

**PARK PASEO HOMEOWNERS ASSOCIATION**  
**Board of Directors General Session Meeting Minutes**  
**Monday, October 14, 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  
Ric Cox  
Mina Brooks  
Yumi Renshus

**DIRECTORS ABSENT**

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 was one (1) homeowner present to discuss a matter with the Board of Directors:

1. The homeowner asked the Board when the Blue Gum Eucalyptus will be trimmed, as the Eucalyptus trees in his location are leaning and if they fell over, will fall on his house. He said that large branches have already broken off into his backyard and it is concerning for his family.

**4. CONSENT AGENDA**

The Board reviewed and discussed the following reports:

- A. Architectural Review** – The Board reviewed and accepted the Architectural Committee minutes dated September 25, 2019. Also, there were two spelling corrections needed to be changed on the document.
- B. Harvest Landscape Report** – Reviewed and filed the September landscape report.
- C. Three Phase Lighting Report** – Reviewed and filed the September lighting report.
- D. Action List** – Reviewed and filed the current action list.
- E. Work Order Report** – January 2019 – October 2019 was reviewed and filed.
- F. Financial Report** – August 2019

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

<b>Financials</b>	<b>July 2019</b>	<b>August 2019</b>
Operating Funds*	\$206,486.30	\$205,454.02
Reserve Funds	\$1,141,150.38	\$1,149,438.69
Accounts Receivable**	(\$1,446.00)	(\$483.27)
Prepaid Expenses	\$7,598.82	\$6,332.33
Other Current Assets	\$0.00	\$0.00
<b>Total Assets</b>	<b>\$212,639.12</b>	<b>\$211,419.24</b>
<b>Total Liabilities</b>	<b>\$121,117.37</b>	<b>\$111,320.23</b>
<b>Current Year Net Income or (Loss)</b>	<b>(\$10,040.06)</b>	<b>(\$1,462.80)</b>

\*Reflects \$23,268.56 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- September 9, 2019 – approved as amended.**

**Motion:** Cox

**Second:** Renshus

**Resolution:** To approve the above reports, letters A – G, including the August financials and the September 9, 2019 minutes as amended.

**Ayes:** Aarnaes, Cox, Brooks, Renshus

**Nays:** None

**5. UNFINISHED BUSINESS**

**A. Playground Repair Quotes**

Management has reached out to four additional companies for playground repair bids. Unfortunately, there has been no response, except for one company who could not complete the painting repairs, only hardware. Management recommended to allow SafePark to do their inspection, as they have been very responsive, and would allow for the Association to get a second bid for repairs and move forward.

**Motion:** Cox

**Second:** Brooks

**Resolution:** To approve the bid from SafePark for \$1,180 for the inspection of the three (3) playgrounds at Park Paseo.

**Ayes:** Aarnaes, Cox, Brooks, Renshus

**Nays:** None

## **6. NEW BUSINESS**

### **A. Annual Meeting Information**

The Board announced that the annual meeting for Tuesday, October 15, 2019 has been adjourned to Tuesday, October 29, 2019 at 6:00pm due to lack of quorum. The Association will be allowed, per the bylaws, to have a reduced quorum of 25.5% or 160 ballots at the meeting on Tuesday, October 29.

### **B. Request to Extend the Pool Heat**

The pool heat was scheduled to be turned off on October 15. There were requests from 10 homeowners to extend the pool heat a little longer due to the warm weather. After discussing this matter, the Board decided that they were not interested in extended the heat due to high utility cost for the association.

### **C. Request for Dedication Bench**

A homeowner requested a dedication bench in the greenbelt near his home in the community. After discussion, the Board was not in favor of starting a project such as this because it would set a precedent, and the City of Irvine already has a program in place that can be utilized.

### **D. Request to Clarify Spa Rules**

A homeowner asked to have the posted spa rules updated so the temperature matches the current practices and the state law maximum of 104 degrees. The pool and spa rules were updated earlier this year, however at that time were printed with a temperature of 102 degrees. After discussion, the Board approved to write an article in the next newsletter to identify the temperature correction and then update the signage.

### **E. Request to Remove Trees**

A homeowner asked to have the two Blue Gum Eucalyptus removed that are in the greenbelt adjacent to his home. He is afraid that if we get strong winds, the trees will fall over on his house. He was willing to pay for the removal and the installation of two new Eucalyptus trees. The Board reviewed the matter and is not in favor of removing the trees at this time. There are no signs that the trees are damaged, declining or diseased. It has not been the policy of the Board to remove trees in the past without some justification to the removal. This item ties into letter J on the agenda, where the Board approved to trim all the Blue Gum Eucalyptus in the community this Fall, and to have a heavier trimming completed to any Blue Gum Eucalyptus that is near a home. The Board would like to complete this trimming first, and then will revisit the homeowner's request once that is completed.

### **F. Request to Install Cameras or Locks for Clubhouse Restrooms**

A homeowner is asking the Board for stronger security measures at the clubhouse, especially for early morning swimmers. She asked for the installation of cameras in the hallway or some type of lock that can match the gate key to enter the bathrooms. After discussion, the Board agreed to monitor the situation. They are not making a decision at this time. There are several things that need to be considered before a request like this would be granted.

