

MINUTES
GENERAL SESSION
BOARD OF DIRECTORS MEETING
THE VILLAS COMMUNITY ASSOCIATION
A California Nonprofit Corporation

JULY 27, 2023

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool at least four (4) days prior to the General Session of the Board of Directors of The Villas Community Association held on the above date at Optimum Professional Property Management, Irvine, California and Zoom.

Roll Call

A quorum of the Board (Three Members per Bylaws) was established with the following Directors in attendance:

Directors Present: Daniel Wells, President – *(Via Zoom)*
Angie Dickson, Vice President
Jill Cooper, Secretary
Marilyn Curry, Treasurer
Ali Gharavi Esfahani, Member at Large – *(Via Zoom)*

Directors Absent: None

Others Present: Jenn Luckham, Community Manager, Optimum Professional Property Management, Inc.

Executive Session Disclosure §4935(a)

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on July 27, 2023 from 6:15 p.m. to 7:15 p.m. for the following:

- Delinquencies: A/R Aging & Collection Report 06/30/23
- Hearings (12): Non-Compliance of the Governing Documents
- Legal: Traffic & Parking, Garage Use,
- Minutes: Executive Session 06/22/23

Call to Order General Session

President and Presiding Chair, Daniel Wells, called the General Session to order at 7:15 p.m.

Homeowner Forum

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. The following items were presented:

Architectural Review Committee

Architectural Log: No Action Taken.

Landscape Committee Update

Dan Wells and Jill Cooper updated the Board about the meeting with Javier with Villa Park Landscape regarding the damage made to common area from the tree trimming. No further action taken.

Cool Block Club Committee Update

Angie Dickson updated the Board on the Community BBQ that will take place on Saturday, August 12th. No further action taken.

Secretary's Report / Minutes

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the June 22, 2023 General Session of the Board of Directors as written.

Treasurer's Report / Financial Statements

A motion was made, seconded, and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 06/30/23 as presented, subject to audit/review at fiscal year-end by a CPA.

Morgan Stanley CD Maturing - 09/25/23

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15250 in the amount of \$150,000.00 plus interest maturing 09/25/23 for a term of twelve (12) months at the best available rate (5.25%).

Morgan Stanley CD Maturing - 09/29/23

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15255 in the amount of \$100,000.00 plus interest maturing 09/29/23 for a term of twelve (12) months at the best available rate (5.25%).

Morgan Stanley CD Maturing - 09/29/23

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15260 in the amount of \$150,000.00 plus interest maturing 09/29/23 for a term of twelve (12) months at the best available rate (5.25%).

Board Resolution – Monetary Transfers Civil Code Sections 5380(b)(6) and 5502

A motion was made, seconded, and unanimously carried to APPROVE the Board Resolution confirming compliance with Civil Code Sections 5380(b)(6) and 5502 requiring prior written approval of the Board of Directors before any financial transfers greater than five thousand dollars (\$5,000) if 50 or fewer units and ten thousand dollars (\$10,000) for 51 or more units or five percent (5%) of an association's total combined reserve and operating expenses; and Civil Code Section 5500 requires monthly review by the Board of all of the financial statements specified therein; and Civil Code Section 5501 provides that: The review requirements of Section 5500 may be met when every individual member of the board, or a subcommittee of the board consisting of the treasurer and at least one other board member, reviews the documents and statements described in Section 5500 independent of a board meeting, so long as the review is ratified at the board meeting subsequent to the review and that ratification is reflected in the minutes of that meeting.

Contracts: Monthly Lighting (2)

A motion was made, seconded, and unanimously carried to TABLE the two (2) proposals for monthly lighting until the August board meeting pending one more proposal.

Proposal: Skylight/Roof Repair at 20 Segura

The Board reviewed the proposal to repair the skylight installation. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Premier Roofing and Building Company dated 07/21/23 to repair the skylight curb at 20 Segura for \$3,185.00 to be paid from Reserves G/L #36300 (Roofs).

