

THE VILLAS COMMUNITY ASSOCIATION

Managed by Optimum Professional Property Management, Inc. (ACMF)

ACCREDITED COMMUNITY MANAGEMENT FIRM

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NOTICE OF ANNUAL ELECTION RESULTS

DATE: January 24, 2013

TO: All Members of The Villas Community Association

FROM: Your Board of Directors

SUBJECT: Annual Election Results

In accordance with California Civil Code §1363.03 (g), *“Within fifteen (15) days of the election, the board shall publicize the results of the election in a communication directed to all members.”*

The Annual Membership Meeting and Election of The Villas Community Association was held on January 24, 2013.

The appointed Inspectors of Election tabulated the votes and certified the results of the Election. There were five (5) seats up for election on the Board of Directors. The following five (5) candidates listed in alphabetical order were nominated and five (5) members were elected for one (1) and two (2) year terms:

<u>Name(Alpha Order)</u>	<u>Tabulated Votes</u>	<u>Term Expires</u>
Jill-Ann Dunn-Cooper	74	2015
Elizabeth Kojian	71	2014
Cathy Lewis	72	2014
James (Jim) B. Somers	92	2015
Barbara Trospen	71	2014

If you have any questions regarding the Annual Membership Meeting & Election, please contact our Community Association Manager with Optimum Professional Property Management, Inc. at (714) 508-9070.

Thank you for your participation in this year's Annual Membership Meeting & Election.

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

FEBRUARY 28, 2013

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 02/23/13 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

A quorum of the five (5) member Board was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Cathy Lewis, Vice President
 Barbara Trosper, Secretary
 Jill Ann Dunn, Member at Large

Directors Absent: Elizabeth Kojian, Treasurer

Others Present: Cynthia Hunter, CCAM, Optimum Professional Property Management, Inc. (ACMF)
 Lonie Washburn, Accord Construction Management
 10 Homeowners Present

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 02/28/13 from 6:20 p.m. to 7:03 p.m. for the following:

- Contracts: Revised Fumigation Contract
- Member Discipline Hearings
- Delinquencies: A/R Aging and Reconciliation Reports 01/31/13
- Minutes: Executive Session 12/06/12, 1/24/13

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order following Executive Session at 7:07 p.m.

Guest Speaker ~ Lonie Washburn Accord Construction Management

Lonie Washburn of Accord Construction Management was present to provide the Board and membership in attendance with an update on the proposed renovation project. Furthermore, Lonie outlined the cost for the overall project along with the amount of the bank loan for the project.

Asphalt	Bens Asphalt	\$146,000
Concrete	Concrete Hazard Solutions (Option 1)	\$45,000
Iron*	Commercial Fence & Iron	\$20,000
Painting	Diversified	\$200,000
Termite**	Newport Exterminating	\$160,000
Stucco/Light Post/Wood Repair	OCBS/PCW	\$359,000
Landscape Contingency		\$30,000
Accord Construction		<u>\$65,000</u>
Total		\$1,025,000

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Bank loan to cover all contingencies/unforeseen will be \$1,400,000. This means the estimated requested special assessment will be \$ 9,722.00 per unit over a period of several years.

Homeowner Forum

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors.

- Parking
- Recycling
- Renovation Project

Landscape Committee Report

Jill Ann Dunn, Landscape Committee Chair, provided a verbal landscape report.

Secretary's Report ~General Session Meeting Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the January 24, 2013 General Session of the Board of Directors as written.

Secretary's Report ~Organizational Meeting Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the January 24, 2013 Organizational Meeting of the Board of Directors as written.

Secretary's Report ~Annual Membership Meeting and Election Minutes

The Board reviewed the Minutes of the January 24, 2013 Annual Membership Meeting & Election which will be presented to the Membership for approval at the next Membership Meeting. No corrections were needed.

Treasurer's Report

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for periods ending 01/31/13, with a balance of \$36,192.97 in Operating and a balance of \$511,013.71 (less loans) in Reserves, as presented, subject to audit/review by a CPA at fiscal year end.

Morgan Stanley Account

Management and the Board of Directors discussed the Morgan Stanley Account. Due to the changes of the FDIC limit a motion was made, seconded and unanimously carried to ACCEPT the transfer of funds in the amount of \$100,000 to Morgan Stanley, which will have a combined total of \$193,552.39 and have the broker invest the funds in CD in a 3 month, 6 month, 9 month, and 1 year latter with increments of \$50,000 each and have the 1 year increment at \$40,000.

FDIC Notice

The Board of Directors reviewed and discussed the FDIC limit memo, as presented by Optimum Professional Property Management, informing the Board of the FDIC bank institution insurance limit changes effective January 1, 2013. It is the recommendation of Management, that the Association should not exceed a balance of \$250,000, per each banking institution. No Board action required.

Draft Audit

A motion was made, seconded and unanimously carried to ACCEPT the draft audit and tax returns as presented for fiscal year-ended 12/31/12 prepared by Inouye, Shively, & Longtin, CPA.

Invoices Exceeding Managements Approval

A motion was made, seconded and unanimously carried to APPROVE payment to Accord Construction Management, of invoice #TV00007, dated 02/01/13 for 9.25 hours of Contract Management time, 2.25 hours of Contract Management Travel time, 1 hour of Secretarial time, 133 miles of travel time for \$66.50, and 6 sets of

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CD & Case (Professional Services Bid Packet) for \$12.00, for a total of \$1,581.00 to be paid from Reserves G/L#3300 (Contingency).

A motion was made, seconded and unanimously carried to APPROVE payment to Premier Roofing of invoice #758, dated 01/20/13, for flat roof replacement on the stand alone garage across from 9 Segura, in the amount of \$2,300.00, to be paid from Reserves G/L#3300 (Contingency).

A motion was made, seconded and unanimously carried to TABLE payment to American Roof Consulting of invoice #2521, dated 01/31/flat roof replacement of the standalone garage, across from 9 Segura, for a total of \$475.00, to be paid from Reserves G/L#3300 (Contingency), until further research is completed.

A motion was made, seconded and unanimously carried to APPROVE payment to Premier Roofing, of invoice #756, dated 01/20/13 for roof replacement of building 23 units 34-40 Navarre, in the amount of \$34,099.00, to be paid from Reserves G/L#3300 (Contingency).

A motion was made, seconded and unanimously carried to APPROVE payment to Premier Roofing, of invoice #757, dated 01/20/13 for roof repair extras on building 23 units 34-40 Navarre, in the amount of \$6,480.00, to be paid from Reserves G/L# G/L#3300 (Contingency).

A motion was made, seconded and unanimously carried to APPROVE payment to American Roof Consulting, of invoice #2520, dated 01/31/13 for flat roof replacement on building 23 units 34-40 Navarre, in the amount of \$1,995.00, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to APPROVE payment to PCW, of invoice #38863, dated 01/23/ for pool restroom trellis repair, in the amount of \$5,437.50, to be paid from Reserves G/L# 3140 (Pool/Spa/Cabana).

A motion was made, seconded and unanimously carried to APPROVE payment to PCW, of invoice #38653, dated 11/21/12 for the pool restroom dry rot repair, in the amount of \$6,622.21 to be paid from Reserves G/L# 3140 (Pool/Spa/Cabana).

A motion was made, seconded and unanimously carried to APPROVE payment to PCW, of invoice #38801, dated 12/31/12 for payment of the pool restroom dry rot repair, in the amount of \$7,295.29 to be paid from Reserves G/L# 3140 (Pool/Spa/Cabana).

A motion was made, seconded and unanimously carried to APPROVE payment to 24 Hour Restoration of invoice #12607, dated 02/08/13 for payment of sewage abatement at 41 Morena, in the amount of \$2,311.44 to be paid from G/L# 7620 (Plumbing).

A motion was made, seconded and unanimously carried to APPROVE payment to 24 Hour Restoration of invoice #12825, dated 12/28/12 for payment of water extraction at 35 Navarre, in the amount of \$1,681.95 to be paid from G/L# 7620 (Plumbing).

General Business

Cost of Mailing Newsletter to both Owner and Resident

The Board of Directors discussed the cost to the Association, for mailing the newsletter to both the owner and the resident, for an estimated amount of \$150.00. No action required.

Insurance Proposal for Directors & Officers Insurance G/L #8410

The Board reviewed the two proposals as submitted by Alante Insurance and from John Luithly, for Directors & Officers coverage renewing 03/17/13. A motion was made, seconded and unanimously carried to APPROVE the renewal quote from Alante Insurance, from Liberty Mutual dated 02/05/13, with a policy limit of \$1 million for a total annual premium of \$1,302.00, with the stipulation the reference to "Indication" and the 25% earned premium do not increase the cost.

Reserve Study Proposals FY 01/01/14 to 12/31/14

The Board of Directors reviewed the proposals as submitted by Foresight Financial, Advanced Reserve Solutions, and Association Reserves, for a computer update reserve study for the FY of 01/01/14 to 12/13/14. A motion was made, seconded and unanimously carried to APPROVE the Reserve Study Proposal from Association Reserves in the amount of \$500.00.

PCW Proposal - Roof Cleaning and Gutter Cleaning of 7 Buildings

A motion was made, seconded and unanimously carried to TABLE the proposal for the Roof Cleaning/Gutter Cleaning of 7 buildings in the amount of \$2,205.00, until the bid from Premier Roofing is received and reviewed by the Board of Directors.

Premier Roofing – 35 Navarre Roof Repair

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing and Building Co. Inc. dated 02/07/13 to remove tile in a 15' X 15', refelt area and reinstall tile for \$1,500 to be funded from Operating G/L #7655 (Roof Repairs).

Grant's Landscape Proposal – Remove or Trim Four Extra Large Ficus Trees (Previously Tabled)

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 08/08/12 to either trim or remove the four (4) extra Ficus trees adjacent to the Pool area, to trim for \$600.00 or removal for \$2,450.00, until the June General Session pending further discussion.

