

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

**AUGUST 24, 2023**

**Notice of Meeting**

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

**Roll Call**

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

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

Directors Absent: None

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Others Present: Jenn Luckham, Community Manager, Optimum Professional Property Management, Inc.  
Terry Rismon  
Tracy Citrano  
William Leek  
Ava Park  
Richard Seaholm

**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 August 24, 2023 from 6:15 p.m. to 7:15 p.m. for the following:

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

**Call to Order General Session**

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

**Homeowner Forum**

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

- Parking
- Safety

**Architectural Review Committee**

Architectural Log: No Action Taken.

**Landscape Committee Update**

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

**Cool Block Club Committee Update**

Angie Dickson updated the Board on the success of Community BBQ that took place on Saturday, August 12<sup>th</sup>. No further action taken.

**Secretary's Report / Minutes**

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the July 27, 2023 General Session of the Board of Directors as written.

**Treasurer's Report / Financial Statements**

A motion was made, seconded, and on 7/31/23 as presented, subject to audit/review at fiscal year-end by a CPA.

**Morgan Stanley CD Maturing - 10/31/23**

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15200 in the amount of \$150,000.00 plus interest maturing 10/31/23 for a term of twelve (12) months at the best available rate (5.3%).

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

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

**Contracts: Monthly Lighting (2)**

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

**Parking Enforcement**

The Board discussed the parking enforcement plan. Legal counsel is finalizing the proper documents to be sent out to the membership. No further action was taken.

**Food Recycle Bins**

The Board reviewed the correspondence regarding the food waste bins. No further action was taken.

**Proposals for Villa Park**

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

**24 HRC Proposal – Community Wide Wood Repairs - Change Order**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from 24 HRC dated 07/31/23 to perform wood repairs at 35 Navarre, 42 Navarre and 102 Navarre for \$2,364.00 to be paid from Reserves G/L #35400 (Painting).

**Proposed Parking and Traffic Rules**

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

**Proposed Permit and Safelisting Rules**

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

**ITEMS NEEDING IMMEDIATE ACTION**

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

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

**1. Villa Park Landscape Invoice**

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

**Next Meeting**

Meetings of the Board of Directors are held every month on the 4<sup>th</sup> Thursday. The Annual Membership Meeting and Election is held in January. The next meeting of the Board of Directors is scheduled for Thursday, September 28, 2023, at 6:00 p.m. Executive Session, 7:00 p.m. General Session at Optimum and Zoom.

**Adjourn General Session**

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

**SECRETARY'S CERTIFICATE**

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

ATTEST:

Jill-Ann M. Cooper  
Appointed Secretary

9/28/2023  
Dated