

October  
2011



# Park Paseo News

[www.pcminternet.com](http://www.pcminternet.com)

## Under New Management

The new management company for the Park Paseo Homeowners Association is Professional Community Management (PCM) located at 23726 Birtcher Drive, Lake Forest, CA 92630. Our PCM Community Manager is Dana Davidson. Dana is the primary contact for our Association and, along with her Associate Manager, Christina Mercer, will ensure that our community receives outstanding service. Effective October 1, 2011 our onsite Associate Manager will be Janal Barkley. The Board of Directors is looking forward to working with Dana, Christina and Janal on the daily business of Park Paseo. Please be sure to give them a warm welcome.

PCM has been serving clients in Southern California for nearly 40 years and realizes the primary reason to hire a property management company is to get things done. Our trained and knowledgeable PCM Community Manager will work directly with the Board of Directors to facilitate management, customer service, accounting, and the other daily functions that keep our Association running. Our Association will receive the benefits of PCM's reputation, experience, integrity, and its firm commitment to the highest level of personal service. In addition, PCM requires that all of its managers be Certified Community Association Managers (CCAM) or be actively working toward acquiring this prestigious designation. To ensure all of PCM's management staff is completely up to date on all applicable laws and the ever-changing new legislation affecting homeowner associations, they receive rigorous monthly training.

Due to the volume of calls received by PCM on a daily basis, please utilize voice mail or e-mail whenever possible. Leave detailed information including your name, address, phone number, and the nature of your inquiry. Often times our PCM representatives can get the answer to your question before they call you back. For after-hours, property-threatening emergencies, contact PCM's answering service, 949-580-2028. A PCM representative will be contacted to assist you.

## October Billing Statement

Please keep in mind that your October billing statement does not have the balance forward information from ASYST. Any outstanding balances or credits are currently not showing on the enclosed statement. These amounts will be applied to future statements.

If you use online payment services through your bank, please ensure that you provide your bank with the proper PCM account number and mailing address for future payments. Make checks payable to Park Paseo HOA (not PCM), PO Box 51412, Los Angeles, Ca 90051.

In addition, homeowners can use the following three ways to pay their monthly dues:

- You can pay your monthly Association assessment through PCM's Auto Debit Program. If you are interested in signing up for this convenient program, please contact PCM's billing department at 949-465-2214. The appropriate form will be sent to you to be completed. Once the form has been returned to PCM, your monthly assessment will automatically be deducted from your checking account.**
- You can pay your monthly assessment with a credit card. Simply to go [www.pcminternet.com](http://www.pcminternet.com) to make payments online.**
- Lastly, you can send a check made payable to the Park Paseo Homeowners Association (not PCM) in the envelope provided with your billing statement.**

Monthly billing statements are sent out approximately the 23rd of each month. Please keep in mind that statements are sent as a courtesy and your payment is due on the 1st of each month, with a 16-day grace period, regardless of whether or not you received a statement. All late fees will apply for any late payment whether a statement was received or not. So..... even if you don't receive a statement, send in your payment on time to avoid late fees.

## Website Coming Soon!

PCM is in the process of enhancing our community website that will give homeowners the ability and flexibility to view up-to-date information about our community, our governing documents, forms, rules, calendars, Board Meeting minutes, past newsletters, etc. You can even sign up to receive your newsletter via e-mail. Once established, the Association will continue to update the website and add information for the benefit of the residents in the community. In addition, homeowners can obtain their account balance online through the website. Your access code is on the upper right-hand side of your billing statement. Your password is the last name of the deed holder. Watch the newsletters for further information.