Food Recycle Bins

The Board reviewed the correspondence regarding the food waste bins. The Board instructed management to increase the cleaning of the bins to 2 X per week until the August meeting. The Board asked management to contact the waste company about how to handle the excess flies and mosquitos in the summer months.

Proposals for 29 Navarre (2)

The Board reviewed two (2) proposals to make repairs at 29 Navarre. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Professional Craftsmen dated 06/15/23 to prime and paint the stained areas in the closet for \$225.00 to be paid from Reserves G/L #35400 (Painting).

18 Segura - Tri-Star Invoice

A motion was made, seconded, and unanimously carried to APPROVE the invoice from Tri-Star Construction and Restoration Services dated 04/20/23 for drywall and stucco repairs at 18 Segura due to slab leak for \$3,549.00 to be paid from G/L 38950 (Contingency).

48 Navarre Water Damage - 24 HRC Proposal

A motion was made, seconded, and unanimously carried to APPROVE the proposal from 24 HRC dated 07/06/23 to perform remediation at 48 Navarre for \$2,901.00 to be paid from Reserves G/L #32100 (Fencing, Walls and Railings).

Berg Insurance Renewal Quote

A motion was made, seconded, and unanimously carried to APPROVE the renewal quote from Berg Insurance dated 07/23/23 to include property coverage with a policy limit of \$49,555,358 and deductible of \$10,000, liability coverage with a policy limit of \$1 million, umbrella coverage with a policy limit of \$15 million, and Directors & Officers coverage with a policy limit of \$1 million for a total annual premium of \$109,232.67 subject to rate changes to be paid from Operating.

Berg Insurance Proposal – Earthquake Coverage

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Berg Insurance dated 07/23/23 to include Earthquake coverage with a policy limit of \$30,000,000 and deductible of 25% to be paid from Operating.

24 Navarre Wood Repair Proposals (2)

The Board reviewed two (2) proposals for wood repairs at 24 Navarre. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Professional Craftsmen dated 07/24/23 to replace the damaged stacked fascia in atrium prime for \$2,395.00 to be paid from Reserves G/L #35400 (Painting).

Tri-County Invoice – Lighting Repairs

A motion was made, seconded, and unanimously carried to TABLE payment of invoice #157146-1 from Tri-County Lighting dated 11/22/22 for lighting repairs for \$2,645.64 pending follow up with vendor.

Proposed Parking and Traffic Rules

The Board reviewed the proposed parking and traffic rules. A motion was made, seconded, and unanimously carried to TABLE the proposed parking and traffic rules upon further review and discussion.

Proposed Permit and Safelisting Rules

The Board reviewed the proposed permit and safelisting rules. A motion was made, seconded, and unanimously carried to TABLE the proposed parking and traffic rules upon further review and discussion.

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §4930(d) states that the Board may act on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (a) of Section 4920 with certain conditions.

Therefore, a motion was made, seconded, and unanimously carried to APPROVE review of the following items not previously identified on the agenda as they require immediate action and the Board advised the membership of such:

1. Villa Park Landscape Invoice

A motion was made, seconded, and unanimously carried to APPROVE the invoice from Villa Park Landscape dated 05/09/23 for main line repairs at 24 Segura and 31 Navarre for \$1,715.00 to be paid from Reserve G/L 34200 (Irrigation).

Next Meeting

Meetings of the Board of Directors are held every month on the 4th Thursday. The Annual Membership Meeting and Election is held in January. The next meeting of the Board of Directors is scheduled for Thursday, August 27, 2023, at 6:15 p.m. Executive Session, 7:00 p.m. General Session at Optimum and Zoom.

Adjourn General Session

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded, and unanimously carried to ADJOURN at 9:15 p.m.

SECRETARY'S CERTIFICATE

I, JILL ANN M. COOPER, duly Appointed and Acting Secretary of The Villas Community Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the General Session of the Board of Directors held on the above date, as approved by the Board of Directors of The Villas Community Association.

ATTEST:

Jill Ann M. Cooper
Appointed Secretary

AUGUST 24, 2023
Dated