

LOS PASEOS MAINTENANCE CORPORATION
Minutes, Board of Directors General Session Meeting @ 5:30 pm.
Date: Tuesday, February 18th 2025

Meeting Via: **Zoom Meeting**

1. **CALL TO ORDER – General Session Meeting, by Acting President John Giacchino @ 5:29 pm**
2. **Executive Session to follow.**

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

a. **John Giacchino/ Diane Larson/ Taylor LeClaire/ Larry Mustful/ Jason Frey**

4. **Homeowner Forum:** In attendance: B. Palmer – “Just Hear to Listen”
5. Larry Mustful I made a motion to Approve the DAFT Meeting Minutes for the January 21st Board Meeting. Taylor LeClaire seconded the motion.
Roll Call: Taylor-Yes, Larry-Yes, Diane-Yes, Jason-Yes, John-Yes. Motion carries.
6. Board Member Self Introduction 2025. Each Member spoke and introduced themselves to the community.

Acting Board President John Giacchino made a Motion to “Hold the Seating of Officers, scheduled for the end of this meeting, to the Start of the meeting. Larry Mustful Seconded the Motion.
Roll Call: John-Yes, Larry-Yes, Diane Abstain, Taylor-No, Jason-Yes. Motion Carries.

Diane Larson made a Motion to appoint John Giacchino as President for the current term. Larry Mustful Seconded the Motion.
Roll Call: Diane-Yes, Larry-Yes, Jason-Yes, Taylor-Yes, John-Yes. Motion Carries.

Diane Larson made a Motion to appoint Jason Frey as Vice President for the current term. Taylor LeClaire Seconded the Motion.
Roll Call: Diane-Yes, Taylor-Yes, Jason-Yes, John-No Larry-No. Motion Carries.

Diane Larson made a Motion to appoint Taylor LeClaire as Secretary for the current term. Taylor LeClaire Seconded the Motion.
Roll Call: Diane-Yes, Taylor-Yes, Jason-No, John-No Larry-No. Motion Does not Carry.

John Giacchino Made a Motion to appoint Larry Mustful as Secretary. Jason Frey Seconded the Motion.
Roll Call: John-Yes, Jason-Yes, Diane-Abstain, Larry-yes, Taylor-Yes. Motion Carries.

John Giacchino made a Motion to appoint Diane Larson as Treasurer. Jason Frey seconded.
Roll Call: John-Yes, Jason-Yes, Diane-Yes, Larry-No, Taylor-Yes. Motion Carries.

New Board Officers are:

President: John Giacchino
Vice President: Jason Frey
Treasurer: Diane Larson
Secretary: Larry Mustful
Director: Taylor LeClaire

7. **Final Budget Review.** After much discussion, over many aspects of the coming year's budget, including projected Federal & State Taxes, Diane Larson made a Motion to accept the full board review and approved Budget with a monthly increase in assessments to Members of \$17.00 per month after 2 years of no increase. Taylor seconded the Motion.

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Roll Call: Diane-Yes, Taylor-Yes, Jason-Yes, Larry-Yes, John-Yes. The Motion carries.

Monthly assessments to Members will increase from \$217.00 per month to \$234.00 starting April 1st 2025.
Please make any necessary adjustments in your Auto Bill Pay System.

8. **Discussion on Reserves.** After MUCH discussion on the Reserve Study and various items within, Taylor LeClaire made a Motion to Approve the \$6,691.00 be the amount of monthly contributions to the Reserve Funds Account as listed on the ProForma Budget for Fiscal Year 4/1/2025 to 3/31/2026. Diane Larson Seconded the Motion.

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

Financials / Legal

9. Review of required Board Members' Pledge and Code of Ethics for signature by the Board.
a. **Board Member Commitment Pledge. All Board Members Sign.**
b. **Board Member Code of Conduct / Code of Ethics. All Board Members Sign.**
Property Manager, Sue Norman is to send both items to new Board Member Jason Frey to sign ASAP.

10. CD maturing in March. Treasurer, Diane Larson made a Motion to approve the Reinvestment of the CD pursuant to the current Investment Ladder voted into place by the Board last year. Larry Mustful seconded the Motion.

Roll Call: Diane-Yes, Larry-Yes, Taylor-Yes, Jason-Yes, John-Yes. Motion carries.