**Join Your Neighbors  
For A Barbecue  
Saturday, October 2, 2011  
1:00 - 4:00pm  
At The Clubhouse**



**Bring the whole family to recognize  
our retiring Association Manager,  
Gus Arnaes and to welcome  
the new PCM Management Team!**

**Hamburgers, Hot Dogs, Chips  
& Beverages Will Be Provided.  
Owners & Tenants are invited.  
We look forward to see you there!**

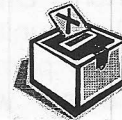


**The Pool Heat Will Be  
Turned Off In Mid-October.  
The Jacuzzis are heated year-round.**

## Sign Up For E-Statements

PCM is proud to offer Park Paseo homeowners the ability to receive their monthly statements electronically. This service not only provides homeowners with a more efficient way of receiving their monthly statements, but provides our Association with a monthly cost savings. Visit [www.pcminternet.com](http://www.pcminternet.com) today to do your part for the environment and save the Association money!

## Annual Meeting & Election



**Our Annual Meeting & Election  
will be held October 18, 8:00pm  
at the Clubhouse. Ballots have been  
sent to all homeowners to be  
completed and returned.  
Please take a few moments to  
complete the Ballot and return it  
in the envelope provided. The  
Board of Directors strongly urges  
ALL homeowners to vote!  
Please help the Association achieve a  
successful Annual Meeting and reduce  
Association costs by sending in your  
Ballot by the date requested. As always,  
your participation is appreciated.**

## Local Babysitters



**Sophie Miller - 949-697-3653  
Chelsea or Chloe Feller - 669-5720  
Nikki Morris - 734-0192  
Megan Kelley - 731-6009  
Hannah Cooper - 824-9306  
Shannon Thomas, Safe Sitter Certified - 730-7028  
Danielle Munson - 832-6649  
Kaley Bolger - 508-8484  
Sarah Gibson, Red Cross Certified - 417-9320  
Clare Prange, Safe Sitter Certified - 949-836-6547**






**Contact Janal Barkley at the onsite office  
to add your name to the list.**

## Vandalism Near Prosa Pool

In the early hours of Tuesday, September 13, 2011, vandals damaged the turf near the Prosa pool and volleyball court. A white truck was seen exiting the greenbelt after causing significant damage to a large grass area. If you have any information regarding this vandalism, please notify either Dana Davidson at PCM or Janal Barklay at the clubhouse office. We count on all residents to be the eyes and ears of the community.

## Halloween Is Creeping Up!

Halloween is on its way and in a very short time your street will be crawling with young ghosts, goblins, superheroes, Transformers, and just about every other costumed character you can imagine. They will be on the prowl for bubble gum, candy, and all the sweet treats their trick-or-treat bags will hold. Following are a few tips to keep our little monsters safe:

-  Never allow your young children to trick-or-treat alone. There is safety in numbers. They should always be accompanied by a responsible adult.
-  Plan a safe route in an area that is known to you. Carry a flashlight or a glow stick.
-  Make sure your children can be seen. Wear light-colored costumes and add some reflective tape if necessary.
-  Make sure your child's costume is flame-resistant.
-  Inspect all treats before allowing your child to eat them.



Double, Double, Toil & Trouble  
Fires Burn & Cauldrons Bubble  
Ghosts & Witches & Creatures Of Fright  
All Come Out On Halloween Night!

## Beware!



The buildup of lint in your dryer vent over time poses a potential fire danger. Clogged dryer vents also cause your dryer to work harder and can greatly increase the amount of time it takes to dry your clothes. Take the time to clean the dryer vent to prevent a potentially dangerous problem.

## Halloween Decorations



Although the Association encourages residents to decorate, no Halloween decorations, including lights, are to be placed in the common area. Owners damaging the common area will be charged for the repair. Thank you for decorating with care!

## City of Irvine Global Village Festival

10<sup>th</sup> Anniversary Celebration

Saturday, October 1, 2011

10:00am - 6:00pm

Bill Barber Park

4 Civic Center Plaza



Live Music, Cultural Food & Family Fun!

