

Los Paseos Maintenance Corporation  
Board of Directors Meeting  
General Session  
September 8, 2020  
Minutes

**Notice:**

Upon notice, duly given and received, the Board of Directors meeting of the Los Paseos Maintenance Corporation was held on Tuesday, September 8, 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 6:40 p.m.

**Directors Present:**

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

**Others Present:**

Leslie Arteaga, Tritz Professional Management Services  
5 Homeowners

**Tritz Professional Management Services, Represented By:**

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

**Executive Session Report:**

In accordance with California Civil Code, this statement is sufficient to advise members that an Executive Session meeting was held on September 8, 2020 to discuss a request from a homeowner in response to a violation letter that was sent to him regarding his garage door in need of maintenance and repainting. The Board of Directors also reviewed a sample of Code of Ethics for Board Members from CAI to discuss on developing a conduct outline in the future for all homeowners and Board Members.

**Homeowners Forum**

3 Homeowners

Questions/Comments:

- Homeowner asked when will the Association reheat the community's jacuzzi.
- Homeowner wanted to find out the reason for his violation letter, he did not receive any attachments such as photos, back up, etc.
- Homeowner asked for reply to previously sent email, he will resend to manager.

### **Approval of Minutes:**

Be it resolved, on a motion duly made and seconded, the Board of Directors approved upon final review by all Board Members via email the July 15, 2020 & July 21, 2020 general session meeting minutes as corrected.

#### **July 15, 2020 Corrections:**

- Change meeting minutes title to Special Meeting – Pool/Covid-19
- Add 12 Homeowners under others present

#### **July 21, 2020 Corrections:**

- Add Scott Smith from TPMS under Others Present
- Add 1 Homeowner present and add his comment
- Under Sycamore Tree Removal business item, add Board has not yet been presented with a plan from the Landscaping committee with a Tree spec and cost, as well as plans to prevent future root issues in this area.
- Under Board input, add that the Board requested to have TPMS Manager submit the Meeting Minutes Draft within one week from date of meeting to all Board Members for their review and to allow feedback in a timely manner.

### **Financial Statements:**

Be it resolved, on a motion duly made and seconded, the Board of Directors unanimously acknowledged receipt and review of the June - August 2020 financial statements as prepared by Tritz Professional Management Services.

### **Delinquent File Review:**

The Board reviewed the delinquency analysis report through August 31, 2020. No action was required at this time.

### **Action Items:**

#### **Board Business**

##### 1. Reserve Study

The Board reviewed a proposal from Advanced Reserve Solutions to conduct an onsite (without photos) study update for the community. After discussion, on a motion duly made and seconded the Board approved the proposal for the cost of \$1,150.00.

##### 2. Spring Cleaning Contract

The Board reviewed the cleaning contract from Personal Touch Cleaning to review and determine if they should leave or remove the BBQ cleaning and other items under the current contract since it isn't being used due to COVID-19. After discussion, on a motion duly made and seconded the Board of Directors voted to table it to January 2021 to have the new Board Members determine if they want to keep everything that is on the current contract or remove some items.

### 3. Street Light(s) LED Conversion

The Board reviewed a proposal from Three Phase Electric to convert 21 existing 100-Watt HID post top fixtures to a new 45-Watt 3000 Kelvin LED lamps at a cost of \$3,922.00. Three Phase Electric also provided a quote to only install one as a test for a cost of \$275.00. After discussion, on a motion duly made and seconded the Board of Directors approved to have Three Phase Electric only install one as a test by 15 Paseo Simpatico at a cost not to exceed \$275.00.

### 4. Holiday Mini Light Sets

The Board reviewed a request from Board Treasurer, Bruce Palmer to purchase five additional holiday mini lights set from Costco to replace the damaged ones from last year. After discussion, on a motion duly made and seconded the Board of Directors approved to purchase five additional mini lights set from Costco for a cost of \$50.00 + taxes.

### 5. Pool Heating Schedule

The Board reviewed a request from Board Treasurer, Bruce Palmer to extend the current pool heating season schedule this year from the 1<sup>st</sup> week of October to the 1<sup>st</sup> scheduled service/ cleaning day of November 2020. After discussion, on a motion duly made and seconded the Board of Directors approved to extend the pool heating schedule to the 1<sup>st</sup> week of November to ONLY heat up the pool.

### 6. Walkways Trip Hazard

The Board reviewed a proposal from Precision Trip Hazard Removal to repair/remove 17 trip hazards throughout the community for the cost of \$1,862.66. After discussion, on a motion duly made and seconded the Board of Directors voted not to approve the proposal for the reason being that it was already completed by another company, and it is not required at this time. No further action required from the Board.

### 7. Asphalt Overlay

The Board reviewed two proposals for grinding and overlay of asphalt for the association streets. The Board discussed that it will not be a good time to do this project due to people being at home during COVID and this potentially becoming an issue with parking and people walking on the streets during the project. After discussion, on a motion duly made and seconded the Board of Directors voted to table it to January 2021 for the new Board Members to decide.

### 8. Meeting Time Change - Request

The Board reviewed a request from Board Secretary Taylor LeClaire to change the meeting time to either 6:00p.m. or 6:30p.m. due to Board Members and homeowners working late and not being able to attend the meetings. The Board discussed that it would be good for now until they start meeting in person again after COVID. After discussion, on a motion duly made and seconded the Board of Directors voted to change the meeting time from 5:00p.m. to 6:00p.m. until in person meetings resume.

### 9. Pool Bath and Shower Remodel Request

The Board reviewed a request from Board Secretary, Taylor LeClaire to have the community's pool bath and shower inspected to determine what needs to be repaired. After discussion, on a motion duly made and seconded the Board of Directors voted to table it to their next Board Meeting in November 2020.

**10. Draft Audit Review**

The Board reviewed the draft of the annual audit from VanDerPol & Company. After discussion, on a motion duly made and seconded, the Board of Directors approved the audit and authorized distribution to the membership. It was confirmed, that any Excess of Revenues Over Expenses would go into the Reserve Fund, per member votes at last Annual Meeting in November 2019.

**11. Holiday Lighting**

The Board reviewed a proposal for installation of holiday lights at the entrance of the community. The association is waiting on two more proposals from different vendors. After discussion, on a motion duly made and seconded the Board of Directors approved the proposal from Sean Palmer ONLY if that is the lowest cost after reviewing the other two (once received) and if they revise their bid to state both to install and remove the lights for the same cost.

**Board Input**

- Property Manager was asked to take additional steps to confirm that all contact information for delinquent owners was current and accurate.

**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:**

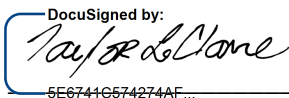
The next regularly scheduled meeting of the Board of Directors is scheduled for, Tuesday, November 17, 2020 beginning at 6:00 p.m. via Zoom video conference call.

**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 7:58 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 September 8, 2020 as approved by the Board of Directors.

Signature:  5E6744C674274AF...

Date: 11/19/2020