Grant's Landscape Proposal – New Color Change for Island Planter Entry Way (Previously Tabled)

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 09/17/12 to remove the lawn at the entrance island and convert the area into a shrub and flower bed in the amount of \$650.00 until the March General Session pending an updated proposal from Grant's Landscape.

Grant's Landscape Proposal – Remove Extra Large Aleppo Pine Trees Behind 100-104 Navarre

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 10/15/12, to remove a group of extra-large Aleppo Pine Trees behind 100-104 Navarre for \$7,600.00, and replant with Pittosporum Tenufolium for \$10,260.00, until the June General Session pending further discussion.

Grant's Landscape Proposal – Planter renovation located adjacent to 17-23 Segura

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 10/15/12, to remove the existing plant material and replace with (7) 5-gallon Gulf Stream Nandinas and (3) 5-gallon Springtime Raphiolepis for \$440.00, until the June General Session pending further discussion.

Grant's Landscape Proposal – Remove and Replace the insect infested failing Large Myoporum Laetum Shrubs and Replace with Prunus Carolina

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 11/05/12, to remove and replace the insect infested failing large Myoporum Laetum shrubs and replace with Prunus Carolina in the amount of \$2,290.00, until the June General Session pending further review and discussion.

Grant's Landscape Proposal – Removal of Problem Tree by 96 Navarre

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 01/21/13, to remove the problem Melaleuca tree located by 96 Navarre, and replant with (2) 5-gallon Raphiolepis shrubs for \$432.00, until the March General Session pending further discussion.

Grant's Landscape Proposal – Landscape Enhancement

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated February 4, 2012 for landscape enhancements throughout the community as noted on the February landscape inspection, in the amount of \$775.00, until the March General Session pending further review and discussion.

Grant's Landscape Proposal – Cleanup of the Berm Next to the Temple

A motion was made, seconded and unanimously carried to APPROVE half of the cost (Temple to pay other half) of the proposal from Grant's Landscape dated February 6, 2013, to reduce the hedges, thin plant material, remove falling shrubs, trim trees, and remove dead debris located in the non-maintained areas, total cost in the amount of \$2,300.00, Association to pay \$1,150.00 and the Temple to pay \$1,150.00

Grant's Landscape Proposal – Potted Plants in Pool Area (Previously Tabled)

A motion was made, seconded and unanimously carried to DENY the proposal from Grant's Landscape Proposal dated 12/09/12 to add two (2) large pots inside the pool area in the amount of \$375.00. The board will purchase at another location and be reimbursed for the costs.

Parking Issues

A motion was made, seconded and unanimously carried to TABLE the decision to approve a towing company to the March General Session pending further review and discussion.

Next Meeting

The next meeting of the Board of Directors is scheduled for March 28, 2013 at 6:15 p.m. Executive and 7:00 p.m. General Session at the Rancho Senior Center, Irvine, California.

Adjournment

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 8:59 p.m.

SECRETARY'S CERTIFICATE

I [REDACTED], 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:

[REDACTED]
Appointed Secretary

4/25/2013
Dated

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

MARCH 28, 2013

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 03/22/13 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

A quorum of the five (5) member Board was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Elizabeth Kojian, Treasurer
 Barbara Trospen, Secretary
 Jill Ann Dunn, Member at Large

Directors Absent: Cathy Lewis, Vice President

Others Present: Cynthia Hunter, CCAM, Optimum Professional Property Management, Inc. (ACMF)
 Morgen Hardigree, CCAM, Optimum Professional Property Management, Inc. (ACMF)
 Lonie Washburn, Accord Construction Management
 10 Homeowners Present

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 03/28/13 from 6:15 p.m. to 7:03 p.m. for the following:

- Contracts: GutterMasters Proposal
- Delinquencies: A/R Aging and Reconciliation Reports 02/28/13
- Two (2) hearings resulting in non-compliance of the governing documents for plumbing repair reimbursement and unapproved storage of potted plants
- Legal: Review of Retained Services Contract and review of Revised Indemnity Agreement
- Minutes: Executive Session 02/28/13 and Special Executive 02/19/13

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order following Executive Session at 7:05 p.m.

Introduction of New Community Manager Rebecca A. Smith

President and Presiding Chair, James Somers introduced Rebecca Smith, CCAM as the new Community Manager for The Villas Community Association.

Guest Speaker ~ Lonie Washburn Accord Construction Management

Lonie Washburn of Accord Construction Management was present to provide the Board and membership in attendance with an update on the proposed renovation project and his involvement with working with the bank in regards to the refurbishment loan and the cost of the project. Furthermore, Lonie discussed the repair of trash enclosure #2.

Asphalt/Concrete Repair at trash enclosure #2	Bens Asphalt	\$2,250.00
Replace (2) sections of damaged curbs at trash enclosure #2	PCW	\$1,225.00

A motion was made, seconded, and unanimously carried to APPROVE and the proposal from Bens Asphalt to repair the Asphalt/Concrete at trash enclosure #2 for \$2,250.00 and the proposal from PCW to repair the curb at two (2) locations at Dumpster #2, (total cost of \$3,975.00), with the stipulation that if Bens Asphalt is awarded the community wide asphalt project, the cost of the emergency repair of \$2,250.00 will be deducted from the contract price for the entire community, and confirm warranty information.

Homeowner Forum

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors.

- Pool Heat
- House Fire
- Newsletter item warning against using real wood
- Smoke detector batteries
- Toilet replacement program through the city of Irvine

Landscape Committee Report

Jill Ann Dunn, Landscape Committee Chair, provided a verbal landscape report. Management to follow up with Grant's Landscape, to obtain the revised front entrance island proposal that was previously requested from Grant's Landscape.

Secretary's Report ~General Session Meeting Minutes

A motion was made, seconded and unanimously carried to TABLE the Minutes of the February 28, 2013 General Session of the Board of Directors until the April board meeting pending corrections.

Treasurer's Report

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending 02/28/13, with a balance of \$19,151.54 in Operating, \$189,905.92 in Pacific Western Money Market, \$95,553.18 in Morgan Stanley and \$200,726.27 in Mutual of Omaha Money Market, for a total balance of \$484,185.37 (less loans) in Reserves, as presented, and a combined balance of \$503,336.91 subject to audit/review by a CPA at fiscal year end.

Invoices Exceeding Managements Approval

A motion was made, seconded and unanimously carried to APPROVE payment to Accord Construction Management, of invoice #TV00008, dated 03/01/13 for 5.5 hours of Contract Management time for \$770.00, 4.5 hours of Contract Management Travel time for \$315.00, 1 hour of Secretarial time for \$50.00, 126 miles of travel time for \$63.00, 1 set of CD & Case (Professional Services Bid Packet) for \$2.00, and 28 pages of color copies for \$18.20, for a total of \$1,218.20 to be paid from Reserves G/L#3300 (Contingency).

A motion was made, seconded and unanimously carried to APPROVE payment to Premier Roofing, of invoice #769, dated 02/20/13 for roof replacement at 18 Segura, in the amount of \$1,560.00, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to TABLE payment to American Roof Consulting, of invoice #2525, dated 02/02/13 for roof replacement of 18 Segura, in the amount of \$475.00, until the April meeting in order for Management to present invoice from February and current invoice at the same time.

General Business

Architectural Guidelines – Satellite Dish Guideline Change

The Architectural Committee was in attendance to discuss with management the need to incorporate into the Architectural Guidelines the process and procedure for the installation of satellite dishes per the recommendations from a service provider. Management advised to incorporate into the Guidelines, the Guidelines must be mailed to the membership for a 30 day review and comment period prior to being adopted by the Board, and recommended if the guidelines were to be revised, the Committee with management's assistance should review a complete set of the guidelines for any other changes and or revisions to be made, and to send to the membership at one time.

Tile Roof, Gutter and Down Spout Cleaning Proposals

The Board reviewed two (2) proposals to clean the tile roofs, gutter and down spout cleaning for seven (7) buildings and the pool house. A motion was made, seconded and unanimously carried to APPROVE the proposal from PCW dated 02/19/13 for \$2,205.00, to be funded from GL #TBD.

GutterMasters Proposal – Replacement of Raingutters at 36 and 68 Navarre

A motion was made, seconded and unanimously carried to APPROVE sharing the cost to replace the raingutters three ways equally of 1/3 the cost of \$1009.00 for a total of \$336.33 each, with Premier Roofing and the homeowner.

Premier Roofing Proposal- Roof Repair at 25 Morena

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 12/19/12 for \$2,800.00, for a roof repair at 25 Morena, to be funded from GL #3130 (Tile Roofs).

Grant's Landscape Proposal – Potted Plants in Pool Area

A motion was made, seconded and unanimously carried to DENY the proposal from Grant's Landscape Proposal dated 02/11/13 to add two (2) large Terracotta Pots inside the pool for various amounts as the board determined to use another vendor.

Grant's Landscape Proposal – Landscape Enhancement

A motion was made, seconded and unanimously carried to APPROVE item #1, #2, #3, and #5 of the proposal from Grant's Landscape Proposal dated February 4, 2012, for landscape enhancements throughout the community, in the amount of \$600.00, to be funded from GL #7215 (Landscape Supplies).

Grant's Landscape Proposal – Landscape Enhancement

A motion was made, seconded and unanimously carried to TABLE item #4 of the proposal from Grant's Landscape Proposal dated February 4, 2012, for landscape enhancements throughout the community in the amount of \$175.00, until fire damage repair at #37 Navarre is complete

Grant's Landscape Proposal – Removal of Problem Tree by 96 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 01/21/13, to remove the problem Melaleuca tree located by 96 Navarre, and replant with (2) 5-gallon Raphiolepis shrubs for \$432.00, to be funded from GL #7232 (Tree Trimming).

Grant's Landscape Proposal – New Color Change for Island Planter Entry Way

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 09/17/12 to remove the lawn at the entrance island and convert the area into a shrub and flower bed in the amount of \$650.00 until the April General Session pending an updated proposal from Grant's Landscape.

