

LOS PASEOS MAINTENANCE CORPORATION
Minutes, General Session, Board Of Directors Meeting
Date: Tuesday, December 10th 2024

Meeting Via: **Zoom Meeting**

Join Zoom Meeting

<https://us06web.zoom.us/j/82144965618?pwd=WqJOMVMahE9YELX18Dpi3aPnaCOZOj.1>

1. **CALL TO ORDER – General Session of Board of Directors, Los Paseos Maintenance Corp. @ 5:31 pm**
2. **Roll Call: Board Members in attendance:**
 - a. **Bimali Walgampaya - President**
 - b. **John Giacchino - Vice President**
 - c. **Diane Larson -Treasurer**
 - d. **Taylor LeClaire – Secretary**
 - e. **Larry Mustful**
3. **Homeowner Forum:** (3 Minutes per member, Max 15 Minutes)
 - a. **Homeowner J. Ingram – just here to listen.**
 - b. **V. Flores - just here to listen.**
 - c. **B. Palmer - Concerns with Parking Committee Processes. Lack of communication from Committee Chair.**
4. **Approval of General Session Meeting Minutes for September 17th, 2024.**

Taylor LeClaire made a motion to “Approve the meeting minutes, with the Board’s agreement of the item in question, coming from Reserve Accounts”, Bimali Walgampaya seconded the motion.
Roll Call: Taylor-Yes, Bimali-Yes, John-Yes, Larry-Yes, Diane-Yes.
5. **Approval of General Session Meeting Minutes for November 19th, 2024.**

Taylor LeClaire made a motion to “Approve the meeting minutes, with the Board’s agreement of the item in question, coming from Reserve Accounts”, Bimali Walgampaya seconded.
6. Roll Call: Taylor-Yes, Bimali-Yes, John-Yes, Larry-Yes, Diane-Yes.
- Financials / Legal**
7. Review Notice from Legal Counsel, Denise Iger.- No action is needed.
8. Confirm Board Members have sent their IDs to Sue to file. 2025 Transparency Act - Corporate Officers.

3 Board Members have already submitted, on is irrelevant due to terms expiring. One still needs to submit.
9. Outstanding Report Review 11-30-2024. -Tabled until January Meeting due to material is UNAVAILABLE.
10. Late Fee Report Questions and Collection Procedures. Follow up from Bimali / Sue. Bimali to email Sue and copy entire Board, requesting supporting documentation on the matter.
11. Review Collection Practices and Fees. Taylor LeClaire made a motion to have P.M. Sue Norman obtain bids from outside vendors to oversee and execute LPMC’s collection needs. Bimali Walgampaya seconded the motion. The Board will continue to review the Collection Policy.
Roll Call: Taylor-Yes, Bimali-Yes, Larry-Yes, John-Yes, Diane-Yes.
12. Review the November 2024 Financial Report. Treasures Report and feedback. TABLED until January Board Meeting as November Financials were not yet at the time of this meeting.

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13. Review and hopefully Approve -Preliminary-DRAFT-Audit Financial Statement-F.Y. 2023-2024 sent on 11-20-2024. Board Treasurer, Diane Larson has asked Tritz for “Reconciliation of Audit Adjustments” and can not recommend approval of the Audit until those are provided. Bimali will send e-mail to Sue requesting Audit Adjustments be provided to the Board.

Audit was NOT Approved by the Board.

Landscape / Maintenance

14. Bids-Villa Park Landscape Co. from October Landscape Committee Walk- VPL 6166-24. Taylor LeClaire, made a motion to approve
- a. **Item 2 NOT yet approved until Over Watering by Owner Issue is resolved.**
 - b. Items 3 UPGRADE: At 9 Paseo Vespertino.
 - c. Item 4 UPGRADE: At 1 Paseo Simpatico.
 - i. Funds to come from Reserves under Landscape Replacement.
 - d. Item 5 UPGRADE: At 25 Paseo Simpatico.
 - i. Funds to come from General Ledger, under 7215, Landscape Extras.

Larry Mustful Seconded the motion.

