

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

JANUARY 27, 2022

Notice of Meeting

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

Roll Call

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

Directors Present: Daniel Wells, President
Angie Dickson, Vice President,
Ali Gharavi Esfahani, Treasurer
Jill Cooper, Secretary
Cathy Lewis, Member at Large

Directors Absent: None

Others Present: Jennifer White, CMCA®, Optimum Professional Property Management, Inc.
Margaret Jung – 15 Segura
Tammy Liang – 47 Morena

Executive Session Disclosure §4935(a)

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on **January 27, 2022 from 6:20 p.m. to 7:25 p.m. and 9:23 p.m. to 10:08 p.m.** for the following:

- Delinquencies: A/R Aging & Collection Report 12/31/21
- Hearings (6): Non-Compliance of the Governing Documents
- Legal: Water Damage Concern Update and Drainage (2), Atrium/Courtyard Leaks, Executive Committee
- Minutes: Executive Session 12/09/21

Call to Order General Session

President and Presiding Chair, Daniel Wells, called the General Session to order **following Executive Session at 7:26 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:

- Pool Furniture
- Cool Block Program

Landscape Committee

A motion was made, seconded and unanimously carried to APPROVE the proposal from Villa Park Landscape dated 01/11/22 to perform whitefly treatment throughout the community for \$450.00 to be paid from Operating G/L #60200 (Landscape: Extras).

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A motion was made, seconded and unanimously carried to APPROVE the proposal from Villa Park Landscape dated 01/17/22 to install roses at 8 and 26 Segura for \$75.00 to be paid from Operating G/L #60200 (Landscape: Extras).

Executive Sub Committee – Racquet Club Sale

No update at this time.

Painting Committee

Management provided an update to the Board. No action required at this time.

Secretary’s Report / Minutes

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the December 9, 2021 General Session of the Board of Directors as written.

Treasurer’s Report / Financial Statements

A motion was made, seconded, and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 12/31/21 as presented, subject to audit/review at fiscal year-end by a CPA.

A motion was made, seconded, and unanimously carried to APPROVE investing liquid funds currently in Morgan Stanley Money Market, Reserve Account G/L #14200 into one (1) Certificate of Deposit for \$150,000.00 for a term of six (6) months at the best available rate.

A motion was made, seconded, and unanimously carried to APPROVE transferring liquid funds from Pacific Premier Bank Money Market, Reserve Account G/L #14100 in the amount of \$50,000.00 to Morgan Stanley to be deposited in a six (6) month Certificate of Deposit at the best available rate.

Morgan Stanley CD Maturing 02/28/22

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15097 in the amount of \$150,000.00 plus interest maturing 02/28/22 for a term of nine (9) months at the best available rate.

Delinquencies: Approval to Record Lien

In accordance with California Civil Code §5673: 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:

- APN #935-620-62 / ACCT #96320447

24 HRC Proposal – Remediation at 68 Navarre

A motion was made, seconded, and unanimously carried to RATIFY the APPROVAL of the proposal from 24 HRC dated 12/29/21 to perform the remediation at 68 Navarre for \$1,593.24 to be paid from Reserves G/L #38950 (Contingency).

Homeowner Request: Reimbursement Assessment for 62 Navarre

A motion was made, seconded, and unanimously carried to DENY the request of Avi Schwartz owner of 62 Navarre dated 12/30/21 for only assessing half of the total remediation and restoration cost for 68 Navarre as a result of an atrium leak at 62 Navarre’s unit as atrium drains are ultimately homeowners’ responsibility.

Villa Park Proposal – 3 Year Trimming Plan

A motion was made, seconded, and unanimously carried to TABLE the proposal from Villa Park dated 09/20/21 for the 3-year trimming plan until the February board meeting pending further review.

Pool/Spa Replaster/Acid Wash Proposals

A motion was made, seconded, and unanimously carried to TABLE the proposal to perform the pool/spa replaster/acid wash until the February board meeting pending additional proposal and further review.

