

**PARK PASEO HOMEOWNERS ASSOCIATION**  
**Board of Directors General Session Meeting Minutes**  
**Monday, November 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 7:02 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, President  
Yumi Renshus, Vice President  
Jim McMillen, 2<sup>nd</sup> Vice President  
Mina Brooks, Treasurer  
Jerry Cheng, Secretary

**DIRECTORS ABSENT**

**ASSOCIA-PCM**

Charlye Sessner, General Manager

**OTHERS**

One (1) 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**

No members were present to discuss items with the Board.

➤ **ADDED ITEM: Organizational Meeting**

The Board held the Organizational Meeting for the Annual Meeting to select positions for the Board of Directors. The following decision was made:

Gus Aarnaes – President  
Yumi Renshus – Vice President  
Jim McMillen – 2<sup>nd</sup> Vice President  
Mina Brooks – Treasurer  
Jerry Cheng - Secretary

**4. CONSENT AGENDA**

The Board reviewed and discussed the following reports:

- A. Architectural Review** – The Board reviewed and accepted the Architectural Committee minutes dated October 30, 2019.
- B. Harvest Landscape Report** – Reviewed and filed the October landscape report.
- C. Three Phase Lighting Report** – Reviewed and filed the October lighting report.
- D. Action List** – Reviewed and filed the current action list.
- E. Work Order Report** – January 2019 – November 2019 was reviewed and filed.

**F. Financial Report – September 2019**

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

<b>Financials</b>	<b>August 2019</b>	<b>September 2019</b>
Operating Funds*	\$205,454.02	\$202,708.93
Reserve Funds	\$1,149,438.69	\$1,166,873.42
Accounts Receivable**	(\$483.27)	(\$463.53)
Prepaid Expenses	\$6,332.33	\$6,162.38
Other Current Assets	\$0.00	\$0.00
<b>Total Assets</b>	<b>\$211,419.24</b>	<b>\$208,407.78</b>
<b>Total Liabilities</b>	<b>\$111,320.23</b>	<b>\$97,235.77</b>
<b>Current Year Net Income or (Loss)</b>	<b>(\$1,462.80)</b>	<b>\$9,610.20</b>

\*Reflects \$21,708.93 due from reserves to operating due to outstanding reserve transfers.

\*\* Accounts Receivable has 1 account that is in collections and included in allowance for doubtful accounts.

**G. General Session Minutes- October 14, 2019 – approved as presented**

**Motion:** Brooks

**Second:** Renshus

**Resolution:** To approve the above reports, letters A – G, including the September financials and the October 14, 2019 minutes.

**Ayes:** Aarnaes, Renshus, McMillen, Brooks, Cheng

**Nays:** None

**5. UNFINISHED BUSINESS**

**A. Playground Repair Quotes**

The Board received the inspection reports from SafePlay for the three playgrounds. The inspections reports will need to be reviewed and a scope of work created to generate a proposal. Not all items on the inspection report need to be completed.

**6. NEW BUSINESS**

**A. Request from Homeowner for Clubhouse Amenities**

A homeowner asked the Board if there was any way the clubhouse could be opened afterhours or on the weekend for billiards and ping pong. The Board is not in favor of this because it is difficult due to scheduling conflicts, monitoring, and security. During the week nights there is no staff or security on duty, and most weekends are booked with clubhouse rentals, which would be a conflict.

**B. 2020 Draft Budget & Reserve Study**

The 2020 draft budget and reserve study were presented to the Board of Directors. The current budget was developed to have a \$3.00 increase in assessments bring the monthly fee from \$115 to \$118. This increase is due to vendor increases, minimum wage increases, and utility increases. The Board approved 2.9% increase to the annual management fee and the new annual fee is \$111,888 per budget, effective 1/1/20. After discussion, the Board made the following motion:

**Motion:** Aarnaes

**Second:** Brooks

**Resolution:** To approve 2020 draft budget and reserve study as presented with a \$3.00 increase in assessments.

**Ayes:** Aarnaes, Renshus, McMillen, Brooks

**Nays:** None

**Abstain:** Cheng

**C. 2019 Audit & Tax Proposals**

Three proposals were presented to the Board for audit & tax services for 2019. After discussion the Board made the following motion:

**Motion:** McMillen

**Second:** Aarnaes

**Resolution:** To approve Inouye, Shively, & Klatt for \$1,500 to complete the audit and tax services for 2019 to be paid from operating.