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

15. Landscaper Reserve Funds used Last Year and this Year To Date. No Action taken.
16. Review-VPLC October Monthly Landscape Walk. No action is needed. No Action taken.
17. Review-VPLC Tree Trimming Schedule set for mid-January 2025. NO STREET TREES. No Action taken.
18. Review Board Members / Landscape Committee’s / Landscape Co. processes and actions. The Chair of the Landscape Committee, Taylor LeClaire reminded the Board that “The processes for request of ANY item involving the Los Paseos Common Area Landscape MUST go through the proper channels that include Tritz and the Landscape Committee”. At NO TIME shall a Board Member or a Resident give direct orders or requests to ANY member of the Landscape Company (service).

Architectural / Maintenance

19. Review Proposed Forever Los Paseos Paint Program. Committee recommendations to Board. Architectural Review Committee Chair, Diane Larson updated the Board on the progress of this. She is waiting for one final committee member to submit their recommendations. Tabled until January 2025 meeting.
20. The Pool/ Spa Cleaning, trellis replacement and stucco painting is complete. No Action taken.
- a. Area is OPEN and Spa is heated.
 - b. Thank you to all residents for your patience and co-operation. No Action taken.
21. Follow Up-Replace TWO shower heads at Pool Cabana at no additional cost. Larry & John. Board Member John Giacchino will pick up from Taylor and he and Larry will install. No Action taken.
22. Bid-Three Phase Electric LP-112724-A–Replace non-functioning fixture- Men's side Pool Cabana wall. Taylor LeClaire made a motion to get bid from Three Phase Electric to swap out this fixture with the same type that is in the BACK of the Cabana as we are close to replacing ALL light fixtures. Bimali Walgampaya seconded the motion.
Roll Call: Taylor-Yes, Bimali-Yes, John-Yes, Larry-Yes, Diane-Yes.
23. Review the November Lighting Report. No Action taken.

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24. Bid-Pool / Spa Heater Service # 2141. Board DECLINED at this time. Board to consider this option for the coming Fiscal Year at the time of the Budget Meeting in early 2025.

Parking / Traffic

25. No items submitted.

New Business

26. Insurance Review & Approve- 2025-2026 Renewal / Coverage Summary Labrre/ Oksnee. Bimali Walgampaya made a motion to Approve the Annual Insurance Renewal. John Giacchino seconded. Roll Call: Bimali-Yes, John-Yes, Larry-Yes, Diane-Yes, Taylor-Yes.

Insurance Review & Approve- 2025-2026 Earthquake Coverage Summary Labrre/ Oksnee. Bimali Walgampaya made a motion to Approve the Annual Earthquake Insurance Renewal. Larry Mustful seconded.

27. Roll Call: Bimali-Yes, Larry-Yes, John-Yes, Diane-Yes, Taylor-Yes.
a. Recommend that Sue have Board Treasurer, Diane Larson, sign the agreements/contract.
b. Confirm that the Insurer has **corrected** addresses on ALL documentation.
28. Election Deadline Signage Review to help make Quorum requirements. December 23rd @ 2:00 pm via ZOOM. Board agreed to all.
a. “ We need ----- more votes to make quorum” at Entry and Exit Gates.
b. Never post “We Made It” BEFORE election day, as this will influence voters to STOP voting
c. Post Last Date to Mail in You Ballot _____. Get date recommendation from Correct Elect. John G. recommended “Must Be Received By Dec. 20th.”

Old Business

29. Call For Volunteers for All Committees. Add new members and renew current members. Via FB posts, E-Blasts from Sue and mailbox posting to save \$\$ on mailing expenses. Board to Appoint at January 2025 BOD Meeting. Taylor LeClaire made a motion to approve sending out and posting a “Call for Committee Volunteers” and Board will appoint at January meeting 2025.
a. Landscape Committee.
b. Architectural Review Committee.
c. Parking Committee.
d. Tot Lot Revitalization Committee – Add to existing, keep current.
e. Holiday Décor Committee.
f. Financial Committee. (Should we re-start this committee)
30. Review Proposed- Resident Agreement for Bounce House Usage in the Common Area. Tabled to Jan. 2025.
31. Review Committee Operating Standards, for all committees. Reminder to ALL Board Members that Committees serve at the pleasure of the board and can not make financial decisions. Committees work hard to review their respective requests and make formal recommendations to the Board. ALL Committee Members Votes have equal weight in each and every decision. Committee Members must work within the written and established Rules and Regulations, CC&R’s and Bylaws of the Los Paseos Maintenance Corp.

Next Board of Directors Meeting is scheduled for Tuesday, January 21st 2024.

ADJOURN General Session @ 6:52 pm.