

PARK PASEO HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – JULY 12, 2021
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BOARD OF DIRECTORS PRESENT: Gus Aarnaes
Yumi Renshus
Jerry Cheng
Anthony Markus

BOARD MEMBERS ABSENT: Kalpesh Patel

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 7:01 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 June 14, 2021 General Session Meeting Minutes –

RESOLVED, to ratify the action taken and approve the June 14, 2021 General Session Meeting Minutes with noted changes. **Motion carried 4/0**

B. Acceptance of the June 30, 2021 Architectural Committee Meeting Minutes –

RESOLVED, to ratify the action taken and accept the June 30, 2021 Architectural Committee Meeting Minutes. **Motion carried 4/0**

C. Review and Acceptance of May 31, 2021 and June 30, 2021 Financial Statement -

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RESOLVED, to table the May 31, 2021 and June 30, 2021 financial statements as submitted due to missing statements from Union Bank. **Motion carried 4/0**

Up to two board members would assist with Union Bank to retrieve the May 31, 2021 and June 30, 2021 bank statements.

D. Architectural Committee Appointment –

RESOLVED, to ratify approval of Barbara Fields to be a member of the architectural committee. **Motion carried 4/0**

E. Annual Election Schedule –

RESOLVED, to approve the annual election schedule with the annual election to be held in November.

F. Assessment and Collection Policy Change –

RESOLVED, to approve the proposed assessment and collection policy that was noticed to the membership.

VI. UNFINISHED/NEW BUSINESS

- A. Website Reservation Service Discussion** – The Board reviewed the online tennis court/clubhouse reservation services and features. Anthony Markus reported on online reservation services. CourtReserve.com was \$50.00 a month and provided the needed functions. A motion was made, seconded and carried to use CourtReserve.com after a test period that would be established by Anthony Markus and Keystone Management. The reservation service would be charged to GL 5195 – Other Administrative Services. **Motion carried 4/0.**
- B. Movie Night** – A motion was made, seconded and carried to hold a Movie Night social event with a budget not to exceed \$3,500.00 to 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 8887 for \$4,718.48 to bring into the community a bulk dirt and fertilizer delivery to fill in depressions in the grass areas in the community. The bulk purchase recommended by Anthony Markus was a cost savings of \$1,887.28. The item would be expensed to GL6199 – Landscape Other. **Motion carried 4/0.** A motion was made, seconded and unanimously carried to approve bid 89423 for \$2,500.00 to remove one additional eucalyptus tree that was higher priority. The item would be charged to GL7230 - Tree Trimming. **Motion carried 4/0.**

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- D. **Delinquency Report** – The Board reviewed the delinquency report. A motion was made, seconded and unanimously carried to approve a lien on APN 530-012-14. **Motion carried 4/0**

- E. **Common Area Maintenance** – The Board discussed common area maintenance. There was a brief review of general maintenance. It was reported that the common area bollards on the Paseo north of the Santiago Hills Elementary School and by the Prosa Pool were fixed. The Board also reviewed a bid from Aquatic Balance to perform a heater inspection – bid #28783. A motion was made, seconded and unanimously carried to table the bid. Inspections had possibly been done in the past several months. **Motion carried 4/0**

- F. **Lighting Issues/Bollards** – The Board reviewed the repair proposal from Three Phase Electric - #062121-A – it was requested all the timers be set from dusk to dawn.

- G. **Pool Area Cameras** – The Board reviewed the Video Security Solutions bid for security cameras around the pool area. A motion was made, seconded and unanimously carried to table the proposal and to get additional bids using the camera scope and to add fob readers to the bid. **Motion carried 4/0**

- H. **Pool Maintenance Bids** – A motion was made, seconded and carried to approve the contract addendum prepared by David Cane for the Ultimate Pools deck installation project with the expansion of items to be repaired to “any punch list items”. **Motion carried 4/0**

- I. **Newsletter Discussion** – The Board reviewed the July newsletter and requested that an article about the Movie Night social event be included. There was a request to calendar holiday newsletters – possible hard copies for November and December.

- J. **Manager Disclosure** – The Board reviewed the manager disclosure prepared by Teresa Duhoux. No action was needed.

- K. **Next Board Meeting** – The next Board of Directors meeting will be held on Monday, August 9, 2021 at 7:00 P.M, via zoom.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:05 P.M.

ACCEPTED: _____

DATE: _____