

PARK PASEO HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – AUGUST 9, 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 – AUGUST 9, 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 July 12, 2021 General Session Meeting Minutes –

RESOLVED, to ratify the action taken and approve the July 12, 2021 General Session Meeting Minutes with noted changes. **Motion carried 4/0**

B. Acceptance of the July28, 2021 Architectural Committee Meeting Minutes –

RESOLVED, to ratify the action taken and accept the July 28, 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 accept the May 31, 2021 and June 30, 2021 financial statements as submitted subject to 3rd party audit. **Motion carried 4/0**

VI. UNFINISHED/NEW BUSINESS

- A. **Website Reservation Service Discussion** – The Board reviewed the online reservation service provided by online reservation system. The option would be a \$50.00 a month payment method and would be charged to GL 5195 – Other Administrative Services.
- B. **Procurement Card** – A motion was made, seconded and carried to approve a procurement card for use with the tennis court reservations and for other items like office supplies. The procurement card option provided was a card through Pacific Bank. A motion was made, seconded and carried to approve a procurement card with two card holders. The card holders would be the community manager and Anthony Markus. **Motion carried 4/0.**
- C. **Harvest Landscape Bids** – There were no new bids.
- D. **Pool Repair Bids** – The Board reviewed bids for heater replacements and circuit board replacement. Keystone would find out why a circuit board was needed and what circuit boards were replaced in the past and also how long the existing heaters would be able to run. It was also reported that associations typically replace heaters when they stop working.
- E. **Delinquency Report** – There was no action at this time.
- F. **Common Area Maintenance** – The Board discussed common area maintenance. There was a brief review of general maintenance. It was reported that a chain post parking lot barrier installation bid was going to be reviewed but a second bid from Mark Zearth was still pending.
- G. **Lighting Issues/Bollards** – The Board reviewed the repair proposal from Three Phase Electric to continue the pool pilaster electrical circuit troubleshooting. It was declined and a bid to run conduit around the perimeter of the pool was requested.
- H. **Pool Area Cameras** – The Board reviewed three bids for cameras in the pool areas. A motion was made, seconded and unanimously carried to approve the Video Security Solutions bid for a camera system at the two pools for \$\$6,397.00 to be paid from reserve item 3145 - clubhouse. **Motion carried 4/0**
- I. **Starting Block & Deck Project Repairs** – It was reported that Ultimate Pools signed the contract addendum and the repairs to the pool anchors were scheduled to take place after Labor Day and the scope was increased to include “any punch list items”.

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- J. **Security Guard Discussion** – There was a discussion on the pros and cons of a guard for the clubhouse.

- K. **Newsletter Discussion** – The Board reviewed the September newsletter and requested articles be included that address not using the clubhouse parking lot to drop off and pick up kids going to the elementary school, adding the street cleaning schedule, an article about the security cameras and a recap of Movie Night and the Swim Team.

- L. **Next Board Meeting** – The next Board of Directors meeting will be held on Monday, September 13, 2021 at 7:00 P.M, via zoom.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:21 P.M.

ACCEPTED: _____

DATE: _____