

**LOS PASEOS MAINTENANCE CORPORATION**  
**General Session, Board of Directors Meeting Minutes**  
**Date: Thursday, October 24h, 2024**

Meeting Via: **Zoom Meeting**

<https://us06web.zoom.us/j/82769134863?pwd=F97314be6mxPkHrUfbmojSlpEkJasb.1>  
Meeting ID: 827 6913 4863      Passcode: 956525

**1. CALL TO ORDER – General Session of Board of Directors, Los Paseos - @ 5:30 pm**

**2. Roll Call: Board Members in attendance:**

- a. **Bimali Walgampaya, President, Board of Directors**
- b. **John Giacchino, Vice President, Board of Directors**
- c. **Diane Larson, Treasurer, Board of Directors**
- d. **Taylor LeClaire, Secretary, Board of Directors**
- e. **Larry Mustful, Board of Directors**

**3. Homeowner Forum: (3 Minutes per member, Max 15 Minutes)**

- a. **Nina---**
- b. **J. Ingram**
- c. **B. Palmer**
- d. **T. Rivera**      **All stated, “No comments, just here to listen”.**

**4. Approval of General Session Meeting Minutes for September 17<sup>th</sup>, 2024.**

Taylor LeClaire, Secretary, made a motion to Table the Sept 17th Meeting Minutes and approve at the November Board Meeting, as they were not in the packet to the board. Larry Mustful seconded.  
Roll Call: Taylor-Yes, Larry-Yes, John-Yes, Diane-Yes, Bimali-Yes.

**Financials**

**5. Review: Board Treasurer Purchas, CD \$100,000 Certificate Of Deposit maturing 9/27/24 held at Morgan Stanley.**

Bimali Walgampaya made a motion to APPROVE Confirmation of purchase. Taylor LeClaire seconded.  
Roll Call: Bimali-Yes Taylor-Yes, Larry-Yes, John-Yes, Diane-Yes.

**6. Confirm Board Members have sent their IDs to Sue to file. 2025 Transparency Act - Corporate Officers.**

- a. Some Directors have completed this, some Directors have not. No Action Needed.
- b. Sue: Please follow up at the November Board Meeting.

**7. Outstanding Report Review 9-30-2024.**

Board Reviewed the September 2024 Outstanding Report. No Action Needed.

**8. Late Fee Report Questions and Collection Procedures. Follow up from Bimali / Sue.**

Bimali reviewed her correspondence with Property Manager Sue Norman post-August meeting. Sue reported all required action has been taken. Bimali stated we are waiting on reports from Tritz Accounting for documentation. Bimali Walgampaya made a motion to table the item and review documents at the November meeting. Diane seconded.  
Roll Call: Bimali-Yes, Diane-Yes, Taylor-Yes, John-Yes, Larry-Yes.

**9. Review the September 2024 Financial Report—Treasures Report and feedback.**

Board Treasurer, Diane Larson reports we are currently on track YTD. Some items need to be reclassified with Tritz Accounting.  
Larry Mustful made a lotion to APPROVE the September 2024 Financial Report. John G. seconded.

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Roll Call: Larry-Yes, John-Yes, Taylor-Yes, Diane-Yes, Bimali-Yes.

10. **Approve-Janitorial Service 4/1/2025 Budget increase and change to Winter Schedule Year Round.**  
Taylor LeClaire made a motion to APPROVE the Personal Touch Janitorial Service 4/1/2025 Budget increase and change to Winter Schedule Year Round. Diane Larson seconded.  
Roll Call: Taylor-Yes, Diane-Yes, John-Yes, Larry-Yes, Bimali-Yes.

**Landscape / Maintenance**

11. **Bids – RATIFY Winter Color at Entry-Villa Park Landscape Co. Bid-Villa Park- VPL5218-24.**  
Taylor LeClaire made a motion to RATIFY the VP Bid VPL5218-24- Winter Color at Entry. Larry Mustful seconded.  
Roll Call: Taylor-Yes, Larry-Yes, Diane-Yes, John-Yes, Bimali-Yes.
12. **Lawn Overseeding in October. VP. Review from Landscape Chair.** Board Reviewed - No Action.
13. **Review-VPLC Sept Monthly Landscape Walk.** Board Reviewed - No Action.

**Architectural / Maintenance**

14. **10 New Pool Umbrella Stands. - Thank you John and Diane-Purchas and Install completed. Paid?**  
John Giacchino has submitted receipts for the sand. Still waiting on receipts from Diane from Costco for the stands. Board discussed the disposal of OLD large stands (qty 4 + one in the back area). Diane, John, and Larry will arrange CR&R pick-up from their homes. Save the old metal stands.
15. **BBQ Maintenance Review of Work.** The Board discussed and felt no action was needed.
16. **Proposal to Replace TWO shower heads at Pool Cabana at no additional cost.** Larry Mustful made a motion to APPROVE free showerheads offered by Taylor LeClaire and John and Larry will attempt to install them at no cost. Taylor seconded.  
Roll Call: Larry-Yes, Taylor-Yes, Diane-Yes, John-Yes, Bimali-Yes.
17. **Pool Heating, Scheduled shutdown, scheduled end of October 2024. Board to choose a date.** Bimali Walgampaya made a motion to schedule the Pool Heating to end on Nov. 5<sup>th</sup>. Bimali to send to Sue. Taylor seconded. Sue to contact SDS to schedule.  
Roll Call: Bimali-Yes Taylor-Yes, Larry-Yes, John-Yes, Diane-Yes.
18. **Pool Umbrella Cleaning by PTC (reg, no extra cost) and Board President to remove to storage in November 2024.**  
a. Needs to INSPECT ALL umbrellas and inventory needs for a replacement for March 2025. Taylor LeClaire made a motion to schedule the Umbrella Cleaning with Personal Touch AFTER 11/5<sup>h</sup>. Bimali seconded.  
Roll Call: Taylor-Yes, Bimali-Yes, Larry-Yes, John-Yes, Diane-Yes