11. Review and Approve January 2025 Outstanding Reports. Instructions to Sue on Actions Needed.
a. Past due Homeowner Accounts and copies of delinquency letters sent.
b. Collections Process.
c. **Action Plan. Board approves sending Pre-Lien Letter acc #**

Board President, John Giacchino to follow up with Tritz Accounting and property manager Sue Norman to get a list of Letters sent out, copies of letters sent, and their procedure. Copy all Board Members on correspondence with Tritz.

12. **January 2025 Financial Reports.** Board Treasurer, Diane Larson made a Motion to approve the January 2025 Financial Report. John Giacchino seconded the Motion.

Roll Call: Diane-Yes, John-Yes, Jason-Yes, Larry-Yes, Taylor-Abstain.

13. **Review Legal Legislative Updates for 2025 from HOA Attorney Denise Iger.** No action is needed.

14. **Review Committee Operating Standards, from attorney Denise Iger.** No action taken.

Architectural / Maintenance

15. **Review Proposed Forever Los Paseos Paint Program.** ARC to make their final selections and present to the Board at the March 18th General Session Board Meeting. No further action at this time.

16. **Review Statement from Legal RE: Dirt in streets / clean up.** The board determined this was a moot point.

17. **Determine the violation process moving forward.** Item is Tabled for future meetings.

- a. Determine how violations will be determined moving forward.
- b. Determine who will participate in violation walks.
- c. Determine a limited list of violation categories to simplify the violation process.
- d. Allow the management company to take the lead in this process.

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18. **Concrete grinding proposals - Review and Action Plan.** After discussion, John Giacchino made a motion that each Board Member will review previous Bids in preparation for the March Board Meeting. Diane Larson seconded.
Roll Call: John-Yes, Diane-Yes, Jason-Yes, Larry-Yes, Taylor-Yes.
19. **Painting – Light Poles and Wrought Iron.** Diane Larson made a motion to request Sue Norman to get a minimum of 3 bids to paint the Lamp Posts and Wrote Iron. Larry Mustful seconded.
Roll Call: Diane-Yes, Larry-Yes, Jason-yes, Taylor-Yes, John-Yes.

Old Business

20. **Review and Approve Bounce House Agreement.** Diane Larson made a motion to run the Bounce House Use in Common Area past the HOA’s Legal Representative, Denise Iger. Larry Mustful seconded the Motion.
Roll Call: Diane-Yes, Larry-Yes, Jason-Yes, John-Yes, Taylor-Yes.
21. **Update from Tot Lot Revitalization Committee.** Board Reviewed. Requested that this item be added to the March General Session Meeting Agenda.
22. **Bid-#2141-SDS Pool Service- NEW SERVICE OFFERED- PREVENTATIVE MAINTENANCE.** Tabled to future meetings.
23. **Bid # 2187-SDS Pool Service- CONTROLLER SYSTEM PREVENTATIVE MAINTENANCE SERVICE.** Tabled to future meetings.
24. **Bid-RATIFY Villa Park Controller Repairs - VPL1381-25-Already Board Approved.** Diane Made a Motion to APPROVE the Ratification of VLP1381025. Taylor LeClaire seconded the Motion.
Roll Call: Diane-Yes, Taylor-Yes, Jason-Yes, Larry-Yes, John-Yes.
25. **Parking Committee Discussion-Tabled from December.** John Giacchino made a Motion to Table item until further notice. Larry Mustful seconded.
Roll Call: John-Yes, Larry-Yes, Jason-Yes, Diane-Yes, Taylor-Yes.

New Business

26. **Determination of advisory committee organizational structure.** Item Tabled due to time. John Giacchino made a Motion to Table for the future. Larry Mustful seconded the Motion.
Roll Call: John-Yes, Larry, Diane-Yes, Jason-Yes, Taylor-Yes.
a. Determine which committees we will have moving forward. (Parking, Landscape, Architectural, etc.)
b. Determine who will lead each one.
c. Determine how many people will be on each committee.
27. **Committee Volunteer Forms Sent out-Discussion.** Taylor LeClaire made a Motion to “Call for Committee Volunteers”. Diane Larson seconded the motion.
Roll Call: Taylor-Yes, Diane-Yes, Jason-No, John-No, Larry-No. Motion does not carry.
28. **Seat Officers of the Board of Directors, LPMC. 2024 Elections.** Done at start of meeting.

Next Board of Directors Meeting is scheduled for Tuesday, March 18th, 2024.

ADJOURN General Session, Board of Directors Meeting @ 7:50 pm