

PARK PASEO HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – MAY 10, 2021
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BOARD OF DIRECTORS PRESENT: Gus Aarnaes
Yumi Renshus
Kalpesh Patel
Jerry Cheng
Anthony Markus

BOARD MEMBERS ABSENT: None

MANAGEMENT REPRESENTATIVES: Dan Chesworth, CMCA
Lisa Munson, CMCA, AMS
Michael Tripp
Keystone Pacific Property
Management, LLC

EXECUTIVE SESSION SUMMARY – May 10, 2021

Security Matters, Legal Discussion, Board/Management Expectations were discussed.

I. CALL TO ORDER

The meeting was called to order by Board President, at 7:13 P.M, via Zoom.

II. PROOF OF NOTICE OF MEETING

Proof of notice was recorded by Management on behalf on the Board of Directors.

III. HOMEOWNER FORUM

There were no homeowners in attendance.

IV. COMMITTEE REVIEW

A. Architectural Committee – The Board reviewed the update in the Architectural Committee minutes.

V. CONSENT CALENDAR

A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion:

A. Approval of the April 12, 2021 General Session Meeting Minutes –

RESOLVED, to ratify the action taken and approve the April 12, 2021 General Session Meeting Minutes. **Motion carried 5/0**

B. Acceptance of the April 28, 2021 Architectural Committee Meeting Minutes –

RESOLVED, to ratify the action taken and accept the April 28, 2021 Architectural Committee Meeting Minutes. **Motion carried 5/0**

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C. Review and Acceptance of February 28, 2021 and April 30, 2021 Financial Statement -

RESOLVED, to table the February 28, 2021 and April 30, 2021 financial statements as submitted by Management. **Motion carried 5/0**

- D. Strongroom Invoice Processing Integration** – A motion was made, seconded and carried to approve the Strongroom Invoice Processing to manage accounts payable invoices for operating and reserve expenses, in accordance with the Association’s budget and approved contracts. Gus Aarnaes and Jerry Cheng are approved signers/approvers and all Board Members have view access rights. **Motion carried 5/0**

VI. UNFINISHED/NEW BUSINESS

- A. Website Reservation Service Discussion** – The Board reviewed the online tennis court/clubhouse reservation services. There was more review needed. A motion was made, seconded and carried to table the online reservation services and appoint Yumi Renshus and Jerry Cheng to review the online reservation services. **Motion carried 5/0**
- B. Holiday Party July 4th** – The Board reviewed the July 4th holiday party social event for the community. A motion was made, seconded and carried to approve the event that would include a bike parade, prizes and activities. **Motion carried 5/0**
- C. 2020 Fiscal Year End Audit** – A motion was made, seconded and carried to approve the 2020 fiscal year end audit prepared by Inouye, Shively & Klatt. **Motion carried 5/0**
- D. 2020 Fiscal Year End Taxes** – A motion was made, seconded and carried to approve the 2020 fiscal year end taxes prepared by Inouye, Shively & Klatt. **Motion carried 5/0**
- E. Harvest Landscape Bids** – The Board reviewed bids prepared by Harvest Landscape. A motion was made, seconded and carried to table the bids to a landscape walk with Gus Aarnaes and Keystone Management. **Motion carried 5/0**
- F. Delinquency Report** – The Board reviewed the delinquency report. No action was needed.
- G. Common Area Maintenance** – The Board discussed common area maintenance. The asphaltting of the clubhouse parking lot would be tabled to 2022. The Board requested Keystone Management to contact Three Phase Electric about the common area lights on during the day and to get them resolved. The Board reported that the

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planters in the pool area were dry and not being irrigated. Keystone would request Harvest Landscape to fix the irrigation to the pool area planters.

- H. **NORTHSTARS Swim League** – The Board reviewed the possibility of installing a vending machine in the pool area. If NORTHSTARS Swim League would coordinate and take responsibility for a vending machine they could install a vending machine in the pool area. The NORTHSTARS swim League would also need to coordinate a refund-fund for the vending machine when there is a change related problem. **Motion carried 5/0**
- I. **Pool Facilities** – There was no action.
- J. **WeatherTrak Controllers** – The Board reviewed the WeatherTrak controllers. There were 7 controllers and the cost of the WeatherTrak signal service was \$1,800.00 a year. The item was tabled.
- K. **Collection/Delinquency Policy** – The Board reviewed the proposed Collection/Delinquency policy. The Board directed Keystone to change the grace period to 30 days from the proposed 15 day grace period and to start the pre-lien notice after 60 days. Two late notice letters needed to be sent out prior to the pre-lien so the owners had a chance to pay the delinquent assessment prior to a pre-lien notice. These changes and the 6% late fee needed to be explained in a cover letter accompanying the Collection/Delinquency policy change notice. **Motion carried 5/0**
- L. **Change of Management and Prior Management Bank Closing Letters** – A motion was made, seconded and carried to approve the change of management and prior management bank closing letters. **Motion carried 5/0**
- M. **Association Funds Transfer Committee Charter** A motion was made, seconded and carried to table the Association Funds Transfer Committee Charter. **Motion carried 5/0**
- N. **Formation of an Executive Finance Committee** – A motion was made, seconded and carried to table the formation of an Executive Finance Committee. **Motion carried 5/0**
- O. **Utility Auto-Pay** – A motion was made, seconded and carried to approve to set up all utility bills on auto-pay. **Motion carried 5/0**
- P. **Architectural Committee Charter** – A motion was made, seconded and carried to approve an Architectural Committee Charter with the following specified items:
 - 1. The Committee Members need to know the Architectural Rules and Guidelines and CC&Rs to related to the Architectural Process.

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2. The Architectural Committee Members need to perform monthly inspections in the community. **Motion carried 5/0**

- Q. **Reserve Study Discussion** – A motion was made, seconded and carried to approve Gus Aarnes to meet with Reserve Analyst Richard Ruffell to provide guidance on the reserve study review. **Motion carried 5/0**

- R. **Newsletter Discussion** – The Board review the newsletter process and requested the newsletters to be posted on the website and e-blasted. The newsletter should also be used to encourage owners to use autopay. The newsletters would be paperless except for hard copies kept at the front window in the office for homeowners to ick up. **Motion carried 4/0**

- S. **Next Board Meeting** – The next Board of Directors meeting will be held on Monday, June 14, 2021 7:00 P.M, via zoom.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:15 P.M.

ACCEPTED: _____

DATE: _____