

**PARK PASEO HOMEOWNERS ASSOCIATION**  
**Board of Directors General Session Meeting Minutes**  
**Monday, December 9, 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 6:42 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  
Yumi Renshus  
Jim McMillen  
Mina Brooks  
Jerry Cheng

**DIRECTORS ABSENT**

**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**

One homeowner was present at the meeting to discuss the maintenance of the Blue Gum Eucalyptus trees with the Board.

➤ Jerry Cheng left the meeting at 7:13pm

**4. CONSENT AGENDA**

The Board reviewed and discussed the following reports:

- A. Architectural Review** – The Board reviewed and accepted the Architectural Committee minutes dated November 20, 2019 as amended.
- B. Harvest Landscape Report** – Reviewed and filed the November landscape report.
- C. Three Phase Lighting Report** – Reviewed and filed the November 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** - October 2019

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

<b>Financials</b>	<b>September 2019</b>	<b>October 2019</b>
Operating Funds*	\$202,708.93	\$220,709.05
Reserve Funds	\$1,166,873.42	\$1,185,133.93
Accounts Receivable**	(\$463.53)	(\$2,033.26)
Prepaid Expenses	\$6,162.38	\$3,802.35
Other Current Assets	\$0.00	\$0.00
<b>Total Assets</b>	<b>\$208,407.78</b>	<b>\$222,478.14</b>
<b>Total Liabilities</b>	<b>\$97,235.77</b>	<b>\$101,049.70</b>
<b>Current Year Net Income or (Loss)</b>	<b>\$9,610.20</b>	<b>\$19,866.63</b>

\*Reflects \$21,464.56 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- November 11, 2019 – approved as amended**

**Motion:** Brooks

**Second:** McMillen

**Resolution:** To approve the above reports, letters A – G, including the October financials and the November 11, 2019 minutes as amended.

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

**Nays:** None

**5. UNFINISHED BUSINESS**

**A. Playground Repair Quotes**

Management gave an update to the Board that a scope of work needs to be compiled from the inspection report so that we can get quotes for the repairs.

**6. NEW BUSINESS**

**A. January Board Meeting**

The Board discussed the January meeting date and made the following motion:

**Motion:** McMillen

**Second:** Brooks

**Resolution:** To move the meeting from the 2<sup>nd</sup> Monday of the month to the 3<sup>rd</sup> Monday of the month just for January 2020 due to a conflict in the manager's schedule. The meeting is scheduled for January 20, 2020.

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

**Nays:** None

**B. CD Investment**

A CD matured in October and the Board reviewed their investment listing. After discussion, the Board made the following motion:

**Motion:** Aarnaes

**Second:** Brooks

**Resolution:** To reinvest in a one (1) year CD with Comerica for \$100,000 at the highest yielding interest rate.

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

**Nays:** None

**C. Clubhouse Stairs Repair**

A proposal from T&S Construction was presented to the Board for an additional repair that is needed to the outdoor clubhouse stairs, after more dry rot was found. After discussion the Board made the following motion:

**Motion:** Aarnaes

**Second:** McMillen

**Resolution:** To approve the proposal from T&S Construction for the outdoor clubhouse stairs for a cost of 2,705.00 to be paid from reserves.

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

**Nays:** None

**D. Discussion on Pool Deck Replacement**

Four (4) bids for the pool deck renovation were received and given to the Board. One bidder is almost double in cost compared to the other vendors, so their company will not be considered. The Board provided a new scope of work to be given to the three (3) vendors, and asked for their proposals to be updated because each were missing items.

**E. Newsletter Items – February 2020 Newsletter**

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

- Board meeting action
- Project updates – tree trimming, pool deck
- Holiday Home Decoration Contest Winner
- Reminder of when holiday lights/decorations need to be put away
- Pool Heat Off

**7. REFERENCE MATERIAL (Informational Only)**

The following reference materials were reviewed and filed:

- A.** Annual Calendar
- B.** Site Maps
- C.** Tree Trimming Schedule
- D.** Newsletter – December 2019

**8. NEXT MEETING**

The next meeting of the Park Paseo Board of Directors is scheduled for Monday, January 20, 2020 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 7:48 p.m. by Gus Aarnaes, President.

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Printed Name/Title

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Approval Signature

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Date