**Parking / Traffic**

19. **Follow up from Bimali-Patrol Masters for Occasional Daytime Inspections of Fire Lanes.** Bimali Walgampaya stated this is NOT included in our current contract. Bimali is still waiting for pricing from Sue, from Patrol Masters as to the cost to add ONCE A MONTH, Random Day Time Inspections to enforce the Fire Lane No Parking Policy, and OC Fire Dept. Regulations. Taylor Leclair made a motion to have Bimali send an email to Sue to follow up. Bimali seconded.  
Sue to contact Patrol Masters to get pricing and add to the November Meeting agenda.

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Roll Call: Taylor-Yes, Bimali-Yes, Diane-Yes, Larry-Yes, John-Yes.

20. **Follow-Up-ONE Board MEMBER is NOT LISTED as of 10-20-2024 Roster info.** Board discussed. Taylor to follow up with Tritz to correct this. No additional action needed at this time.
21. **Confirm ALL Board Members get reports emailed directly from Patrol Masters, Monthly.** Board discussed. Taylor to follow up with Tritz to correct this. No additional action needed at this time.

**Old Business**

22. **Reselect Bid for Pool Trellis and Paint.**
- a. Review Specs provided to each Contractor by LPMC.
  - b. **Premier Commercial Painting Inc. Robert Black** proposal for Pool Trellis Complete Rebuild and Stucco Painting.
  - c. **Evers Construction** proposals for Pool Trellis Complete Rebuild and Stucco Painting.
  - d. **Fenton Painting / Irvine Painting** proposal for Pool Trellis Rebuild and Stucco Painting.
  - e. **Freedom Restoration & Hutton Painting** proposal for Pool Trellis Complete Rebuild and Stucco Painting.
    1. **Freedom Restoration Contract.**
    2. **Hutton Painting Bid and Contract. This is a subcontractor.**

CA. Gov. Details. ALL Contractors License or HIS Registration Details.

The Board reviewed all documentation provided in the Board Packet with regards to proposed material types offered by the various bidders, the Licenses held by the various bidders, and the different levels of warranties offered.

Taylor LeClaire made a motion to rescind the Fenton Painting Contract, scheduled to start in November, and reconsider bids from either Premier Commercial Painting or Evers Construction. Diane Seconded. Roll Call: Taylor-Yes, Diane-Yes, Larry-No, John-No, Bimali-No. Motion DID NOT PASS.

23. **Restart SLACK Account for Board DISCUSSION ONLY. The Board discussed.** Taylor LeClaire made a motion to restart the old LP SLACK account with ALL Board Members. Bimali Seconded. Taylor will work on this. (use John G. Cox email account) Roll Call: Taylor-Yes, Bimali-Yes, Diane-Yes, Larry-Yes, John-Yes.
24. **Review Proposed- Resident Agreement for Bounce House Usage in the Common Area.** Taylor LeClaire made a motion to table this until the November Board Meeting. Larry seconded. Roll Call: Taylor-Yes, Larry-Yes, Diane-Yes, John-Yes, Bimali-Yes.
25. **Review DATES for RESERVE Study OVERVIEW MEETING- 1 hour.** Board discussed possible dates. Bimali made a motion to schedule ONE HOUR, via Zoom, with Steve on Wednesday, November 13<sup>th</sup> @ 5:30 pm. Diane Larson stated this needs to be Open Forum. Taylor seconded. Roll Call: Bimali-Yes, Taylor-Yes, Larry-Yes, Diane-Yes, John-Yes.
26. **Set Future Election Schedules to follow Los Paseos Bylaws / CC& R's. MUST be EVENING hours.** Taylor LeClaire made a motion to SET our Annual Meeting and Elections, per our CC&Rs, for the Third Tuesday in November EVERY YEAR, @ 7:00 pm, going forward, starting in 11/2025. Bimali seconded.

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Sue to ADD to Los Paseos Annual Calendar and schedule accordingly.  
Roll Call: Taylor-Yes, Bimali-Yes, Larry-Yes, John-Yes, Diane-Yes.

**New Business**

27. **Bid-SDS Pool Service 2025 pool service contract which includes chlorine and muriatic acid only.** Board discussed. Board Treasurer reviewed pricing differences. Increase MAY be the annual increase. Larry Mustful made a motion to Table until the November meeting and ask Sue to get a NEW Price Quote from SDS to clarify. Diane seconded.  
Roll Call: Larry-Yes, Diane-Yes, Taylor-Yes, John-Yes, Bimali-Yes.
28. **Election schedule Review. December 23<sup>rd</sup> @ 2:00 pm via ZOOM. No action needed.**
29. **Next Board Meeting is scheduled for 5:30 pm on November 19<sup>th</sup>, 2024.**

**ADJOURN General Session at 7:06 pm.**

**Annual Meeting and Elections held via Zoom on December 23<sup>rd</sup>, 2024 by Correct Elect and Tritz Professional Management.**