

Los Paseos Maintenance Corporation
Board of Directors Meeting
General Session
May 19, 2020
Minutes

Notice:

Upon notice, duly given and received, the Board of Directors meeting of the Los Paseos Maintenance Corporation was held on Tuesday, May 19, 2020 via Zoom conference call due to COVID-19.

Quorum/Call To Order:

A quorum being present, Ronak Patel, President called the meeting to order at 5:09p.m.

Directors Present:

Ronak Patel, President
Bruce Palmer, Treasurer
Patricia Pearson, Vice President
Taylor LeClaire, Secretary

Directors Absent:

Others Present:

Leslie Arteaga – Tritz Professional Management Services
Scott Smith – Tritz Professional Management Services

Tritz Professional Management Services, Represented By:

Leslie Arteaga, Community Manager - Pursuant to Civil Code requirement, Leslie indicated that the May meeting notice & agenda had been posted on the community website and sent via e-blast.

Executive Session Report:

No Executive Session was held

Homeowners Forum

No Homeowners addressed the Board.

Approval of Minutes:

Be it resolved, on a motion duly made and seconded, the Board of Directors approved the January 21, 2020 General Session meeting minutes as prepared by South Coast Property Management as presented.

Financial Statements:

Be it resolved, on a motion duly made and seconded, the Board of Directors unanimously acknowledged receipt and review of the December 2019 - April 2020 financial statements as prepared by South Coast Property Management (MPS) subject to audit.

Delinquent File Review:

The Board reviewed the delinquency analysis report through April 30, 2020. No action was required at this time.

Action Items:

Board Business

1. Asphalt Overlay Project

The Board reviewed proposals for grinding and overlay of asphalt for the association streets. The Board requested clarification on the breakdown cost for the proposals. After discussion, on a motion duly made and seconded, the Board of Directors determined to get a bid request to have a consultant do a deflection test before approving any proposals, to determine what work needed to get done.

2. Asphalt Project Security

The Board reviewed a proposal for having a security guard on site during the asphalt repair project to ensure that no one drives on the new asphalt prior to the project being completed. After discussion, on a motion duly made and seconded, the Board of Directors determined to put on hold this project until we get a consultant for the deflection test.

3. Concrete Grinding and Repair

The Board reviewed three proposals for concrete grinding throughout the community. After discussion, on a motion duly made and seconded the Board of Directors approved a proposal from Concrete Hazard Solutions for grinding only at a cost not to exceed \$685.00.

4. Wood Painting Project

The Board reviewed three proposals for painting of the wood trim in the pool area. After discussion, on a motion duly made and seconded the Board of Directors approved a proposal from Hutton Painting at a cost not to exceed \$2,550.00.

5. Street Light LED Conversion

The Board reviewed a proposal from Three Phase Electric to convert the streetlights throughout the community to LED from the current HID lighting fixtures. After discussion, on a motion duly made and seconded the Board of Directors approved to have only one as a test, then they will decide from there.

6. Election Administration

The Board reviewed a proposal from HOA Elections to have them server as an inspector of elections for the annual meeting due to the new state law eliminating the management company from serving as the inspector of election for any membership vote. After discussion, on a motion duly made and seconded the Board of Directors approved the proposal.

7. Pool re-opening

The Board discussed to keep the pool closed due to the State’s and OC Health Department orders.

8. Summer Pool Patrol Service

The Board discussed to approve this proposal once they all vote to re-open the community pool.

9. Board Vacancy

The Board approved Amy Mendelson’s candidate application to fill in the empty Board position. The previous Board Member Joshua Bastian resigned on 6/18/2019 and the seat remained empty until now.

Board Input

- Finance Committee chair – tabled, to review on next meeting
- Parking Committee chair – tabled, to review on next meeting
- Summer Pool Patrol Services – will approve once the pool re-opens

Correspondence & Reports

The Board of Directors reviewed correspondence, and customer service & patrol service reports since the last meeting. No action was necessary.

Next Meeting Date:

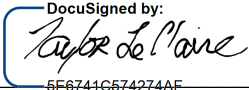
The next regularly scheduled meeting of the Board of Directors is scheduled for, Tuesday, July 21, 2020 beginning at 5:00 p.m. via Zoom video conference call.

Adjournment:

There being no further business to come before the Board of Directors of the Los Paseos Maintenance Corporation, a motion was made and seconded to adjourn the general session meeting at 7:00 p.m.

Secretary’s Certificate:

I, Taylor LeClaire, the duly appointed and acting Secretary of the Los Paseos Maintenance Corporation, do hereby certify that the foregoing is a true and correct copy of the Minutes of the Board of Directors General Session meeting held on May 19, 2020 as approved by the Board of Directors.

Signature:  5E6741C674274AF...

Date: 8/26/2020