

# ACTION PASEO WESTPARK NEWSLETTER

October 2021

## PROJECT UPDATES:

The Board of Directors has been working for some time on numerous projects throughout the community, and is excited to engage with Paseo Westpark's new management company, Action Property Management, to take over the extensive project list, and assist in prioritizing and preparing a timeline to navigate the proposal process for each the projects. The first phase of targets projects including asphalt repair and restriping and pool areas. Highlights of the projects are included below.

- Pool Area Repairs:

Management and a member of the Board met with Rick English Consulting on October 7th to perform an evaluation of the pool areas and develop a scope or work for needed repairs. Once the evaluation is complete, proposal requests will be sent to vendors.

- Parking Lot Asphalt Progress:

Management and members of the Board have met with several paving companies at an October 7<sup>th</sup> walk-thru. The committee has been authorized to approve the contract at a not to exceed amount. Work will be scheduled once a contract is signed (weather permitting.)

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## COMMUNITY MANAGER

Ryan Lancaster, Manager of Community Services

[rlancaster@actionlife.com](mailto:rlancaster@actionlife.com)

949.450.0202

[www.actionlife.com](http://www.actionlife.com)

## BOARD OF DIRECTORS

Board President, Kunal Mittal

Board Treasurer, Sarosh Sinanporia

Director at Large, Stephen Palm

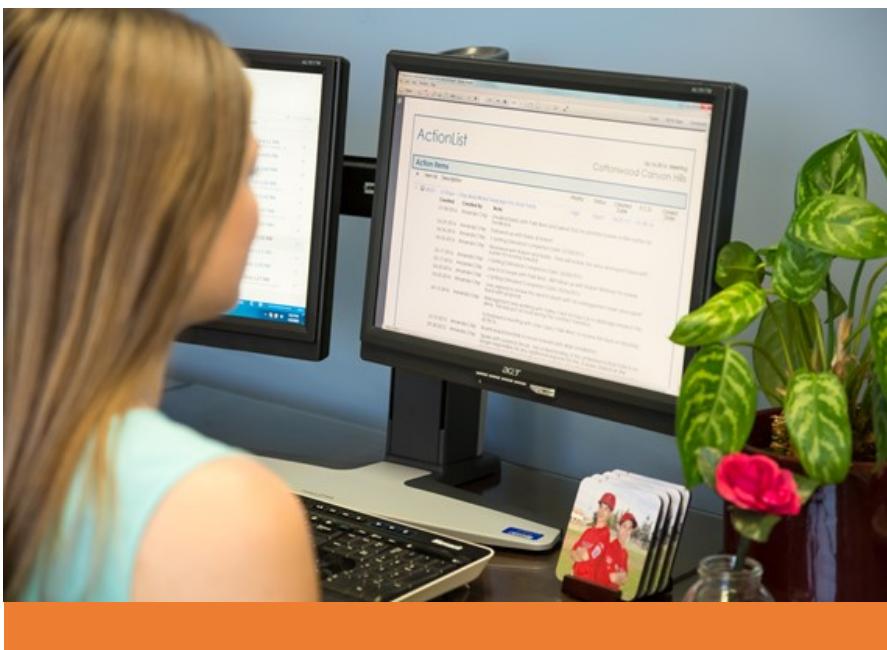
Non-Voting Officer, Tyler Treadway

## MEETING SCHEDULE:

The next Board of Directors meeting and the Annual Meeting will be held on November 22, 2021

Regular Board Meeting:  
7:15PM

Annual Board Meeting:  
7:15PM



## RESIDENT PORTAL

The Resident Portal allows homeowners the ability to:

- ◆ Pay assessment online
- ◆ Enroll in the Automatic Recurring Payment option
- ◆ Check your account status
- ◆ Submit work orders
- ◆ View documents and more

## SETTING UP YOUR RESIDENT PORTAL ACCOUNT:

- ◆ Visit [resident.actionlife.com](https://resident.actionlife.com)
- ◆ Below the log in box, click on "REGISTER" to begin set up
- ◆ Enter your 12-digit account number as it appears on the statement or coupon book without spaces and include any leading zeros

## HOW TO PAY YOUR ASSESSMENTS:

Through Action's Resident Portal you will be able to pay your assessment through e-check or credit card (for an additional fee) enroll in the Automatic Recurring Payment option (ACH), check your account status, submit work orders, view documents, and more.