Hickey & Petchel Proposal for Renewal of Annual Retained Services

A motion was made, seconded and unanimously carried to APPROVE the proposal from Hickey & Petchel dated 03/13/13 to renew the annual retainer agreement for general counsel legal services, to include two (2) meetings at no additional cost, for \$750.00, to be funded from GL #8365 (Legal Service).

State Farm Insurance Release – Insured Patricia Gaines

A motion was made, seconded and carried to APPROVE the State Farm Insurance Release between insured Patricia Gaines, previous owner of 36 Navarre, and claimant James and May Ann Somers owners of 34 Navarre for damages caused by water intrusion. No further action required.

ABSTAIN: (1) Somers

Parking Issues

A motion was made, seconded and unanimously carried to TABLE indefinitely the decision to approve a towing company until after the completion of the refurbishment project.

Collection Attorney Proposals

The Board of Directors reviewed three (3) collection attorney proposals for delinquent assessment collection services. A motion was made, seconded and carried unanimously to TABLE the decision to approve new collection services until the April meeting so the Board can compare costs with the current collection attorney and the proposed attorneys.

Orange County Fire Authority Report for 37 Navarre

The Board of Directors reviewed the report as prepared by the Orange County Fire Authority for the fire located at 37 Navarre. Management will forward the report to the insurance company holding the Master Insurance Policy for the Association. No further action required.

Items Needing Immediate Action

Civil Code §1363.05(4) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. Newsletter Printing Reimbursement – Barbara Trospen

A motion was made, seconded and unanimously carried to APPROVE the reimbursement for the cost to print the February newsletter, invoice #001 dated 02/11/13 in the amount of \$16.20, to be funded from G/L #TBD.

Next Meeting

The next meeting of the Board of Directors is scheduled for April 25, 2013 at 6:15 p.m. Executive and 7:00 p.m. General Session at the Rancho Senior Center, Irvine, California.

Adjournment

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 8:37 p.m.

SECRETARY'S CERTIFICATE

I, P. J. T. [REDACTED], 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:

P. J. T. [REDACTED]
Appointed Secretary

4 / 25 / 2013
Dated

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

APRIL 25, 2013

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 04/19/13 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

A quorum of the five (5) member Board was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Cathy Lewis, Vice President
 Barbara Trosper, Secretary
 Jill Ann Dunn, Member at Large

Directors Absent: Elizabeth Kojian, Treasurer

Others Present: Rebecca Smith, CCAM, Optimum Professional Property Management, Inc. (ACMF)
 Morgen Hardigree, CCAM, Optimum Professional Property Management, Inc. (ACMF)
 See sign in sheet

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 04/25/13 from 6:17 p.m. to 7:03 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Reports 03/31/13
- Legal: Review of hearing results letter, Legal opinion for Architectural Guidelines Satellite Policy Change, and notice of completion agreement termination letter.
- Minutes: Executive Session 03/28/13

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order following Executive Session at 7:05 p.m.

Homeowner Forum

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors.

- Fireplace Safety Concerns
- Overnight Street Parking
- Newsletter item warning against using real wood
- Smoke detector batteries
- Toilet replacement program through the city of Irvine

Landscape Committee Report

Jill Ann Dunn, Landscape Committee Chair, provided a verbal landscape report and discussed the Blue Terracotta Pots for the pool area. Management was directed to follow up with Grant's Landscape, to obtain the revised front entrance island proposal that was previously requested from Grant's Landscape.

A motion was made, seconded and unanimously carried to APPROVE the purchase of two (2) Blue Terracotta pots and plant installation to be paid for by Jill-Ann Dunn and reimbursed by the Association.

Secretary's Report ~General Session Meeting Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the February 28, 2013 General Session of the Board of Directors as written.

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the March 28, 2013 General Session of the Board of Directors as written.

ABSTAIN: (1) Lewis

Treasurer's Report

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending 03/31/13, with a balance of \$36,048.32 in Operating, \$173,967.79 in Pacific Western Money Market, \$93,553.98.18 in Morgan Stanley and \$200,768.89 in Mutual of Omaha Money Market, for a total balance of \$468,290.66 (less loans) in Reserves, as presented, and a combined balance of \$503,336.91 subject to audit/review by a CPA at fiscal year end.

Mutual of Omaha Money Market Account

A motion was made, seconded and unanimously carried to APPROVE withdrawing \$50,000.00 from the Mutual of Omaha Money Market Account, Reserve Account G/L #1526 balance of \$200,768.89 and depositing the funds of \$50,000.00 in a new Certificate of Deposit with Capital Source Bank for a term of 6 months at the best available rate, no less than 0.80%.

Mutual of Omaha Money Market Account

A motion was made, seconded and unanimously carried to APPROVE withdrawing \$50,000.00 from the Mutual of Omaha Money Market Account, Reserve Account G/L #1526 balance of \$200,768.89 and depositing the funds of \$50,000.00 in a new Certificate of Deposit with Capital Source Bank for a term of 9 months at the best available rate, no less than 0.85%.

Mutual of Omaha Money Market Account

A motion was made, seconded and unanimously carried to APPROVE withdrawing \$50,000.00 from the Mutual of Omaha Money Market Account, Reserve Account G/L #1526 balance of \$200,768.89 and depositing the funds of \$50,000.00 in a new Certificate of Deposit with Capital Source Bank for a term of 12 months at the best available rate, no less than 1.00%.

Mutual of Omaha and Morgan Stanley Money Market Account

A motion was made, seconded and unanimously carried to APPROVE withdrawing \$50,768.89 from the Mutual of Omaha Money Market Account, Reserve Account G/L #1526 balance of \$200,768.89 and the funds of \$93,553.98 from the Morgan Stanley Money Market in a new Business Preferred Checking Account with Pacific Trust at the best available rate, no less than 1.00%. Furthermore, a motion was made, seconded and unanimously carried to close the Morgan Stanley Money Market Account upon withdrawal of funds.

Invoices Exceeding Managements Approval

A motion was made, seconded and unanimously carried to APPROVE payment to 24 Hour Restoration, of invoice #12825, dated 02/08/13 for water intrusion damage at 35 Navarre, in the amount of \$1,681.95, to be funded from Operating G/L#7614 (Common Area Repairs).

A motion was made, seconded and unanimously carried to APPROVE payment to Premier Roofing, of invoice #780, dated 03/27/13 for roof repair at 35 Navarre, in the amount of \$1,565.00, to be funded from Reserve G/L#3130 (Flat Roofs).

**The Villas Community Association
General Session Minutes
April 25, 2013
Page 3 of 4**

A motion was made, seconded and unanimously carried to APPROVE payment to Accurate Termite, of invoice #19770, dated 08/10/12 for the preparation of the scope of work in the amount of \$4,500.00, to be funded from Reserve G/L#3300 (Contingency).

A motion was made, seconded and unanimously carried to APPROVE payment to Accurate Termite, of invoice #28009, dated 03/23/13 for treatment and repairs according to report #5496 for 8 Navarre, in the amount of \$1,890.00, to be funded from Operating G/L#7528 (Termite Treatment).

A motion was made, seconded and unanimously carried to APPROVE payment to Accurate Termite, of invoice #27969, dated 04/01/13 for treatment and repairs according to report #5488 for 43 Morena, in the amount of \$2,195.00, to be funded from Operating G/L#7528 (Termite Treatment).

A motion was made, seconded and unanimously carried to APPROVE payment to American Roof Consulting, of invoice #2521, dated 02/02/13 for roof replacement of 18 Segura, in the amount of \$475.00, to be funded from Reserves G/L#3130 (Flat Roofs).

General Business

Collection Attorney Proposals

The Board reviewed three (3) contracts for assessment collection services. A motion was made, seconded and unanimously carried to APPROVE the Assessment Collection agreement from Association Lien Services effective 04/25/13, to represent the Association in its assessment collection matters and further authorizes attorney to proceed using the method deemed best by attorney with the Boards approval.

Concrete Hazard Solutions – Trip Hazard Proposal

A motion was made, seconded and unanimously carried APPROVE the proposal from Concrete Hazard Solutions dated 09/24/12, for concrete grinding at the pool area in the amount of \$710.00, to be funded from Operating GL #7614 (Common Area Repairs).

Grant's Landscape Proposal – Removal of Tree at 16-18 Morena

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 03/05/13, to remove the problem tree located by 16-18 Morena, and replant with (1) 24 "Magnolia "little gem" and (6) 5-gallon hot pink carpet roses for \$675.00, until the July General Session Meeting, pending further discussion.

Grant's Landscape Proposal – Pool Planter Enhancement

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 03/05/13 to install Giant Bird of Paradise and Pygmy Palms in the flower beds at the pool area for \$650.00, to be funded from Operating GL #7215 (Landscape Extras).

Grant's Landscape Proposal – Tree Removal at 32 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 03/05/13 to remove and grind extra-large tree and restore the lawn area at 32 Navarre for \$650.00, to be funded from Operating GL #7215 (Landscape Extras).

Grant's Landscape Proposal – Plant Installation at 42-46 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 03/05/13 to install plant material at 42-46 Navarre for \$1,025.00, to be funded from Operating GL #7215 (Landscape Extras).

Parking Issues

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the decision to approve a towing company until after the completion of the refurbishment project. The Board discussed ordering signs for the parking area that backs up to the tennis club.

Schedule Town Hall Meeting

The Board of Directors discussed a date to schedule the town Hall meeting for the purpose of discussing the Refurbishment project. The Board agreed on the date of Thursday, May 16, 2013, no motion was required.

Items Needing Immediate Action

Civil Code §1363.05(4) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. Invoices Exceeding Management Approval

A motion was made, seconded and unanimously carried to APPROVE payment to PCW, of invoice #39188, dated 04/16/13 Tile Roof and Gutter Cleaning for \$2,205.00 to be paid from Reserves G/L#3300 (Contingency).