**Ayes:** Aarnaes, Renshus, McMillen, Brooks, Cheng

**Nays:** None

**D. Carpet Cleaning**

The Board was presented with multiple quotes for carpet cleaning for the clubhouse. After discussion the following motion was made:

**Motion:** Brooks

**Second:** Renshus

**Resolution:** To approve Lightning Bolt Carpet & Upholstery for \$335.00 for the cleaning of the clubhouse carpet to be paid from operating.

**Ayes:** Aarnaes, Renshus, McMillen, Brooks, Cheng

**Nays:** None

**E. CD Investment**

The Board recently had a CD investment mature. After discussion regarding the investments, the Board made the following motion:

**Motion:** Aarnaes

**Second:** Brooks

**Resolution:** To approve a CD investment with Comerica for a 1-year CD for \$100,000 at the highest yielding interest rate available.

**Ayes:** Aarnaes, Renshus, McMillen, Brooks, Cheng

**Nays:** None

**F. Clubhouse LED Conversion Proposal**

A proposal from Three Phase electric was presented to the Board to convert the strip fixtures in the office, hallway, and bathrooms to LED. This process involves removing the ballast and changing the driver. After reviewing the proposal, the Board decided they would prefer to try the “plug & play” LED bulbs that can be purchased from Costco (or another retailer) to see if there is any electrical savings first, before they spend money on converting the drivers in each of the fixtures.

**G. Holiday Decoration Winner**

The Board approved the proposal from R.E.S.S. for the lawn signs for the “Holiday Decoration Winner”. The Board decided to change the sign to read 1<sup>st</sup> Place, 2<sup>nd</sup> Place, 3<sup>rd</sup> Place, and Honorable Mention. The Board is aware there is an artwork set up fee that will be charged for each of these new designs.

**H. Harvest Landscape Proposals**

The Board received multiple landscaping proposals for new plantings from Harvest Landscaping for review.

**Motion:** Renshus

**Second:** Cheng

**Resolution:** To approve the proposals #73638, 73452, 73464, 73492, and 73493 from Harvest Landscape for a total of \$4,766.94.

**Ayes:** Aarnaes, Renshus, McMillen, Brooks, Cheng

**Nays:** None

**I. Discussion on Pool Deck Replacement**

Four (4) bids for the pool deck renovation were received and given to the Board. The Board would like more time to review and set up a meeting for Tuesday, November 26 at 12:30pm to look at the bids in more depth.

**J. Newsletter Items – January 2020 Newsletter**

The following articles are to appear in the January 2020 Park Press newsletter:

- Board meeting action
- Project updates – tree trimming, pool deck
- Holiday Home Decoration Contest
- Reminder of when holiday lights/decorations need to be put away
- Budget results/new monthly assessment
- Christmas Tree Pickup
- Pool Heat Off

**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 – November 2019

**8. NEXT MEETING**

The Board has an Executive Session meeting scheduled for Tuesday, November 26, 2019 at 12:30 p.m. located at the clubhouse.

Following that, the next meeting of the Park Paseo Board of Directors is scheduled for Monday, December 9, 2019 located at the clubhouse. Executive Session will begin at 6:00 p.m. and General Session will follow at 7:30 p.m.

**9. ADJOURNMENT**

There being no further business to come before the Board in General Session, the meeting was adjourned at 9:41 p.m. by Gus Aarnaes, President.

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Printed Name/Title

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Approval Signature

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Date