

PARK PASEO HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – JUNE 14, 2021
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BOARD OF DIRECTORS PRESENT: Gus Aarnaes
Yumi Renshus
Kalpesh Patel – joined at 8:03 p.m.
Jerry Cheng
Anthony Markus

BOARD MEMBERS ABSENT: None

MANAGEMENT REPRESENTATIVES: Dan Chesworth, CMCA
Keystone Pacific Property
Management, LLC

EXECUTIVE SESSION SUMMARY – JUNE 14, 2021

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

I. CALL TO ORDER

The meeting was called to order by Board President, at 7:03 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 May 10, 2021 General Session Meeting Minutes –

RESOLVED, to ratify the action taken and approve the May 10, 2021 General Session Meeting Minutes with noted changes. **Motion carried 4/0**

B. Acceptance of the May 27, 2021 Architectural Committee Meeting Minutes –

RESOLVED, to ratify the action taken and accept the May 27, 2021 Architectural Committee Meeting Minutes. **Motion carried 4/0**

C. Review and Acceptance of February 28, 2021, March 31, 2021 and April 30, 2021 Financial Statement -

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RESOLVED, to accept the February 28, 2021, March 31, 2021 and April 30, 2021 financial statements as submitted by Management subject to a 3rd party audit. **Motion carried 4/0**

VI. UNFINISHED/NEW BUSINESS

- A. **Website Reservation Service Discussion** – The Board reviewed the online tennis court/clubhouse reservation services and features. Anthony Markus was doing more research on the different services. There was a discussion on rules and features including mobile devices, real time updates and providing homeowner assistance for those who are not tech savvy. A motion was made, seconded and carried to table the item to the July 12, 2021 board meeting. **Motion carried 4/0.**
- B. **Holiday Party July 4th** – The Board reviewed the July 4th holiday party social event for the community. Donations were being made by Harvest Landscape, Keystone and Murray. A motion was made, seconded and carried to donate \$200.00 to the swim team to help with their fundraising, this donation would be charged to GL 5200 – community events. **Motion carried 4/0.**
- C. **Harvest Landscape Bids** – A motion was made, seconded and carried to approve the Harvest Landscape Bid 88888 for \$957.37 to fill in the planter by 59 Fortuna with Carissa. **Motion carried 5/0.** A motion was made, seconded and unanimously carried to approve bid 8887 for \$6,600.00 to fill in depression locations in the grass areas in the paseos where trees had been removed subject to review by a board member and community manager. The material approved would be 10 cubic yards of dirt and 10 cubic yards of fertilizer possibly staged in the community center parking lot if this could help reduce the price. These expenses would be charged to GL 6199 – Landscape other. **Motion carried 4/0.**
- D. **Delinquency Report** – The Board reviewed the delinquency report. No action was needed.
- E. **Common Area Maintenance** – The Board discussed common area maintenance. There was a brief review of general maintenance. Kalpesh Patel joined the meeting at 8:03 p.m.
- F. **Pool Facilities** – The Board reviewed the pool facility security guard service for the summer period. It was noted the rate was higher for the summer guard than the regular guard. A motion was made, seconded and carried to approve hiring a guard for the minimum number of hours a night instead of a full shift. **Motion carried 4/1, Anthony Markus was opposed.**

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- G. **Association Funds Transfer Committee** – A motion was made, seconded and carried to approve the Association Funds Transfer committee with Jerry Cheng and Anthony Markus as the committee members. **Motion carried 5/0.**
- H. **Formation of an Executive Finance Committee** – A Motion was made, seconded and carried to approve an Executive Finance Committee with Gus Aarnaes and Jerry Cheng as the committee members. **Motion carried 5/0**

There was a request to put a Movie Night Social Event item on the July agenda.

- I. **Starting Block and Deck Repair Project** – The bids for the pool deck starting block anchor and coping repairs were still in process of being received. One bid had been received from Sunset Pavers.
- J. **Pool Maintenance Bids** – A motion was made, seconded and carried to approve the two bids from Aquatic Balance for chemical feeder and filter maintenance at the two pools – bid 26204 for \$788.08 for the main pool and bid 28562 for \$262.69 for the Pros Pool. The work would occur on a Monday, Wednesday or Friday and would be charged to GL 6700 – Pool Supplies/Repairs and Maintenance. **Motion carried 5/0**
- K. **Reserve Study** – The Board reviewed the rough draft reserve study prepared by Richard Ruffell. The board would provide input/suggestions in the next month and Gus Aarnaes and the community manager would meet with Richard Ruffell to review needed revisions to the reserve study.
- L. **Newsletter Discussion** – The Board reviewed the June newsletter. There was a discussion on sending out electronic copies and to stop mailing out hard copies. Hard copies of the newsletter would be made available at the office.
- M. **Clubhouse Rentals** – A motion was made, seconded and carried to approve opening the clubhouse with the proper notices and hold harmless clubhouse rental addendum. **Motion carried 5/0**
- N. **Lighting Repair Bid** – A motion was made, seconded and carried to approve the Three Phase bid for \$3,250.00 subject to a line item review with Gus Aarnaes and the community manager to see there are any changes and cost savings opportunities. This expense would be charged to GL 6640 – Lighting Supplies/Repairs and Maintenance. **Motion carried 5/0**
- O. **E-blast Discussion** – There was an update given that Park Paseo has a direct MailChimp account. This was done to get a better understanding on the effectiveness of the emails and to gain better email participation. There was no cost for this service.

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- P. There was one spot left open on the swim team. This would be left open for a resident. Jerry Cheng would support one non-resident getting the remaining opening on the swim team. **The Board denied allowing the remaining spot to be open for a non-resident, the support was 4/1.**
- Q. **Next Board Meeting** – The next Board of Directors meeting will be held on Monday, July 12, 2021 7:00 P.M, via zoom.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:30 P.M.

ACCEPTED: _____

DATE: _____