Next Meeting

The next meeting of the Board of Directors is scheduled for May 23, 2013 at 6:15 p.m. Executive and 7:00 p.m. General Session at the Rancho Senior Center, Irvine, California.

Adjournment

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 8:41 p.m.

SECRETARY'S CERTIFICATE

Barbara J. Ferguson, 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:

Barbara J. Ferguson
Appointed Secretary

5/23/13
Dated

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

MAY 23, 2013

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 05/16/13 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

A quorum of the five (5) member Board was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Cathy Lewis, Vice President
 Barbara Trospen, Secretary
 Elizabeth Kojian, Treasurer
 Jill Ann Dunn, Member at Large

Directors Absent: None

Others Present: Rebecca Smith, CCAM, Optimum Professional Property Management, Inc. (ACMF)
 See sign in sheet

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 05/23/13 from 6:17 p.m. to 7:08 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Reports 05/23/13
- Minutes: Executive Session 04/25/13
- Contracts: Bank Loan Applications for refurbishment project

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order following Executive Session at 7:10 p.m.

Homeowner Forum

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors.

- 52 Navarre: Architectural Application
- Landscape Installation comments
- Waste Management Recycling Project
- Toilet replacement program with the Irvine Ranch Water District

Architectural Committee Report

The architectural committee requested authorization to purchase new pool area umbrellas. A motion was made, seconded and unanimously to APPROVE Architectural Committee Chair Person Mary Ann Somers, to purchase (2) 9 foot standing umbrellas with stands, and two (2) 6 foot table umbrellas for the pool area, to be reimbursed by the Association.

Landscape Committee Report

Jill Ann Dunn, Landscape Committee Chair, provided a verbal landscape report on the upcoming landscape projects and the progress of the existing landscape projects.

Secretary's Report ~General Session Meeting Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the April 25, 2013 General Session of the Board of Directors as written.

Treasurer's Report

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending 04/30/13, with a balance of \$32,101.46 in Operating, \$78,369.76 in Pacific Western Money Market, \$193,554.91 in Morgan Stanley and \$200,810.15 in Mutual of Omaha Money Market, for a total balance of \$472,734.82 (less loans) in Reserves, as presented, and a combined balance of \$507,456.18 subject to audit/review by a CPA at fiscal year end.

General Business

Grant's Landscape Proposal – Removal of Tree at 74 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 05/06/13, to remove the tree located at 74 Navarre, and replant with a replacement tree that will not attract bees for \$520.00, to be funded from Operating GL #7215 (Landscape Extras).

Grant's Landscape Proposal – Install (105) 1-Gallon Night Blooming Jasmine

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 05/06/13 to install (105) 1-gallon night blooming jasmine on the slope facing the golf course for \$750.00, until the June General Session, pending further review and discussion.

Grant's Landscape Proposal – Lawn Aeration

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 05/06/13 to aerate the lawn throughout the community for \$450.00, to be funded from Operating GL #7215 (Landscape Extras).

Grant's Landscape Proposal – Replace Plant Material across from 10-24 Morena

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 05/06/13 to install plant material across from 10-24 Morena for \$3,505.00, until the August General Session pending further review and discussion of an alternative plant material that will not attract bees.

Grant's Landscape Proposal – Three Year Tree Trimming Plan

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 05/13/13 for a (3) year tree trimming plan for a total cost of \$24,570.00 over a three year period, until the June General Session meeting in order for Grant's Landscape to confirm the tree inventory excludes the trees that have recently been removed, and the cost for the year 2014 tree plan.

Newsletter Printing Reimbursement – Board Member Barbara Trosper

A motion was made, seconded and unanimously carried to APPROVE the reimbursement request for the cost to print the April newsletter, dated 04/18/13 in the amount of \$14.85, to be funded from Operating G/L #8450 (Printing/Mailing/Copying).

Website Renewal Reimbursement – Board Member Cathy Lewis

A motion was made, seconded and unanimously carried to APPROVE the reimbursement request for the cost to renew the website domain, invoice #001 dated 04/11/13 in the amount of \$144.00, to be funded from Operating G/L #8499 (Miscellaneous Administration).

Pool Area Potted Plant Reimbursement –Board Member Jill Ann Dunn

A motion was made, seconded and unanimously carried to APPROVE the reimbursement request for the cost of the potted terracotta pots purchased for the pool area, dated 05/06/13 in the amount of \$770.00, to be funded from Operating GL #7215 (Landscape Extras).

Schedule Town Hall Meeting

The Board of Directors discussed a date to schedule the third town Hall meeting for the purpose of discussing the Refurbishment project. The Board agreed on the date of Wednesday, June 18, 2013. No motion was required.

Community BBQ

The Board of Directors discussed a date to schedule the Annual Community BBQ. The Board agreed on the date of Saturday, August 24, 2013, at 5:00 PM. and requested Management contact Association vendors for donations. No motion was required.

Rain Gutter Replacement-38 Navarre

A motion was made, seconded and carried to APPROVE replacement of the rain gutters at 38 Navarre and that the Association will share the cost three ways equally with the homeowner Jill Ann Dunn and Premier Roofing, cost not to exceed \$600.00.

ABSTAIN: (1) Dunn

Pool Area-Concrete/Tile Installation

The Board of Directors discussed tile/concrete options for the gravel areas located in the pool area. Material options and cost proposals to be forthcoming for further discussion at a future Board of Directors meeting. No further action required.

Items Needing Immediate Action

Civil Code §1363.05(4) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. Approval to Record Lien for #O963-00135-1

In accordance with California Civil Code §1367.1(c)(2): A motion was made, seconded and unanimously carried to APPROVE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as #O963-00135-1

2. Reserve Invoice Needing Board Approval

A motion was made, seconded and unanimously carried to APPROVE payment to Grants Landscape Services, of invoice #27769, dated 05/15/13 in the amount of \$757.00 for replacement of the pressure regulator near #9 Navarre, to be paid from Reserves G/L#3180 (Irrigation/Landscape).

3. Architectural Application- Kitchen Bay Window-Acct #0963-00090-1

A motion was made, seconded and unanimously carried to APPROVE the architectural application from the owners of Acct #0963-00090-1, for replacement of the kitchen bay window to match existing window, as submitted.

Next Meeting

The next meeting of the Board of Directors is scheduled for June 27, 2013 at 6:15 p.m. Executive and 7:00 p.m. General Session at the Rancho Senior Center, Irvine, California.

Adjournment

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 8:15 p.m.

SECRETARY'S CERTIFICATE

I, _____, 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:


Appointed Secretary ✓

6-27-2013
Dated

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

JUNE 27, 2013

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 06/21/13 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

A quorum of the five (5) member Board was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Jill Ann Dunn, Member at Large

Directors Absent: Barbara Trosper, Secretary

Others Present: Rebecca Smith, CCAM, Optimum Professional Property Management, Inc. (ACMF)
 See sign in sheet

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 06/27/13 from 6:17 p.m. to 6:58 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Reports 06/27/13
- Hearing (1): Satellite Cable adjacent to the stucco wall
- Legal: Special Assessment Ballot Options
- Minutes: Executive Session 05/23/13
- Minutes: Special Executive Session 06/11/13

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order following Executive Session at 7:01 p.m.

Homeowner Forum

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors.

- Recycling Program
- Additional Special Assessment Options
- Pool Maintenance Concerns
- Special Assessment Questions
- Street Parking Concerns
- Speed Bump Installation

Architectural Committee Report

Mary Ann Somers, Architectural Committee Chair, provided a verbal report that one (1) application has been reviewed and approved.

Landscape Committee Report

Jill Ann Dunn, Landscape Committee Chair, provided a verbal landscape report on the upcoming landscape projects, progress of the existing landscape projects, tree removal update, irrigation upgrade plan and dead grass treatment.

Secretary's Report ~General Session Meeting Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the May 23, 2013 General Session of the Board of Directors as written.

Treasurer's Report

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending 05/31/13, with a balance of \$27,518.49 in Operating, \$194,628.86 in Pacific Western Money Market, \$93,555.79 in Morgan Stanley and \$200,847.56 in Mutual of Omaha Money Market, for a total balance of \$489,032.21 (less loans) in Reserves, as presented, and a combined balance of \$519,692.22 subject to audit/review by a CPA at fiscal year end.

General Business

Revised Grant's Landscape Proposal – Install (105) 1-Gallon Carpet Natal Plumb

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 06/10/13 to install (105) 1-gallon carpet natal plumb on the slope facing the golf course for \$750.00, to be funded from Operating GL #7215 (Landscape Supplies-Extras).

Revised Grant's Landscape Proposal – Replace Plant Material across from 10-24 Morena

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 05/06/13 to install plant material across from 10-24 Morena for \$3,505.00, until the August General Session pending further review and discussion.

Revised Grant's Landscape Proposal – Three Year Tree Trimming Plan

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 05/13/13 for a (3) year tree trimming plan for a total cost of \$28,815.00 over a three year period, until the July General Session meeting in order for Grant's to provide a revised proposal.

Grants Landscape Irrigation upgrade Proposal

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 05/13/13 for irrigation replacement and upgrades at Clock A, B and C for a total amount of \$15,600.00 until the July General Session meeting in order for Grant's to provide a revised proposal.

Reserve Study

Management presented the draft Reserve Study as prepared by Association Reserves for the period of 01/01/14 through 12/31/14. The finance committee will schedule a meeting for further review of the Reserve Study and report to the Board of Directors at the July General Session Meeting. No further action required.

Maintenance Responsibility Checklist

A motion was made, seconded and unanimously approved to TABLE further review of the maintenance responsibility checklist until the July General Session in order to further review the CC&R's.

Insurance Renewal Quote & Proposal

The Board reviewed the renewal policy quote from John R. Luithly and a proposal from State Farm for insurance coverage renewing 07/24/13. A motion was made, seconded and unanimously carried to APPROVE the renewal quote or proposal from State Farm dated 06/20/13 to include property coverage with a policy limit of \$21,823,000 and deductible of \$1,000.00, liability coverage with a policy limit of \$3 million, umbrella coverage with a policy limit of \$6 million, and Directors & Officers coverage with a policy limit of \$1 million for a total annual premium of \$74,918.00 subject to rate changes to be paid from Operating.

