

Los Paseos Maintenance Corporation  
Board of Directors Meeting  
General Session  
November 17, 2020  
Minutes

**Notice:**

Upon notice, duly given and received, the Board of Directors meeting of the Los Paseos Maintenance Corporation was held on Tuesday, November 17, 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 7:02p.m.

**Directors Present:**

Ronak Patel, President  
Taylor LeClaire, Treasurer/Secretary  
Amy Mendelson, Vice President  
Hannah Goffredo, Director

**Others Present:**

Leslie Arteaga, Tritz Professional Management Services  
4 Homeowners

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

Leslie Arteaga, Community Manager - Pursuant to Civil Code requirement, Leslie indicated that the November 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 November 17, 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 reviewed a landscape contract increase letter and also discussed the Board Vacancy seat which they advised that should be communicated to the membership for whomever shows interest in filling in that position for the remaining term.

**Homeowners Forum**

4 Homeowners

Questions/Comments:

- Homeowner informed the board and manager that they are having issue with the website.
- Homeowner informed the board and manger that they are having issues with signing up for the newsletter services to receive all communications via E-Blast.

- Homeowner informed the manager that their mailbox cluster is leaning and needs to be repaired.
- Homeowner asked the board if the association only has one approved vendor for the installation of the community fences or can they use their own.

**Approval of Minutes:**

Be it resolved, on a motion duly made and seconded, the Board of Directors approved the September 8, 2020 general session meeting minutes.

**Financial Statements:**

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

**Delinquent File Review:**

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

**Action Items:**

**Board Business**

1. Reserve Study

The Board reviewed the reserve study summary from Advanced Reserve Solutions, the board was advised that there was no action needed at this time until the next meeting in January 2021. After discussion, on a motion duly made and seconded the Board of Directors voted to table this until their next meeting.

2. Draft Budget

The Board reviewed the 2021 draft budget prepared by Bruce Palmer, Board Treasurer and TPMS. The board was advised that there was no action needed at this time until the next meeting since there might be new changes in the budget. After discussion, on a motion duly made and seconded the Board of Directors voted to table this until their next meeting.

3. Annual Insurance Renewal

The Board reviewed two proposals from Farmers Insurance and La Barre Osknee, the association has always used La Baree Osknee but the manager wanted to get an additional quote to compare the costs. After discussion, on a motion duly made and seconded the Board of Directors voted to approve La Baree Osknee's insurance renewal proposal for a cost of \$5,273.00.

4. Water Heater

The Board reviewed a request from another board member to start looking into installing a new water heater at the community pool/spa due to residents using it more during winter season. After discussion, on a motion duly made and

seconded the Board of Directors voted to get bids from different vendors for two different water heaters, one regular and one tankless.

**5. Shower and Bath Repairs**

The Board reviewed a proposal from Carasso Construction to re-grout the community pool bathroom and shower floor tiles for a cost of \$2,807.00. The manager requested three additional bids from different vendors but were not on the board packet to review due to the vendors not submitting their bids on time. After discussion, on a motion duly made and seconded the Board of Directors voted to table this item until the next meeting once they have all bids from all vendors.

**6. Welcome Package Update**

Board President, Ronak Patel brought to the board and management's attention to make some changes/updates to the welcome package letters that are mailed out to new homeowners. Board President informed the board and manager that he will work with Board Director, Hannah Goffredo to make the updates.

**7. Newsletter**

Board President, Ronak Patel brought to the board and management's attention to have a discussion on how the board can improve the Los Paseos newsletter that is communicated to the membership. After discussion, on a motion duly made and seconded the Board of Directors decided to have the board president, Ronak Patel work with the manger and the board to update or make certain changes.

**Correspondence**

The Board of Directors reviewed correspondence. No action was necessary.

**Next Meeting Date:**

The next regularly scheduled meeting of the Board of Directors is scheduled for, Tuesday, January 19, 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 8:26 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 November 17, 2020 as approved by the Board of Directors.

Signature:  216921F028374E0...

Date: 1/29/2021