Visit [www.irvinefestival.org](http://www.irvinefestival.org) for more information

## Don't Be The Next Victim

Some thefts from autos occur because citizens leave valuable possessions visible in their cars. Laptop computers, purses, wallets, cell phones, compact discs, gift-wrapped packages, cameras, and other valuables lying on car seats, the console, or the floor, especially in unlocked cars, entice thieves to commit theft. Don't be a victim! Remove valuable items from your vehicle.

## Lighted House Numbers

Since Ace Hardware in Heritage Plaza has ceased operations, the low-voltage light bulbs required for our original lights can be purchased in minimum 10-bulb packets from Candela Corp. 14420 Myford Rd. Suite 100, Irvine, 92606, 714-662-4900. The cost is a very reasonable 45¢ per bulb. Part #6S6-30V-I. Candela has a Will Call desk so customers can walk in and purchase the bulbs. Please remember that lighted house numbers are required on the front of houses by Irvine City law.

## Lost & Found

Please remember to check the outside Lost & Found baskets at the main pool facility or check with the clubhouse manager regarding any small items that may have been lost or forgotten over the summer. After the end of October remaining items will be donated.

## Welcome New Homeowners



Curtis & Carol Lowe  
29 Entrada West

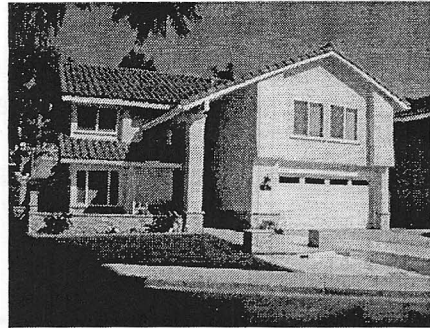
Sonoko Kanayama  
6 Delamesa East

Shangbin Guo & Ling Xu  
24 Christamon West

Jerry & Wendy Tsai  
19 Kara East

Please give a warm welcome  
to our new neighbors!

## October 2011 Landscape Award Winner



The Lew Family  
9 Glorieta East

## Beware! Coyotes Are On The Prowl!



Coyotes continue to be spotted in our neighborhood. Please keep pets indoors and do not leave pet food outside as it attracts not only coyotes, but rodents as well. Contact Irvine Animal Services at 949-724-7740 if you see a coyote in our community. Thank you!



Irvine Police Department  
949-724-7000



**IRVINE**  
**GRAFFITI HOTLINE**  
**949-724-7196**

## Board Meetings

Board Meetings are held the 2nd Monday of every month, 6:30pm at the Clubhouse. If you have a concern within the community, either plan to attend the monthly Board Meeting or send your written correspondence to the Park Paseo Board of Directors in care of PCM at least 10 days prior to the scheduled Board Meeting to ensure its inclusion on the monthly Board Meeting Agenda.

**Next Board Meeting**  
Monday, October 10, 2011  
6:30pm At The Clubhouse



Homeowners Are Invited & Encouraged To Attend!

Onsite Office - 714-730-1560  
25 Christamon West, Irvine, CA 92620  
Associate Manager, Janal Barkley (October 1st)  
Open Tuesdays, Thursdays & Fridays 1:00pm to 5:00pm

Architectural Meetings are held the  
last Wednesday of the month,  
7:00pm at the clubhouse.



**Street Sweeping Schedule**  
West of Yale: 1st & 3rd Friday  
East of Yale: 2nd & 4th Friday

Have A Safe &  
Spooky Halloween!



From The Park Paseo Board of Directors

## Professional Community Management - PCM -

23726 Birtcher Drive  
Lake Forest, CA 92630  
949-768-7261

949-580-2028  
After-hours Emergencies

949-465-2214  
Billing Questions

949-465-2451  
Automated Billing Line

**Community Manager**  
Dana Davidson, ext 2266  
Direct Phone: 949-465-2266  
Direct Fax: 949-206-6701  
ddavidson@pcmineternet.com

**Associate Manager**  
Christina Mercer, ext 2477  
Direct Phone: 949-465-2477  
Direct Fax: 949-206-6719  
cmercerc@pcmineternet.com

**Board Of Directors**  
Tanja Fournier  
President

Brian Hagadorn  
1st Vice President

Roland Philipp  
2nd Vice President

Howard Scott  
Treasurer

Mike Krahelski  
Secretary





Professional Community Management offers you the opportunity to make your assessment payments automatically. This can be done by providing our office with written authorization to transfer funds from your checking or savings account on the fifth day of each month.