Pool Cabana Reservations

A motion was made, seconded and unanimously carried to DENY a pool cabana reservation policy and to keep the first come first serve procedure in place.

Concrete Grinding Repairs

A motion was made, seconded and unanimously carried to APPROVE scheduling concrete grinding repairs (option #7) with Concrete Hazard Solutions prior to the refurbishment project at a cost not to exceed \$45,000.00, and for project manager Lonie Washburn to obtain current costs and start the scheduling process.

Roof Tile Repair Proposal (Previously Tabled)

A motion was made, seconded and unanimously carried to APPROVE the roof tile repair proposal from Premier Roofing dated 06/11/13 for \$475.00, to be funded from Operating GL#7655 (Roof Repairs).

PCW Proposal ~ Skylight replacement at 47 Morena

A motion was made, seconded and unanimously carried to TABLE the skylight replacement proposal at 47 Morena dated 06/11/13 for \$625.00 until the July General Session in order to obtain an additional proposal from Premier Roofing.

Town Hall Meeting Discussion

Management provided the Board of Directors with the sign in sheets from the three (3) Town Hall Meetings. No further action required.

Community BBQ

Management updated the Board on the status of the Annual Community BBQ planning and preparation scheduled for Saturday, August 24, 2013, at 5:00 PM. Management is in the process of contacting Association vendors for donations. No motion was required.

Items Needing Immediate Action

Civil Code §1363.05(4) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. Umbrella Stand Reimbursement – Board Member Jill Ann Dunn

A motion was made, seconded and unanimously carried to APPROVE the reimbursement request for the cost to purchase pool area umbrella stands, dated 06/25/13 in the amount of \$487.73, to be funded from Operating G/L #7614, (Common Area Repairs).

2. Approval to Record Lien for #O963-00065-1

In accordance with California Civil Code §1367.1(c)(2): A motion was made, seconded and unanimously carried to APPROVE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as #O963-00065-1

Next Meeting

The next meeting of the Board of Directors is scheduled for July 25, 2013 at 6:15 p.m. Executive and 7:00 p.m. General Session at the Rancho Senior Center, Irvine, California.

Adjournment

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 8:18 p.m.

SECRETARY'S CERTIFICATE

I, [REDACTED], 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:

[REDACTED]
Appointed Secretary

7/25/13
Dated

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

JULY 25, 2013

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 07/17/13 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

A quorum of the five (5) member Board was established with the following Directors in attendance:

Directors Present: James B. Somers, President
Cathy Lewis, Vice President
Elizabeth Kojian, Treasurer
Barbara Trosper, Secretary
Jill Ann Dunn, Member at Large

Directors Absent: None

Others Present: Rebecca Smith, CCAM, Optimum Professional Property Management, Inc. (ACMF)
See sign in sheet

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 07/25/13 from 6:17 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Reports 07/24/13
- Hearing (1): Unapproved Satellite Dish
- Legal: Special Assessment Ballot
- Minutes: Executive Session 06/24/13
- Non-Compliance: Fine Assessment
- Architectural/Landscape Committee Responsibilities

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order following Executive Session at 7:06 p.m.

Homeowner Forum

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors.

- Community Garage Sale

Architectural Committee Report

Mary Ann Somers, Architectural Committee Chair, provided a verbal report that there are no pending Architectural Applications. The homeowner of 15 Segura has been notified that an architectural application must be submitted for the installation of the unapproved exterior handrail.

Landscape Committee Report

Jill Ann Dunn, Landscape Committee Chair, provided a verbal landscape report on the upcoming landscape projects, enhancement at the gold course berm has been completed, still awaiting the revised irrigation proposal from Grant's Landscape

Secretary's Report ~General Session Meeting Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the June 27, 2013 General Session of the Board of Directors as written.

Treasurer's Report

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending 06/30/13, with a balance of \$30,442.10 in Operating, \$216,976.83 in Pacific Western Money Market, \$93,556.59 in Morgan Stanley and \$200,880.58 in Mutual of Omaha Money Market, for a total balance of \$511,414.00 (less loans) in Reserves, as presented, and a combined balance of \$547,804.12 subject to audit/review by a CPA at fiscal year end.

General Business

Revised Grant's Landscape Proposal – Three Year Tree Trimming Plan

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 07/01/13 for a (3) year tree trimming plan for a total cost of \$29,515.00 over a three year period, until the August General Session meeting in order for Grant's to provide a revised proposal.

Grants Landscape Proposal – Replacement of (2) weather base irrigation controllers

A motion was made, seconded and unanimously carried to DENY the proposal from Grant's Landscape dated 07/01/13 for replacement of (2) weather base irrigation controllers for \$3,600.00 as the controllers need to be included in the overall irrigation replacement/upgrade proposal.

Grants Landscape Irrigation upgrade Proposal

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 05/13/13 for irrigation replacement and upgrades at Clock A, B and C for a total amount of \$15,600.00 until the August General Session meeting in order for Grant's to provide a revised proposal.

Grants Landscape Proposal ~ Tree Removal and Plant Material installation

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 07/01/13 to remove the Carrotwood tree and replace with (3) 5-gallon iceberg roses at 41 Morena for a total cost of \$840.00. Cost to be expensed from Reserve GL #3180 (Irrigation/Landscape).

Previously Tabled Grants Landscape Proposal ~ Remove and Replace Plant material from #42-46

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 12/09/12 to remove and replace plant material from across #42-46 Navarre for \$1,025.00. Cost to be expensed from Reserve GL #3180 (Irrigation/Landscape).

Previously Tabled Grants Landscape Proposal ~ Remove Tupidnathus Tree

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 03/05/13 to remove the Tupidnathus tree and replace with (1) 24" Magnolia tree and (6) 5 gallon pink carpet roses located between #16-18 Morena for \$675.00. Cost to be expensed from Reserve GL #3180 (Irrigation/Landscape).

Premier Roofing Proposal Replace Skylight at 47 Morena

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 07/19/13 to replace the skylight at 47 Morena for \$485.00. Cost to be expensed from Operating GL #7655 (Roof Repair).

Maintenance Responsibility Checklist

A motion was made, seconded and unanimously approved to TABLE further review of the maintenance responsibility checklist until the August General Session in order for Board Member Beth Kojian to make corrections/additions.

Community BBQ

Management updated the Board on the status of the Annual Community BBQ planning and preparation scheduled for Saturday, August 24, 2013, at 5:00 PM. The James Bond theme was agreed upon by the Board. No motion was required.

Items Needing Immediate Action

Civil Code §1363.05(4) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. Approval to Record Lien for #O963-00095-1

In accordance with California Civil Code §1367.1(c)(2): A motion was made, seconded and unanimously carried to APPROVE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as #O963-00095-1

2. Approval to Record Lien for #O963-00011-2

In accordance with California Civil Code §1367.1(c)(2): A motion was made, seconded and unanimously carried to APPROVE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as #O963-00011-1

3. Approval to Record Lien for #O963-00017-1

In accordance with California Civil Code §1367.1(c)(2): A motion was made, seconded and unanimously carried to APPROVE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as #O963-00017-1

4. Accord Construction Invoice ~ Project Management

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #TV000012 from Accord Construction Management for project construction management in the amount of \$1,324.05.00 to be funded from Reserves G/L #3300 (Contingency).

5. Concrete Hazard Solutions Invoice ~ Concrete Repairs

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #1422 from Concrete Hazard Solutions for progress payment for concrete repair project for \$18,065.70 to be funded from Reserves G/L #3135 (Paved Surfaces and Concrete).


Next Meeting

The next meeting of the Board of Directors is scheduled for August 22, 2013 at 6:15 p.m. Executive and 7:00 p.m. General Session at the Rancho Senior Center, Irvine, California.


Adjournment

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 8:00 p.m.

SECRETARY'S CERTIFICATE

I , 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:



Appointed Secretary

8/22/13

Dated

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

AUGUST 22, 2013

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 08/16/13 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

A quorum of the Board (Five Directors Per Bylaws) was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Elizabeth Kojian, Treasurer
 Barbara Trosper, Secretary
 Jill Ann Dunn, Member at Large

Directors Absent: Cathy Lewis, Vice President

Others Present: Rebecca Smith, CCAM, Optimum Professional Property Management, Inc. (ACMF)
 See sign in sheet

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 08/22/13 from 6:16 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Reports 08/22/13
- Hearing (3): Unapproved Satellite Dish, Exterior Blind, Landscape Maintenance
- Legal: Special Assessment Ballot, Origin Report, Maintenance Indemnity Agreement
- Minutes: Executive Session 07/25/13 and Special Executive Session Minutes of 07/23/13

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order following Executive Session at 7:02 p.m.

Homeowner Forum

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors.

- Waste Management Large Item Pick Up Policy
- Parking Lot Signs
- Satellite Dish Installation Civil Code & Guidelines
- Irrigation Rebate Programs

Architectural Committee Report

Mary Ann Somers, Architectural Committee Chair, provided a verbal report that there are no pending Architectural Applications. Discussion of the exterior screen at 37 Navarre.

Landscape Committee Report

Jill Ann Dunn, Landscape Committee Chair, provided a verbal landscape report on the upcoming landscape projects, tree removal in process, plant installation at 42-46 Navarre and whether more mature plant material should be installed instead of what has been planted, addressing all area throughout the Community that have been ignored in the past, front entry color change will be done in September.

Secretary's Report ~General Session Meeting Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the July 25, 2013 General Session of the Board of Directors as written.