Furthermore, a motion was made, seconded, and carried to APPROVE the reimbursement to Jill Cooper owner of 38 Navarre and Angie Dickson owner of 5 Segura for the purchase of 16 total pool chaise loungers, for a cost not to exceed \$4,500.00 in total between the 2 owners, to be paid out of Reserves G/L #36000 (Pool/Spa).

ABSTAIN: Cooper and Dickson

Professional Craftsmen Proposal – Color Stair Strips at 34/36 Morena

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Professional Craftsmen to paint white strips at the nose of the stairs near 34/36 Morena for \$298.50 to be paid from Operating G/L #70600 (Common Area: Maintenance).

Smith Architects Proposal – Application Reviews

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Smith Architects dated 01/05/22 to perform application reviews, on an as-needed basis, per the provided cost sheet. Furthermore, all costs associated to the review of the application by the architect will be the responsibility of the homeowner.

Tri-County Proposal – Pole Replacement near 17/23 Navarre

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Tri-County dated 01/07/22 to replace the light pole near 17/23 Navarre for \$3,136.20 to be paid from Reserves G/L #34800 (Lighting).

Carasso Construction Proposal – Pool Restroom Doors Replacement

A motion was made, seconded, and unanimously carried to TABLE the proposal from Carasso Construction dated 01/17/22 to install pool restroom doors for \$4,670.00 until the February board meeting pending additional proposals.

Storage of Association Documents

A motion was made, seconded, and unanimously carried to TABLE the storage of Association documents until the February board meeting pending further review.

Homeowner Request: Rain Gutter Installation at 78 Navarre

A motion was made, seconded, and unanimously carried to TABLE the request of Michelle Pan owner of 78 Navarre dated 12/29/21 to have the Association install rain gutters at their unit until the February board meeting pending further review.

Atrium/Courtyard Leak at 45/47 Morena

A motion was made, seconded, and unanimously carried to RATIFY the APPROVAL of the proposal from 24 HRC dated 01/13/22 to perform remediation at 47 Morena for \$3,315.54 to be paid from Reserves G/L #38950 (Contingency).

Roof Repairs at 60 Navarre – Warranty Status

A motion was made, seconded, and unanimously carried to TABLE the discussion with regards to the warranty status of the roof repairs at 60 Navarre until the February board meeting pending receipt of additional information from Premier Roofing.

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Review New Homeowner Welcome Package (Escrow)

A motion was made, seconded, and unanimously carried to TABLE the new homeowner welcome package until the February board meeting pending further review.

Annual Certified Manager Disclosure

The following information is provided in accordance with California Business and Professions Code §11502:

- Jennifer White has met the requirements and qualifies as a certified common interest development manager.
- Certification was received from Community Associations Institute, Inc. (CAI) on 04/01/21, my certification is current and is in good standing. CAI's telephone number is (714) 479-1022 and is located at 1971 E 4th Street, Suite 280, Santa Ana, CA 92705-3917.
- The location of my principal office is Optimum Professional Property Management, Inc., 230 Commerce, Suite 250, Irvine, CA 92602.
- I do not hold an active Real Estate License.
- The fidelity insurance of the management firm does not cover the operating and reserve funds of your association.

Establish Goals for 2022

A motion was made, seconded, and unanimously carried to APPROVE to establish the following goals for 2022

- Reviewing Association Storage Documents
- Budget Conscious
- More Homeowner Involvement

Next Meeting

Meetings of the Board of Directors are held every month on the 4th Thursday. The Annual Membership Meeting and Election is held in January. The next meeting of the Board of Directors is scheduled for **Thursday, February 24, 2022** at 6:15 p.m. Executive Session, 7:00 p.m. General Session at Optimum.

Adjourn General Session

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded, and unanimously carried to ADJOURN at **9:11 p.m. to Executive Session.**

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:

APPROVED

02.24.22

Appointed Secretary

Dated