**G. Prosa Termite Proposals**

The Board was presented with a termite proposal from Accurate Termite for the tenting of the Prosa building. After discussion the Board made the following motion:

**Motion:** Cox

**Second:** Brooks

**Resolution:** To approve the proposal from Accurate Termite for \$1,350 for the tenting of the Prosa building for termites to be paid from reserves.

**Ayes:** Aarnaes, Cox, Brooks, Renshus

**Nays:** None

**H. Prosa Painting & Woodwork Proposals**

The Board was presented with four proposals from painting companies for the wood repair and painting of the Prosa building. The work would take place after the termite treatment was done. After discussion, the Board made the following motion:

**Motion:** Renshus

**Second:** Cox

**Resolution:** To approve the proposal from Pilot Painting for \$2,825 for the wood repair and painting of the Prosa Building. Furthermore, the Board added 10% contingency in case additional wood repairs are identified. This item will be paid from reserves.

**Ayes:** Aarnaes, Cox, Brooks, Renshus

**Nays:** None

**I. Outdoor Stairs Repair Proposal**

The Board was presented with three proposals for the repair to the outdoor stairs of the clubhouse building. There was dry rot found in a few of the beams. After discussion the Board made the following motion:

**Motion:** Cox

**Second:** Aarnaes

**Resolution:** To approve the proposal from T&S Construction for \$3,995.00 for the wood repair to the outdoor stairs. This item will be paid from reserves.

**Ayes:** Aarnaes, Cox, Brooks, Renshus

**Nays:** None

**J. Community Tree Trimming Proposals**

The Board was presented with four proposals for the tree trimming within the community. After reviewing, the Board made the following motion:

**Motion:** Cox

**Second:** Aarnaes

**Resolution:** To approve the proposal from Harvest Landscaping for \$41,074 for the trimming of the Blue Gum Eucalyptus and the other common area trees that were identified in the proposal. Furthermore, the Board approved an additional \$800 per Blue Gum Eucalyptus (that is next to a home) to have a heavier trimming to balance

the tree out. Management will schedule a walk with the Harvest Landscape arborist and a Board member to identify these trees. This item will be paid from reserves.

**Ayes:** Aarnaes, Cox, Brooks, Renshus

**Nays:** None

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

Management presented the 2020 draft budget to the Board for review and suggested changes. Due to cost increases from multiple vendors, increasing minimum wage costs, community tree losses, and utility increases the association assessment will need to be increased next year. After discussion the Board made the following motion:

**Motion:** Cox

**Second:** Brooks

**Resolution:** To approve the assessment increase from \$115 to \$118 for 2020 to accommodate the increased costs to the association. Management will present a final budget at the November 11, 2019 for approval and distribution to the homeowners.

**Ayes:** Aarnaes, Cox, Brooks, Renshus

**Nays:** None

**L. Harvest Landscaping Proposals**

Harvest Landscaping submitted two proposals for consideration by the Board. After review, the Board made the following motion:

**Motion:** Cox

**Second:** Brooks

**Resolution:** To approve the two bids from Harvest Landscape. The first proposal was for the installation of three crape myrtle trees between Ensueno East and West for a cost of \$1,125. The second proposal was for the removal of a dead Eucalyptus next to 18 Fortuna West for a cost of \$985.00. These items will be paid from operating.

**Ayes:** Aarnaes, Cox, Brooks, Renshus

**Nays:** None

**M. Discussion on Pool Deck Replacement**

After the September Board meeting, the Board gave direction to management to reach out to other companies who have completed pool deck renovations to get bids on the cost of replacing the current pool deck with pavers. In the October meeting, the Board identified their preferences in regard to a few of the following items:

- The Board would like the upper deck included in the proposal for the deck replacement
- The Board would like to take the pavers to the fence line and get rid of the grass areas in the pool deck for a cleaner look and less maintenance.
- With the removal of the grass, the electrical J-Boxes for the pool lights will need to be moved to the fence line for safety reasons.
- If time allows, the Board would like to start with the main pool and complete the Prosa pool next year.
- Include the BBQ island to be replaced as part of the project because if it is going to be moved back, it will most likely break apart.

- Encourage the swim team to decide on what starter blocks they want.

**N. Discussion on Standing Guard Service at Pool**

In October, there was a situation where a child jumped the pool gate to allow his family members in the pool area to have a party. There were approximately 20 people who were assumed to be non-residents (since the child jumped the fence) at the clubhouse pool area. There was a discussion among the Board to determine if the standing guard service needs to be re-looked at for daytime hours on the weekend to prevent this type of behavior and/or to have a sign in sheet and check pool keys. It was determined that this does not seem to be an ongoing issue, and no changes to the security schedule need to be made right now. This item can be monitored and discussed at a future time.

**O. Newsletter Items – November 2019 Newsletter**

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

- Board meeting action
- Project updates – tree trimming, pool deck
- Annual Meeting results
- 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
- Website reminder/Townsq reminder
- Spa Temperature Correction

**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 – October 2019

**8. NEXT MEETING**

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

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Printed Name/Title

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Approval Signature

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Date