Treasurer's Report

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 07/31/13, with a balance of \$23,437.93 in Operating, \$226,800.06 in Pacific Western Money Market, \$93,557.52 in Morgan Stanley and \$200,914.70 in Mutual of Omaha Money Market, for a total balance of \$521,272.28 (less loans) in Reserves, as presented, and a combined balance of \$545,066.94 subject to audit/review by a CPA at fiscal year end.

General Business

Bens Asphalt Invoice ~ Asphalt Repairs

A motion was made, seconded and unanimously carried to APPROVE payment to Bens Asphalt, of invoice #5874, dated 07/22/13 for asphalt repairs at dumpster #2, in the amount of \$2,250.00, to be paid from Reserves G/L#3135 (Paved Surfaces & Concrete). Furthermore, Management is to ensure the cost of the repair is deducted from the community wide project contract.

Revised Grant's Landscape Proposal – Three Year Tree Trimming Plan

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 07/01/13 for a (3) year tree trimming plan for a total cost of \$29,515.00 over a three year period, until the September General Session meeting in order for Grant's to provide a revised proposal.

Grants Landscape Irrigation upgrade Proposal

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 05/13/13 for irrigation replacement and upgrades at Clock A, B and C for a total amount of \$15,600.00 until the September General Session meeting in order for Grant's to provide a revised proposal.

Previously Tabled Grants Landscape Proposal ~ Planter Renovation

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 10/12/12 to renovate the planter areas adjacent to #17-#23 Segura for a total cost of \$440.00 until the October General Session Meeting for further discussion.

Grants Landscape Proposal ~ Remove and Replace Plant Material from across #10-#24 Morena

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 08/05/13 to remove and replace plant material from across #10-#24 Morena for \$4,870.00 until the September General Session Meeting in order to determine the outcome of the special assessment vote.

Grants Landscape Proposal ~ Tree Removal

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 08/05/13 for tree removal in accordance with the recommendations of Concrete Grinding Solutions to avoid future concrete damage due to tree roots, in the amount of \$2,025.00. Cost to be expensed from Reserve GL #3180 (Irrigation/Landscape).

Inspectors of Election ~ Special Assessment Meeting

A motion was made, seconded and unanimously carried to APPROVE the appointment of Eileen Pinkerton, Denise Van Horn, and Annette Richie to act as the Inspector of Election and Angel Michael and Catherine Yost as alternates if needed, to certify the results of the election in accordance with the adopted Election Rules for the Special Assessment Meeting to be held on September 10, 2013 at 6:30 with registration at 6:15 p.m., at the Rancho Senior Center. Furthermore, Optimum Professional Property Management, Inc. is authorized to receive the ballots and will turn them over to the Inspector of Election prior to the meeting.

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

SEPTEMBER 26, 2013

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 09/20/13 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

A quorum of the Board (Five Directors Per Bylaws) was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Jill Ann Dunn, Member at Large

Directors Absent: Barbara Trosper, Secretary

Others Present: Rebecca Smith, CCAM, Optimum Professional Property Management, Inc. (ACMF)
 See sign in sheet

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 09/26/13 from 6:19 p.m. to 7:02 p.m. for the following:

- Contracts: Land survey
- Delinquencies: A/R Aging and Reconciliation Reports 09/26/13 and Bank pay off
- Hearings (4): Saucers under pots, Broken patio umbrella, Landscape maintenance, Common area modifications
- Special Assessment Ballot
- Plumbing Reimbursement Assessment
- Minutes: Executive Session 08/22/13 and Special Executive Session 09/15/13

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order following Executive Session at 7:04 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:

- Letter received by the City notifying surrounding communities of preliminary plan to build a clubhouse at the Tennis and Racquet Club
- Parking issues with the Tennis and Racquet Club

Architectural Committee Report

Mary Ann Somers, Architectural Committee Chair, provided a verbal report that there are no pending Architectural Applications.

Landscape Committee Report

Jill Ann Dunn, Landscape Committee Chair, provided a verbal landscape report on the upcoming landscape projects, tree removal in process, plant installation at 42-46 Navarre, and irrigation proposal in review.

Secretary's Report ~General Session Meeting Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the August 22, 2013 General Session of the Board of Directors as written.

Treasurer's Report

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 08/31/13 with a balance of \$73,572.87 in Operating, \$235,385.96 in Pacific Western Money Market, \$93,558.38 in Morgan Stanley and \$200,914.70 in Mutual of Omaha Money Market, for a total balance of \$529,893.17 (less loans) in Reserves, as presented, and a combined balance of \$529,893.17 subject to audit/review by a CPA at fiscal year-end.

Premier Roofing Invoice ~ 35 Navarre Water Intrusion Damage

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #809 from Premier Roofing dated 09/22/13 for water intrusion repairs at 35 Navarre in the amount of \$5,200.00 to be paid from Operating G/L #7614 (Common Area Repairs).

Premier Roofing Invoice ~ 37 Navarre Fire Damage Repairs

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #816 from Premier Roofing dated 09/25/13 for progress payment #1 for fire damage repairs at 37 Navarre in the amount of \$15,000.00 to be paid from Income G/L #4052 (Insurance Income-37 Navarre).

Premier Roofing Invoice ~ 37 Navarre Fire Damage Repairs

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #817 from Premier Roofing dated 09/25/13 for progress payment #2 for fire damage repairs at 37 Navarre in the amount of \$15,000.00 to be paid from Income G/L #4052 (Insurance Income-37 Navarre).

Premier Roofing Invoice ~ 37 Navarre Fire Damage Repairs

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #818 from Premier Roofing dated 09/25/13 for final progress payment for fire damage repairs at 37 Navarre in the amount of \$21,025.00 to be paid from Income G/L #4052 (Insurance Income-37 Navarre). Furthermore, payment to be held until completion and final inspection.

Previously Tabled Revised Grant's Landscape Proposal – Three Year Tree Trimming Plan

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 07/01/13 for a three (3) year tree trimming plan for a total cost of \$29,515.00, over a three (3) year period until the October General Session in order for Grant's Landscape to provide a revised proposal with the proper tree species/count.

Previously Tabled Grants Landscape Irrigation Upgrade Proposal

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 09/05/13 for irrigation replacement and upgrades at clock A, B and C for \$26,260.00 until the October General Session in order for Grant's Landscape to provide a revised proposal to include the irrigation controller replacement cost.

Previously Tabled Grants Landscape Proposal ~ Remove and Replace Plant Material #10-#24 Morena

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 08/05/13 to remove and replace plant material across from #10-#24 Morena for \$4,870.00 until the October General Session in order to determine the outcome of the special assessment vote.

Grants Landscape Proposal ~ Scalp All Lawns and Debris Removal

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 09/06/13 to scalp of lawns and remove debris for \$1,500.00 to be paid from Operating G/L #7215 (Landscape Supplies).

Grants Landscape Proposal ~ Entrance Island Enhancement

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 09/11/13 for enhancement and installation of annual color of the entrance island for \$975.00 until the October General Session for further review and discussion.

Grants Landscape Proposal ~ Aleppo Pine Tree Removal

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 09/26/13 to remove the Aleppo Pine tree located in the strip planter area adjacent to the gas station for \$950.00 to be paid from Operating G/L #7215 (Landscape Supplies/Extras).

PCW Proposal-Replacement of the Front Door at 21 Navarre

A motion was made, seconded and unanimously carried to TABLE the proposal from PCW dated 09/12/13 to replace the front door at 21 Navarre for \$1,790.00 until the October General Session in order to obtain two (2) additional proposals.

PCW Proposal-Repair and Adjust Front Entry Gate at 16 Segura

A motion was made, seconded and unanimously carried to DENY the proposal from PCW dated 08/29/13 to repair and adjust the front entry gate at 16 Segura in the amount of \$325.00 since the entry gates and fencing at the atrium units are the homeowner's responsibility.

Land Survey Proposals (2)

The Board reviewed two (2) Land Survey Proposals to perform a survey to determine the Association's property lines. A motion was made, seconded and unanimously carried to TABLE the proposals from Toal Engineering dated 08/30/13 in the amount of \$1,700.00 -\$2,200.00 and Hunsaker Land Surveying Inc., in the amount of \$4,050.00 until the October General Session in order for Toal Engineering to provide additional information regarding their fees.

Proposed Rules & Regulations-Use of Storage Pods Amendment

A motion was made, seconded and unanimously carried to APPROVE the proposed Amendment to the Rules & Regulations for use of storage Pod's prepared by the Board of Directors to be mailed to the membership for the 30 day review and comment period prior for adoption at the board meeting scheduled for 12/05/13.

Inspectors of Election ~ Special Assessment Meeting

A motion was made, seconded and unanimously carried to APPROVE the appointment of Eileen Pinkerton, Annette Richie and Brian Kraft to act as the Inspectors of Election and Catherine Yost as an alternate if needed, to certify the results of the vote count in accordance with the adopted Election Rules for the Special Membership Meeting and Vote Count for the Special Assessment to be held October 24, 2013 at 6:30 p.m. with registration at 6:15 p.m., at Rancho Senior Center. Furthermore, Optimum Professional Property Management, Inc. is authorized to receive the ballots and will turn them over to the Inspectors of Election prior to the meeting.

Budget Update

Treasurer, Beth Kojian, reported that the draft budget and final reserve study have been received by Management and the Finance Committee will be meeting in October to finalize their budget. The Committee's recommendations will be presented to the Board at the October 31, 2013 board meeting for approval. No further action required.

2014 Board Meeting Schedule

The Board reviewed the 2014 board meeting schedule for meetings held at Rancho Senior Center, as presented by the City of Irvine. No further action required.

Items Needing Immediate Action

Civil Code §1363.05(4) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. Grant's Landscape Proposal-Tree Removal & Stump Grind Carrotwood Tree at 45 Morena

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape to remove and stump grind the Carrotwood tree in front of 45 Morena for \$650.00 to be funded from Operating G/L #7215 (Landscape Supplies/Extras). Furthermore, Management is to request tree removal be done in conjunction with removal of Aleppo Pine with a 10% per tree discount.