If you currently pay your assessment through ACH, you will need to re-register through the Resident Portal using the remittance instructions below. Payments will be deducted from your bank account on the date of your choosing each month. You do not need to do anything to cancel the existing ACH payment method as no payments should be processed by the former bank.

### Remittance

If you utilize online bill pay services through your bank, the company name and address will need to be changed to reflect remittance information as follows; you will also need to update your 12-digit account number per the statement:

**Paseo Westpark, c/o Action Property Management, P.O. Box 25013, Santa Ana, CA 92799-5013**

## SUBMIT A COMMON AREA WORK REQUEST

- Residents may report common area maintenance issues in several ways. These are maintenance items outside of your home
- By calling Action's Community Care Department at: 800.400.2284
- By emailing Community Care at [communitycare@actionlife.com](mailto:communitycare@actionlife.com) Resident Portal: <https://resident.actionlife.com>
- In the Resident Portal, select Work Orders, create a new work order and fill in the requested information
- Using the "Email my Manager" feature of the community website and Resident Portal

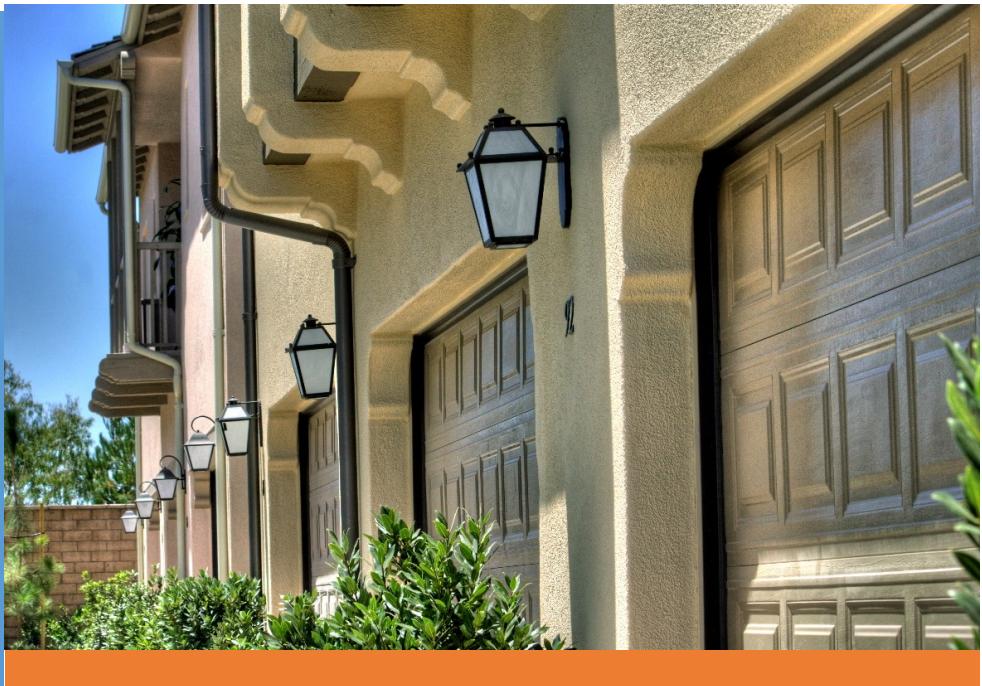


# ANNUAL BOARD OF DIRECTORS ELECTION

The annual election of the Board of Directors will take place on November 22<sup>nd</sup>.

Ballots will be mailed out on October 22<sup>nd</sup>.

Please remember to mail in your ballot.



## COMMUNITY PROJECT UPDATES *(continued from Page 1)*

- Pool Furniture Repairs:

Management is in the process of obtaining proposals from pool furniture maintenance vendors and is researching the cost for re-strapping versus replacement. This item will be included on the next meeting agenda for the Board to review.

- Warner Wall Cleaning:

The Board approved Pro-Tec to power wash the Warner wall. Management met with Pro Tec on October 7<sup>th</sup> to discuss this item and other maintenance requests. Once the area is power washed the area will be inspected to determine if power washing was sufficient or if the wall still requires painting.

## BOARD MEETING HIGHLIGHTS FROM SEPTEMBER 27, 2021

- Landscape Proposals

The Board approved the 2021 winter tree trimming proposal. The Board further directed Management to obtain three proposals for the 2022 trimming.

The Board approved Pine tree treatments & irrigation repairs

- Lighting Proposals

The Board approved replacement of damaged wiring affecting the Santa Cruz pool pump room and two damaged flood light fixtures at the Santa Cruz spa.