.24)
Prepaid Expenses	\$15,197.76	\$13,931.27
Other Current Assets	\$11.00	\$0.00
Total Assets	\$247,122.68	\$235,133.65
Total Liabilities	\$59,091.42	\$55,845.41
Current Year Net Income or (Loss)	(\$9,146.74)	(\$17,864.76)

*Reflects \$26,357.56 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.

- G. **General Session Minutes- March 11, 2019** – approved as amended.

Motion: Cox

Second: Brooks

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

Ayes: Aarnaes, Cox, Patel, Renshus, Brooks

Nays: None

5. UNFINISHED BUSINESS

A. Monument Signs – Update

The clubhouse monument sign and the electrical vault is scheduled for final inspection with the City of Irvine inspector on April 9, 2019. Management will be investigating options for the lighting of the monument sign on the corner of Yale and Orange Arrow, since we are having difficulty locating an electrical source.

B. Movie Night on the Green

The Movie Night is scheduled for Friday, April 19. The movie company and the screen company are all set for the event.

C. Prosa Restroom Remodel

Prosa restroom remodel is scheduled to be completed on April 4, 2019. The Board would like to do a final walkthrough of the project on Thursday, April 10, 2019 at 10:00 am. Community manager, Charlye Sessner, and Board members Gus Aarnaes and Ric Cox will meet with the contractor for the walk.

6. NEW BUSINESS

A. 2018 Draft Audit

The 2018 draft audit from Inouye, Shively, & Klatt was presented to the Board for review. After discussion, the Board had three questions regarding the draft audit:

- i. Were the Harvest invoices from 2018 that were paid in 2019, accounted for in the 2018 financials?
- ii. On the trial balance report, please explain why some of the accounts have a \$0.00 in year 2017 or 2018.
- iii. What does the category of “General and Administrative” consist of on the Statement of Revenues, Expenses, and Changes in Fund Balance?

The Board made the following decision:

Motion: Cox

Second: Patel

Resolution: To approve the 2018 draft audit from Inouye, Shively, & Klatt, subject to clarification on the questions listed above. The Board directed management to have the final audit mailed to the homeowners by April 30, 2019.

Ayes: Aarnaes, Cox, Patel, Renshus, Brooks

Nays: None

B. Reserve Study Bids

The Board was presented with reserve study bids from three companies. The Board communicated that they have been with the same reserve company (Reserve Data Analysis) for many years and are interested in having a new perspective. After discussion, the Board made the following decision:

Motion: Cox

Second: Renshus

Resolution: To approve the proposal from Advanced Reserve Solutions for the 2020 reserve study at a cost of \$1,725 for an onsite study plus \$475 for pictures of each item, totaling \$2,200 to be paid from operating.

Ayes: Aarnaes, Cox, Patel, Renshus, Brooks

Nays: None

C. Playground Inspection Results

The Board contracted with PROtec to complete an inspection of the three playgrounds within the community. The inspections took place on March 21, 2019, and the results were included in the April Board packet. There were a few items on each playground where the Association failed inspection. The three main concerns were areas where rust appeared, areas where the paint/playground coating wore away, and missing signage for the age appropriateness of the playground. PROtec is currently working on quotes for the repairs to the areas that failed inspection.

D. Clubhouse Sliding Glass Door Bids

The Board received five quotes for the replacement of the sliding glass doors and kitchen window in the clubhouse. Within those quotes the Board looked at Milgard Aluminum, Milgard Tuscany Vinyl, and Anlin Malibu Vinyl. The Board asked to have a double locking system on the door for extra security. Furthermore, a darker color on the outside and a lighter color on the inside was preferred. After discussion the Board made the following decision:

Motion: Cox

Second: Renshus

Resolution: To approve the proposal from Cal Rep Windows for the replacement of five sliding glass doors and one kitchen window at a cost of \$12,498 to be paid from reserves. The Board selected the Anlin Malibu Vinyl, with a double locking system, and the color will be bronze on the outside, and white on the inside.

Ayes: Aarnaes, Cox, Patel, Renshus, Brooks

Nays: None

E. Harvest Landscape Proposals

After the landscape walkthrough in March, Harvest Landscape generated proposals for additional plantings and trees to fill in bare areas. The Board discussed the proposals and made the following decision:

Motion: Brooks

Second: Cox

Resolution: To approve the proposals #69188, #69189, #69190, #69537, #69247, #69250, #69251, #67359, #67362, and #69478 from Harvest Landscape for a cost of \$10,021.78. These proposals include the approval of grass seed to cover the bare areas where trees have been removed. This will be paid from operating.

Ayes: Aarnaes, Cox, Patel, Renshus, Brooks

Nays: None

F. Personal Touch Cleaning

Personal Touch Cleaning presented a proposal to the Board for "spring cleaning". It was determined that the items listed to be cleaned are already taken care of by either our janitorial staff or our handyman. There was no further assistance needed and no action taken.

G. Clubhouse Spa Pump Doors & Roof

A proposal was presented to the Board for the repair to the spa pump room roof and the replacement of the spa pump room doors. The roof was damaged from a tree branch that had fallen. The doors and vents are rusting and need to be replaced. After discussion the Board made the following decision:

Motion: Cox

Second: Brooks

Resolution: To approve the proposal from T&S Construction for the replacement of the spa pump room doors and repair to the roof at a cost of \$4,665 to be paid from reserves.

Ayes: Aarnaes, Cox, Patel, Brooks

Nays: None

Abstain: Renshus

H. Pool Signage Verbiage & Revisions

The final draft of the pool rules changes was presented to the Board. This change was done because the Board wants to have the pool rules up to date with current procedures. Furthermore, the signage at the pools, spa, and wader needs to be updated to reflect the changes.

Motion: Cox

Second: Aarnaes

Resolution: To approve the pool rule changes as presented.

Ayes: Aarnaes, Cox, Patel, Renshus, Brooks

Nays: None

I. Discussion on Pool Deck Replacement

The Board continued the conversation about the replacement of the pool deck at the clubhouse and Prosa pools. The Board directed management to reach out to companies that can help with the design of the pool deck.

J. Newsletter Items – June 2019 Newsletter

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

- 4th of July event – solicit volunteers, donors, and raffle prizes
- Movie in the Park Recap
- No lifeguard on duty reminder
- Project updates (if any)
- Pool rules & hours reminder
- Northstars swim team information update
- Electronic billing option
- Summer party noise reminder
- Check out our website
- Dogs on leashes and picking up after them
- 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 – April 2019

8. NEXT MEETING

The next meeting of the Park Paseo Board of Directors is scheduled for Monday, May 13, 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 10:28 p.m. by Gus Aarnaes, President.

Gus Aarnaes / Pres.
Printed Name/Title

Gus Aarnaes
Approval Signature

5-15-19
Date