2. Accord Construction Invoice-Project Management

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #TB000014 from Accord Construction dated 09/20/13 for project management in the amount of \$1,675.00 to be paid from Reserves G/L#3300 (Contingency).

Next Meeting

The next meeting of the Board of Directors is scheduled for October 31, 2013 at 6:15 p.m. Executive and 7:00 p.m. General Session at the Rancho Senior Center, Irvine, California.

Adjournment

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 8:15 p.m.

SECRETARY'S CERTIFICATE

I, [REDACTED], 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:

[REDACTED]
Appointed Secretary

10/30/13
Dated

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

OCTOBER 31, 2013

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 10/24/13 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

A quorum of the Board (Five Directors Per Bylaws) was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Barbara Trosper, Secretary
 Jill Ann Dunn, Member at Large

Directors Absent: None

:

Others Present: Rebecca Smith, CCAM, Optimum Professional Property Management, Inc. (ACMF)
 See sign in sheet

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 10/31/13 from 6:18 p.m. to 6:56 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Reports 10/31/13 and Payment Notification
- Hearings (3): Landscape Maintenance, Unapproved Modifications, Plant Material on Stucco
- Special Assessment Ballot
- Insurance Claim Reimbursement
- Minutes: Executive Session 09/26/13

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order following Executive Session at 7:00 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:

- Letter received by the City notifying surrounding communities of preliminary plan to build a clubhouse at the Tennis and Racquet Club
- Parking Signs

Architectural Committee Report

Cathy Lewis, Architectural Committee, provided a verbal report that there are no pending Architectural Applications and announced resignation of Mary Ann Somers as Architectural Committee Chairperson. Furthermore, the Board appointed Barbara Trosper as the new Architectural Committee Chairperson effective immediately.

Landscape Committee Report

Jill Ann Dunn, Landscape Committee Chair, provided a verbal landscape report on the upcoming landscape projects including the plant installation of the annual color at the front entrance scheduled for mid-November, and irrigation proposal in review.

Secretary's Report ~General Session Meeting Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the September 26, 2013 General Session of the Board of Directors as written.

Treasurer's Report

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 09/30/13 with a balance of \$31,310.87 in Operating, \$247,849.72 in Pacific Western Money Market, \$93,559.20 in Morgan Stanley and \$200,981.86 in Mutual of Omaha Money Market, for a total balance of \$542,390.78 (less loans) in Reserves, as presented, and a combined balance of \$579,307.22 subject to audit/review by a CPA at fiscal year-end.

Grant's Landscape Invoice ~ Plant Installation at 41 Morena and 42-46 Navarre

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #28617 from Grant's Landscape dated 09/10/13 for plant installation at 41 Morena and 42-46 Navarre in the amount of \$1,865.00 to be paid from Reserve G/L #3180 (Irrigation/Landscape).

Homeowner Reimbursement ~ 2 Navarre

A motion was made, seconded and unanimously carried to APPROVE reimbursement of invoice #001 from Catherine Yost dated 09/19/13 for reimbursement for Special Assessment Ballot Flyers for \$10.53 to be paid from Operating G/L #8450 (Printing/Mailing Supplies).

Previously Tabled Revised Grant's Landscape Proposal – Three Year Tree Trimming Plan

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 07/01/13 for a three (3) year tree trimming plan for a total cost of \$29,515.00, over a three (3) year period until the December General Session in order for Grant's Landscape to provide a revised proposal with the proper tree species/count.

Previously Tabled Grants Landscape Irrigation Upgrade Proposal

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 09/05/13 for irrigation replacement and upgrades at clock A, B and C for \$29,860.00 until the December General Session in order for Grant's Landscape to provide a revised proposal to include the irrigation controller replacement cost.

Previously Tabled Grants Landscape Proposal ~ Remove and Replace Plant Material #10-#24 Morena

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 08/05/13 to remove and replace plant material across from #10-#24 Morena for \$4,870.00 until the December General Session in order to determine the outcome of the special assessment vote.

Previously Tabled Grants Landscape Proposal ~ Planter Renovation Adjacent to 17-23 Segura

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 10/15/12 to renovate the planter adjacent to 17-23 Segura for \$440.00 until the June or July 2014 General Session for further review and discussion.

Revised Grants Landscape Proposal ~ Landscape Renovation across from #42 Navarre

A motion was made, seconded and unanimously carried to TABLE the revised proposal from Grant's Landscape dated 10/07/13 to renovate the landscape across from #42 Navarre for \$704.00 until the December General Session for further review and discussion.

Grants Landscape Proposal ~ Entrance Island Enhancement

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 10/07/13 for enhancement and installation of annual color of the entrance island for \$576.00 to be funded from Operating GL# 7215 (Landscape Supplies/Extras).

Land Survey Proposals (2)

The Board reviewed two (2) Land Survey Proposals to perform a survey to determine the Association's property lines. A motion was made, seconded and unanimously carried to TABLE the proposals from Toal Engineering dated 08/30/13 in the amount of \$1,700.00 - \$2,200.00 and Hunsaker Land Surveying Inc., in the amount of \$4,050.00 until the December General Session in order for Toal Engineering to provide additional information regarding their fees.

Workers Compensation Insurance Renewal Quote & Proposal

The Board reviewed the renewal policy quote from Berg from CID Insurance for workers' compensation insurance coverage renewing 12/1/10. A motion was made, seconded and unanimously carried to APPROVE the renewal quote from CID Insurance dated 12/02/13 with a policy limit of \$1 million for a total annual premium of \$682.00 subject to rate changes for Option II, Basic Coverage plus Board and Committee Member Coverage to be paid from Operating GL# 8411 (Insurance: Workers Comp)..

Budget, Reserve Study and Reserve Funding Plan Fiscal Year 01/01/14 - 12/31/14

The Board reviewed proposed budget #1 prepared 09/19/13 for fiscal year 01/01/14 to 12/31/14 with an increase in assessments of \$52.38 (12%) from \$420.00 to \$472.38 per unit per month and monthly funding to reserves of \$35,800.00 per the updated reserve study by Association Reserves Orange County, LLC dated 05/22/13 with reserves funded at 45.8% at beginning of new fiscal year and 72.5% in five (5) years. A motion was made, seconded and unanimously carried to APPROVE a budget revised by the Board for fiscal year 01/01/14 to 12/31/14 with assessments remaining at \$420.00 per unit per month and monthly funding to reserves of \$30,500.00, which is less than the amount recommended of \$35,800.00 in the updated reserve study by Association Reserves Orange County, LLC dated 05/22/13.

NOTE: The Board of Directors is currently considering a Special Assessment and/or obtaining a Bank Loan for fiscal year 01/01/14 – 12/31/14 for repair details here in the approximate amount of \$1.4 million dollars.

Furthermore, the Board APPROVED the updated reserve study by Association Reserves Orange County, LLC dated 05/22/13 for fiscal year 2014 with monthly recommended funding to reserves of \$35,800.00 with reserves funded at 48.9% in 2014 and projected funding at 72.5% in five (5) years.

Furthermore, the Board ADOPTED the Reserve Funding Plan by Association Reserves Orange County, LLC for fiscal year 2014 with reserve funded 72.5% in five (5) years based on the approved reserve funding amount of \$28,880.00 per month.

Audit/Tax Return Proposals FYE 12/31/2013

The Board reviewed three (3) proposals for an audit and tax preparation at fiscal year-end. A motion was made, seconded and unanimously carried to APPROVE the proposal from Inouye, Shively, Longtin & Klatt, CPA dated 10/02/13 to conduct an audit of the Association's financial records and prepare tax returns for fiscal year ending 12/31/2013 for \$890.00.

Items Needing Immediate Action

Civil Code §1363.05(4) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. Inspectors of Election ~ Special Assessment Meeting

A motion was made, seconded and unanimously carried to APPROVE the appointment of Eileen Pinkerton, Denise Van Horn and Annette Richie to act as the Inspectors of Election and Catherine Yost and Ana Rubyn as alternates if needed, to certify the results of the vote count in accordance with the

adopted Election Rules for the Special Membership Meeting and Vote Count for the Special Assessment to be held December 5, 2013 at 6:30 p.m. with registration at 6:15 p.m. at Rancho Senior Center. Furthermore, Optimum Professional Property Management, Inc. is authorized to receive the ballots and will turn them over to the Inspectors of Election prior to the meeting.

2. Invoice Approval

A motion was made, seconded and unanimously carried to APPROVE a resolution that approval of payment is to be made at the time a proposal is approved in order to avoid delay in payment to the Associations vendors.

3. Special Assessment Approval

A motion was made, seconded and unanimously carried to APPROVE moving forward with the Membership approved Special Assessment of a one-time payment \$9,722.22 per unit.

4. Grant's Landscape Invoice ~ Tree Removal 45 Morena and across from 92 Navarre

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #28932 from Grant's Landscape dated 10/24/13 for tree removal at 45 Morena and from across 92 Navarre for \$1,440.00 to be paid from Reserve G/L #3180 (Irrigation/Landscape).

5. Grant's Landscape Invoice ~ Plant installation at 24 Navarre and to scalp and seed Lawn Areas

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #29053 from Grant's Landscape dated 10/31/13 for plant installation at 24 Navarre and to scalp and seed Lawn Areas for \$1,719.00 to be paid from Reserve G/L #3180 (Irrigation/Landscape).

6. Homeowner Reimbursement ~ 78 Navarre

A motion was made, seconded and unanimously carried to APPROVE reimbursement from Barbara Trosper for reimbursement for the newsletter printing & Copying for \$27.65 to be paid from Operating G/L #8450 (Printing/Mailing Supplies).



Next Meeting

The next meeting of the Board of Directors is scheduled for December 5, 2013 General Session at 6:15 p.m. at the Rancho Senior Center, Irvine, California.

Adjournment

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 8:15 p.m.

SECRETARY'S CERTIFICATE


 _____, 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:



Appointed Secretary

12/5/13

Dated

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

DECEMBER 5, 2013

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 11/27/13 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Copen Way, Irvine, California.