Your payments will be made without fail and with no chance that you will incur a late fee because your payment was delayed in the mail. Busy schedule? On vacation? Your assessment is always paid on time. If you would like to take advantage of this program, please supply us with the following information:

1. Complete the enclosed authorization form. **Please be sure to sign and date the form.**
2. Attach, to the form, a voided blank check (no deposit slips, please) for the account from which the payment will be made. The check will not be returned to you. If funds will be taken from a savings account, take the form to your bank and ask them to complete the bottom portion of the authorization form and check the box that indicates savings account.
3. Return the form and the voided check to:

Professional Community Management  
23726 Birtcher Drive  
Lake Forest CA 92630

**IT TAKES ABOUT 6 WEEKS FOR THE AUTHORIZATION TO BE PROCESSED THROUGH THE NATIONAL BANKING CLEARING HOUSE SYSTEM. YOU WILL RECEIVE A LETTER OF CONFIRMATION FROM THIS OFFICE ABOUT TWO WEEKS BEFORE THE FIRST AUTOMATIC PAYMENT WILL BE MADE. UNTIL YOU RECEIVE THAT LETTER, PLEASE CONTINUE MAKING PAYMENTS.**

Your association will continue to send statements.

You may cancel your authorization at any time by sending a written cancellation notice to this office at least 10 days prior to the payment date either to the address listed below, or by e-mail to [billing@pcmineternet.com](mailto:billing@pcmineternet.com).

If you have any questions about this payment system, please call our office at (949) 465-2214 or (800) 369-7260 and speak with an accounting services representative.

Sincerely,

Accounts Receivable Department  
Professional Community Management of California, Inc.

**AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENTS (ACH DEBITS)**

Professional Community Management of California, Inc. Agent  
For Association

**ASSOCIATION ACCOUNT NUMBER (S):**

ARTHUR SCHWARTZ  
15 CLOSETA EAST  
IRVINE CA 92618

I hereby authorize \_\_\_\_\_ (association name) hereinafter called association, to initiate debit entries to my account in the financial institution named below, hereinafter called the depository, to debit the same to such account in an amount equal to assessments (as may be determined by my association). This authorization does not require the association to initiate such debits, and I expressly acknowledge that I am responsible for my payments regardless of whether the association exercises its authority to debit such account and regardless of whether there are sufficient funds on deposit in such account. I expressly agree that the association's liability under this authorization agreement shall be limited exclusively to amounts which are negligently or intentionally debited by the association, and which exceeds my assessment.

**THIS AUTHORITY IS TO REMAIN IN EFFECT UNTIL THE ASSOCIATION HAS RECEIVED WRITTEN NOTIFICATION FROM ME OF ITS TERMINATION IN SUCH TIME AND MANNER AS TO AFFORD THE ASSOCIATION AND DEPOSITORY A REASONABLE OPPORTUNITY TO ACT ON IT.**

Print Name:		Date:
Signature:		Telephone Number:
Property Address:		
Bank Name:	Branch Name:	Bank Telephone Number:
Check One Box: <input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account		
<input type="checkbox"/> Check here if you wish to use this service for both your master and sub associations (if applicable).		



**ATTACH VOIDED CHECK HERE**



*SPACE BELOW FOR BUSINESS OFFICE USE ONLY*

Transit Routing Number:	Account Number:
Depository Name:	Address:
Telephone:	City, State, Zip:
Processed By:	Date:
Verified By:	Date: