

**PARK PASEO HOMEOWNERS ASSOCIATION**

**Board of Directors**

**GENERAL SESSION MEETING MINUTES**

**Monday, July 13, 2020**

25 Christamon West Irvine, CA 92620

Clubhouse Patio on Pool Deck

**1. CALL TO ORDER**

The General Session meeting of the Park Paseo Homeowners Association Board of Directors was called to order at 7:00 p.m. by Gus Aarnaes, In accordance with California Civil Code, the agenda was posted at least four days prior to the meeting.

**DIRECTORS PRESENT**

Gus Aarnaes  
Yumi Renshus  
Jerry Cheng  
Mina Brooks

**DIRECTORS ABSENT**

Jim McMillen

**ASSOCIA-PCM**

Lynn Wyatt, General Manager

**OTHERS**

None

**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

*The following items were discussed but not limited to:*

- + Architectural Minutes not on the website as promised;*
- + Website still needs updating, more consistent formatting and a more usable format;*
- + Urban Blight/Urban Decay coming soon;*
- + Dead bushes and weeds surrounding Clubhouse;*
- + Palmatum curb area by school full of weeds;*

**4. CONSENT AGENDA**

**A. Architectural Committee Report**

Architectural Committee meeting was on May 27, 2020. There were no new applications to review. The next meeting is June 24, 2020.

**B. Harvest Landscape Report**

**C. Three Phase Lighting Report**

Was not received by the meeting. The Board requested the report be forwarded as soon as it's received.

**D. Action List**

The Board would like to see the history of open items.

**E. Work Order Report**

Above reports were discussed with no further action.

**F. Financial Report APRIL**

The **May 2020** financials are attached for the Board’s review and approval. I have attached a variance report to show any large variances in income or expenses for the month.

<b>Financials</b>	<b>MAY 2020</b>	<b>APRIL 2020</b>
Operating Funds*	\$230,076.57	\$158,030.16
Reserve Funds	\$1,177,798.21	\$1,206,788.01
Accounts Receivable**	(412.00)	(\$190.26)
Prepaid Expenses	\$10,197.36	\$11,472.02
<b>Current Year Net Income or (Loss)</b>	<b>(26,472.02)</b>	<b>(\$55,359.46)</b>

\*\*Included in the Accounts Receivable are account(s) in collections and allowance for doubtful accounts. See the Delinquency Report for details.

**CD INVESTMENTS**

<b>CD</b>	<b>Banco Popular</b>	<b>\$100,000</b>	<b>7/2/2020</b>	<b>1 year term</b>
<b>CD</b>	<b>Beal Bank</b>	<b>\$100,000</b>	<b>7/1/2020</b>	<b>9 month term</b>

*Motion Aarnaes to put both CDs in a liquid account so they are available for the upcoming Clubhouse deck remodel*

*2<sup>nd</sup> McMillen*  
*VOTE Unanimous*  
*(4 ayes/0 nays)*

**G. General Session Minutes**

The **June 5, 2020** Special General Session Minutes were reviewed.

*Motion Renshus to approve the June 5, 2020 Minutes as presented*

*2<sup>nd</sup> Cheng*  
*VOTE Unanimous*  
*(4 ayes/0 nays)*

The **June 8, 2020** General Session Minutes were reviewed.

*Motion Cheng to approve the June 8, 2020 Minutes as presented*

*2<sup>nd</sup> Aarnaes*  
*VOTE Unanimous*  
*(4 ayes/0 nays)*

## 5. UNFINISHED BUSINESS

### A. UPDATES

#### A. Red Curbs Scheduled for July – Christamon Corners East & West

The Board asked Management to also notify the other homeowners in the immediate areas.

#### B. Timely Invoices

The Board wants verbiage put into vendor contracts that say “if invoices are not received within 60 days they will not be paid.”

#### C. Clubhouse Pool Deck Project

The Board discussed the upcoming Clubhouse Pool Project. The discussion included but was not limited to the following:

- a. When to begin – October 1, 2020
- b. Time Frame – The contractor says FIVE months to be safe. The Board wants an absolute deadline of completion April 1, 2021.
- c. CD Investments – Project Costs / Payments /When  
The Board unanimously approved not to reinvest two CD’s at Morgan Stanley and leaving them in a liquid account for project expenses.
- d. BBQ Counter Design  
Included in the contract - style and size to be determined.
- e. ADU Ramp to Bathrooms  
Included in the contract – exact location and design to be determined
- f. Contractors Evaluation  
The Board reviewed two proposals.  
*Motion Brooks to approve Ultimate Remodeling Pools, costs not to exceed \$481,655 without prior approval of the Board*  
*2<sup>nd</sup> Cheng*  
*VOTE Unanimous*  
*(4 ayes / 0 nays)*
- g. Project Manager  
The Board recognized that the onsite General Manager could not solely be the Project Manager for this project due to other responsibilities and time. A Steering Committee was formed, along with a Northstars Swim Team liaison for the project.

## 6. NEW BUSINESS

### A. NEW Election Laws

The new election laws effective January 1, 2020, were reviewed.

*Motion Brooks to approve the new election laws including the discretionary changes*

*2<sup>nd</sup> Renshus*  
*VOTE Unanimous*  
*(4 ayes/0 nays)*

- B. Ballot Box Proposal \$1,790 (See fee schedule)**  
The Board reviewed the proposal from Ballot Box to officiate the Association's election on November 10, 2020.  
*Motion Aarnaes to approve Ballot Box proposal to perform same duties as they have in previous years*  
*2<sup>nd</sup> Brooks*  
*VOTE Unanimous*  
*(4 ayes / 0 nays)*
- C. Homeowner Correspondence Easement Violation**  
The Board discussed correspondence from a homeowner regarding a violation of the Easement on the Zero Lot Line. The Board expressed that every homeowner with a zero lot line, should familiarize themselves with the easement rules upon purchase of their home. This situation is not an Association issue but rather a neighbor to neighbor issue. The Board directed Management to consult with the Association Attorney over this issue and report back to the Board. No further action at this time.
- D. Harvest Tree Removal – Ratify Invoice \$2600**  
*Motion Aarnaes to approve the Harvest invoice for the fallen tree*  
*2<sup>nd</sup> Brooks*  
*VOTE Unanimous*  
*(4 ayes/0 nays)*
- E. Brey Electric Invoice - \$1,659.16 Electrical Work**  
The Board discussed this invoice and determined they needed more information prior to paying. The Board directed Management to research more and report back to the Board at the next Board meeting. No further action at this time.
- F. CityScapes Proposal – Clubhouse Monument and Street Monuments**  
The Board reviewed this proposal for finish work at the monuments. They determined costs were too high at \$9,390 and directed Management to go back to the contractor and seek a lower bid for simpler work. Costs not to exceed \$2,000.
- G. First Version RESERVE STUDY 2021 – 79.93% Funded**  
The Board reviewed the first version of the Reserve Study submitted by ARS. A separate meeting will be set up to go over changes that need to be made and submitted back to the Reserve Analyst for a revision.
- H. DRAFT ADU Guidelines from ARC to Board**  
The Board received DRAFT Architectural Guidelines from the ARC. These are temporary guidelines pending the receipt from the City of Irvine ADU Guidelines. Park Paseo will adjust their guidelines to follow the City of Irvine's. No further action at this time.
- I. Homeowner Emails**  
Management announced 362 homeowner emails were on file. A test email will be sent out prior to the next Board meeting to those emails.

**J. SEPTEMBER Newsletter**

**a) Homeowner Request – Personal Website in Newsletter**

The Board continued discussion from the June meeting regarding a homeowner’s request to put their personal website in the newsletter. Discussion ensued about the purpose of the newsletter for homeowners.

*Motion Renshus To remove all ads and services offered in the newsletter and use the newsletter as a tool to inform homeowners of events and announcements only.*

*2<sup>nd</sup> Cheng*

*VOTE Unanimous*

*(4 ayes/0 nays)*

**b) September Newsletter Articles**

Annual Meeting Updates & Reminders

Zero Lot Line Rules

Clubhouse Deck Remodel & Closure – Oct. 1, 2020

4<sup>th</sup> of July Pictures

Dog stations and Cleaning Up

Trash Cans – put away out of sight

City Contacts – who to call with phone #'s (Noise Nuisance/Short Term Rentals/Code Enforcement/Street Maintenance, etc.

**K. Financial Meeting Follow Up**

Management reported items are still in process from the Financial meeting and by the August meeting, all should be complete.

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

- A Annual Calendar / Newsletter Calendar
- B. Site Maps
- C. Tree Trimming Schedule
- D. Newsletter – **JULY 2020**

**8. NEXT MEETING & SITE REVIEW**

The next Meeting of the Park Paseo Board of Directors is scheduled for **August 13, 2020** at 25 Christamon West, Irvine, CA 92620. Executive Session will begin at 6:30 p.m. and General Session will follow at 7:00 p.m.

**9. ADJOURNMENT OF GENERAL SESSION**

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date

