**PASEO MASTER HOMEOWNER’S ASSOCIATION, INC.**

 **BOARD OF DIRECTOR’S MEETING MINUTES**

 **Call meeting to order and determination of a quorum.**

Meeting was called to order by President, Travis Otto at 4pm

 **Proof of Notice**

General Manager, Rosa Nieves verified proof of notice.

 **Board Members:**

Travis Otto, President Present

Cora Revis, Vice-President Present

John Lines, Treasurer Present

Mike Pawielski, Secretary Present

Arlette Abbott, Director Present

**Management in Attendance:**

Rosa Nieves, General Manager

Zach Grubb, Administrative Assistant

**Approval of Meeting Minutes from February 2024.**

A motion to dispense the reading of the minutes and approve them as written was made by Treasurer, John Lines seconded by Secretary, Mike Pawielski. All in Favor, motion carried.

**Member comments related to Agenda and non-Agenda items.**

Members were given the opportunity to speak.

**Reports**

* 1. President

President, Travis Otto took the opportunity to thank the team for all the efforts during this season as it was a challenging one.

* 1. Treasurer

Treasurer, John Lines provided a full report of the February Financials and current status of the association.

* 1. General Manager

General Manager, Rosa Nieves provided a report regarding the tiki project, the gate by tiki and the website.

* 1. Committees

**DRC** – Cora Revis, Liaison provided a report. The DRC approved one application in the month of March.

**Pickleball** – Mike Pawielski Liaison provided a report regarding the status of the land purchasing from the CDD.

**Maintenance/Landscape** – John Lines Liaison, provided and update of the current projects and status of pending items.

**Old business:**

No old business was discussed during this meeting.

**New Business:**

1. Website discussion

The current website is crashing due to the lack of maintenance. This is causing glitches and challenges to update information on the website. The KW website allows the Association to have accurate information of the residents by eliminating various parties to accomplish email blast, access to the association’s documents etc. Consolidating items into one source will allow the team to work in a productive manner. The General Manager will obtain all the information regarding the KW website to be presented during a Board meeting for approval.

1. Reserve projects overview.

Treasurer John Lines, proceed to go over the projects that are due in the next year as per the reserve Study. The items discussed for this year are water fall repainting, parking sealcoating, and Hair salon & SPA. The General Manager will obtain proposals to be reviewed and discussed at a Board meeting.

1. Mediation Steve Brown, appointment of members

A motion was made by Treasurer John Lines to appoint President, Travis Otto as the lead during the mediation seconded by Vice-President, Cora Revis. All in Favor, motion Carried.

A motion was made by President Travis Otto to nominate Treasurer, John Lines as the second representative for mediation seconded by Secretary Mike Pawielski. All in favor, motion Carried.

President, Travis Otto made a motion to nominate Secretary, Mike Pawielski to be the backfill in an instance John or Travis are unable to participate on the mediation. All in favor, motion carried.

**Date of next meeting**

Next Board meeting will be April 17th at 5pm

**Adjournment**

A motion to adjourn was made by Director, Arlette Abbott at 5:23pm