Roll Call

A quorum of the Board (Five Directors Per Bylaws) was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Barbara Trosper, Secretary
 Jill Ann Dunn, Member at Large

Directors Absent: None

:

Others Present: Rebecca Smith, CCAM, Optimum Professional Property Management, Inc. (ACMF)
 See sign in sheet

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 10/31/13 from 6:18 p.m. to 6:56 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Reports 10/31/13 and Payment Notification
- Hearings (3): Landscape Maintenance, Unapproved Modifications, Plant Material on Stucco
- Special Assessment Ballot
- Insurance Claim Reimbursement
- Minutes: Executive Session 09/26/13

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order following the Special Membership Meeting & Vote Count for Bank Loan at 6:20 p.m.

Guest Speaker – Hernan DeSantos from the City of Irvine

Hernan DeSantos from the city of Irvine, and Scott Spearman from the San Joaquin Racquet club were present to address the membership and to answer any questions concerning the pending application as submitted by the Racquet and Tennis Club for a 1900 square foot recreation facility.

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:

- FHA Approval Questions
- Community Christmas Decorations

Architectural Committee Report

Barbara Trosper, Architectural Committee Co-Chair, provided a verbal report that there are no pending Architectural Applications and announced the new inspection schedule will be 10 days prior to the board

meeting so that the Board of Directors will have the up-to-date report prior to the board meeting, beginning in January 2014.

Landscape Committee Report

Jill Ann Dunn, Landscape Committee Chair, provided a verbal landscape report on the upcoming landscape projects including the plant installation, tree trimming plan and irrigation proposal in review.

Secretary's Report ~Special Membership Meeting Minutes

The Board reviewed the Minutes of the October 24, 2013 Special Membership Meeting to vote on the Special Assessment and Bank Loan to be approved by the Membership at the next Membership Meeting. No corrections were needed.

Secretary's Report ~General Session Meeting Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the October 31, 2013 General Session of the Board of Directors as written.

Treasurer's Report

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 10/31/13 with a balance of \$39,219.67 in Operating, \$276,249.94 in Pacific Western Money Market, \$93,560.14 in Morgan Stanley and \$201,016.00 in Mutual of Omaha Money Market, for a total balance of \$570,826.08 (less loans) in Reserves, as presented, and a combined balance of \$611,542.28 subject to audit/review by a CPA at fiscal year-end.

Board Member Reimbursement ~ Barbara Trosper

A motion was made, seconded and unanimously carried to APPROVE reimbursement to Barbara Trosper dated 11/20/13 for copying and printing expenses for the monthly newsletter for \$16.07 to be funded from Operating G/L #8450 (Printing/Mailing Supplies).

Previously Tabled Revised Grant's Landscape Proposal – Three Year Tree Trimming Plan

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 07/01/13 for a three (3) year tree trimming plan for a total cost of \$29,515.00, over a three (3) year period until the January General Session in order for Grant's Landscape to provide a new (3) year plan beginning in 2014 and not 2013.

Previously Tabled Grants Landscape Irrigation Upgrade Proposal

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 10/07/13 for irrigation replacement and upgrades at clock A, B and C for \$29,860.00 which will be overseen by project manager Lonie Washburn to be funded from Reserve GL #3180 (Irrigation/Landscape) which will be paid back once the Special Assessment is billed and collected as this project is part of the Special Assessment project. Furthermore, a motion was made, seconded and unanimously carried to APPROVE payment of the invoice from Grants Landscape for the irrigation upgrade proposal when received for \$29,860.00 to be funded from Reserve GL #3180 (Irrigation/Landscape).

Previously Tabled Grants Landscape Proposal ~ Remove and Replace Plant Material #10-#24 Morena

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 08/05/13 to remove and replace plant material across from #10-#24 Morena for \$4,870.00 until the March 2014 General Session in order to determine the outcome of the bank loan vote.

Revised Grants Landscape Proposal ~ Landscape Renovation across from #42 Navarre

A motion was made, seconded and unanimously carried to APPROVE the revised proposal from Grant's Landscape dated 10/07/13 to renovate the landscape across from #42 Navarre for \$669.00 to be funded from Operating GL #7215 (Landscape Supplies/Extras).

Grants Landscape Proposal ~ Remove Queen Palm at #44 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 11/18/13 to remove, stump and grind the Queen Palm located in front of #44 Navarre due to wall damage for \$550.00 to be funded from Operating GL#7250 (Landscape Supplies/Extras).

Grants Landscape Proposal ~ Tree Replacement adjacent to #9-#11 Navarre

A motion was made, seconded and unanimously carried to DENY the proposal from Grant's Landscape dated 11/20/13 to replace the failed tree adjacent to #9-#11 Navarre due to the feedback from the residents and the Board that they like the grassy area without a tree.

Preciously Tabled Land Survey Proposals (2)

The Board reviewed two (2) land survey proposals to perform a survey to determine the Association's property lines. A motion was made, seconded and unanimously carried to APPROVE the proposals from Toal Engineering dated 08/30/13 in the amount of \$1,700.00 -\$2,200.00 to include a plat map, to be funded from Operating GL #7790 (Contingency) which will be overseen by project manager Lonie Washburn . Furthermore a motion was made, seconded and unanimously carried to AAPROVE payment to Toal Engineering \$1,700.00-\$2,200.00 when invoice is received.

Previously Tabled Front Door Replacement Proposal - #21 Navarre (2)

The Board reviewed two (2) font door replacement proposals from PCW for \$1,790.00 and from Premier Contracting for \$850.00. A motion was made seconded and unanimously carried to APPROVE the proposal from Premier Contracting dated 12/04/13 for \$850.00 to be funded from Operating GL #7614 (Common Area Repairs).

Grant's Landscape – Holiday Bonus

A motion was made, seconded and unanimously carried to APPROVE a holiday bonus to be given to the onsite landscape worker, Jesus Castaneda, employed by Grant's Landscape in the amount of \$130.00 to be funded from Operating GL#7790 Contingency.

Roof Maintenance Proposals (2)

The Board reviewed two (2) roof maintenance proposals from PCW dated 12/02/13 for \$8,575.00 plus \$28.00 per tile and from Premier roofing dated 12/04/13 for \$7,275.00. A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing for roof maintenance of 24 building and the pool house for \$7,272.00 contingent on the price including tile replacement, repairs and reseals, to be funded from Operating GL #7655 (Roof Repairs). Furthermore, a motion was made, seconded and unanimously carried to APPROVE payment of the invoice from Premier Roofing for \$7,275.00, to be paid from Operating GL #7,272.00 (Roof Repairs) when received.

Inspectors of Election ~ Annual Meeting

A motion was made, seconded and unanimously carried to APPROVE the appointment of Eileen Pinkerton, Annette Richie and Denise Van Horn to act as the Inspectors of Election, with Brian Kraft, Catherine Yost and Dan Wells as alternates if needed, to certify the results of the vote count in accordance with the adopted Election Rules for the Annual Meeting to be held on January 23, 2014 at 6:30 p.m. with registration at 6:15 p.m., at Rancho Senior Center. Furthermore, Optimum Professional Property Management, Inc. is authorized to receive the ballots and will turn them over to the Inspectors of Election prior to the meeting.

Items Needing Immediate Action

Civil Code §1363.05(4) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. Inspectors of Election ~ Special Assessment Meeting

A motion was made, seconded and unanimously carried to APPROVE the appointment of Denise Van Horn, Annette Richie and Catherine Yost to act as the Inspectors of Election and Ana Rubyn and Dan Wells as alternates if needed, to certify the results of the vote count in accordance with the adopted Election Rules for the Special Membership Meeting and Vote Count for the Special Assessment to be held December 19, 2013 at 6:30 p.m. with registration at 6:15 p.m., at Rancho Senior Center. Furthermore, Optimum Professional Property Management, Inc. is authorized to receive the ballots and will turn them over to the Inspectors of Election prior to the meeting.

Next Meeting

The next meeting is the Annual Membership Meeting & Election to elect 3 directors for 2 year terms scheduled for January 23, 2014 at 6:30 p.m. at Rancho Senior Center to be followed by a Board of Directors Meeting with General Session starting at 6:15 p.m.

Adjournment

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 7:58 p.m. to Executive Session for delinquencies, hearings, legal and Executive Session Minutes.

SECRETARY'S CERTIFICATE

I, [REDACTED], 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:

[REDACTED]

Appointed Secretary

1/23/14

Dated

THE VILLAS COMMUNITY ASSOCIATION
Managed by Optimum Professional Property Management, Inc. (ACMF)
ACCREDITED COMMUNITY MANAGEMENT FIRM
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NOTICE OF SPECIAL MEMBERSHIP MEETING VOTE
RESULTS FOR SPECIAL ASSESSMENT BANK LOAN

DATE: December 20, 2013

TO: All Members of The Villas Community Association

FROM: Your Board of Directors

SUBJECT: Special Membership Meeting Vote Results – Special Assessment Bank Loan for Community Refurbishment Project

The Special Membership Meeting and Secret Ballot Vote for the Special Assessment Bank Loan for the community refurbishment project for The Villas Community Association was held on December 19, 2013.

Homeowners had the option of voting to “Authorize” or “Do Not Authorize” obtaining a bank loan for funding of the \$9,722.22 per unit special assessment for the community refurbishment project, for \$1.4 million. Following are the tabulated results of the secret ballot vote count as certified by the appointed Inspectors:

AUTHORIZE	112 Votes
DO NOT AUTHORIZE	12 Votes

Based on these results, the secret ballot vote **PASSED** in favor of the Special Assessment Bank Loan for approximately \$1.4 million which allows a payment plan option for each homeowner.

If you have any questions regarding this information, please feel free to contact our Certified Community Association Manager, Rebecca Smith-CCAM, with Optimum Professional Property Management, Inc. (ACMF) via email at rsmith@optimumpm.com.

Thank you for your participation!