

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

MARCH 23, 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 (Five Members per Bylaws) was established with the following Directors in attendance:

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

Directors Absent: None

Others Present: Gabe Garcia, CMCA®, Optimum Professional Property Management, Inc.
Jenn Luckham, CM, Optimum Professional Property Management, Inc.

Executive Session Disclosure §4935(a)

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on March 23, 2023 from 6:15 p.m. to 7:40 p.m. for the following:

- Delinquencies: A/R Aging & Collection Report 02/28/23
- Hearings (15): Non-Compliance of the Governing Documents
- Legal: Probate Claim (1), Notice of Entry (1), Judgement (1), Farmers Claim (1)
- Minutes: Executive Session 02/23/23

Call to Order General Session

President and Presiding Chair, Daniel Wells, called the General Session to order at 7:40 p.m.

Homeowner Forum

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

Architectural Review Committee

The following architectural applications were reviewed and approved as submitted by the Architectural Review Committee for the month of February: None.

Landscape Committee

No update at this time.

Secretary's Report / Minutes

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the February 23, 2023 General Session of the Board of Directors as written.

Treasurer's Report / Financial Statements

A motion was made, seconded, and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 02/28/23 as presented, subject to audit/review at fiscal year-end by a CPA.

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.

Audit/Tax Return Proposals FYE 12/31/22

This was added to the agenda in error.

Whitney Petchul Invoice Statement

The Board reviewed the invoice statements for Whitney Petchul. No further action taken.

Reserve Study Proposals FY 01/01/24 to 12/31/24

The Board reviewed three (3) proposals for an onsite reserve study. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Association Reserves dated 01/30/23 for an onsite reserve study for fiscal year 01/01/24 to 12/31/24 for \$720.00 to be paid from Operating G/L 83000 (Reserve Study).

FHA Review Renewal

The Board reviewed the renewal application for FHA. A motion was made, seconded and unanimously carried to APPROVE the proposal from FHA Review dated 03/03/23 for FHA Approval for \$795.00 to be paid from G/L Operating 82430 (Other Administration Costs).

PURCOR Invoice Dispute

The Board reviewed the correspondence from Claudia Landeras at 3 Segura regarding the invoice. The Board advised management to confirm if this work is something that is covered by the HOA or if it is homeowner responsibility.

Patrol One - Draft Letter

The Board reviewed the parking patrol letter to be sent to the community from Patrol One. No further action taken.

1st Street Painting Proposal – Exterior Preparation and Painting of California French Doors

A motion was made, seconded, and unanimously carried to TABLE the proposal from First Street Painting dated 11/10/22 to prep and paint the California French Doors throughout the community for \$75.00 each pending follow up with vendor.

South County Invoice – Slab Leak Repair at 18 Segura

A motion was made, seconded, and unanimously carried to APPROVE the proposal of invoice #24251 from South County Plumbing dated 03/03/23 for re-route for hot and cold-water lines at 18 Segura for \$5,250.00 to be paid from Reserve G/L #38950 (Contingency).

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Three Phase Electric – Emergency Shut Off for Spa

A motion was made, seconded, and unanimously carried to APPROVE the proposal of invoice #21224 from South County Plumbing dated 02/09/23 for re-route at 18 Segura for \$2,850.00 to be paid from Operating G/L #73600 (Plumbing: Repairs).

Tri-County Lighting Invoice – LED Strips Installation

A motion was made, seconded, and unanimously carried to TABLE the payment of invoice #155100 from Tri-County Lighting dated 05/02/22 for LED strips installation and doorbell transformer replacement for \$1,860.15 until the April board meeting pending further review of charges.

24HRC Proposal – Build Back at 18 Segura

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from 24HRC dated 03/14/23 for mold remediation at 18 Segura for \$3,921.00 as estimate was requested for build back not mold remediation.

Quick Signs Proposal – Custom Speed Limit Sign

A motion was made, seconded, and unanimously carried to ACCEPT the proposal from Quick Signs dated 03/05/23 to prepare three (3) custom 20 speed limit signs for \$272.50 to be paid from Operating G/L 70600 (Common Area Maintenance).

24HRC Proposal – Tar & Stucco Repairs at 58 Navarre

A motion was made, seconded, and unanimously carried to TABLE the proposal from 24HRC dated 01/03/23 for stucco repairs at 58 Navarre for \$1,861.00 pending further review.

24HRC Proposal – Drywall Repairs at 20 Segura

A motion was made, seconded, and unanimously carried to TABLE the proposal from 24HRC dated 02/27/23 for repairs at 20 Segura for \$9,260.00 pending further review.

Southern Cross – Community Wide Wood Repairs

The Board reviewed the contract from Southern Cross and 24HRC. A motion was made to ACCEPT the change order from 24 HRC dated 02/15/23 to repair wood damage from list provided from 1st Street Painting for \$4,990.00 to be paid from G/L 35400 (Painting).

Annual BBQ

The Board discussed the date of August 5th for the community-wide BBQ and requested management reach out to vendors for donations.

Architectural Committee

In accordance with Article V.1 of the Association's CC&Rs, there shall be not less than three (3) no more than five (5) members of the Architectural Committee. A motion was made, seconded, and unanimously carried to APPROVE appointment of the Board of Directors as the Architectural Committee to include Marilyn Curry, Jill Cooper, Ali Gharavi Esfahani, Angie Dickson, and Daniel Wells as Chair. Furthermore, Architectural Applications will be sent to the Board via email to review the application and return to Management for processing.

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, April 27, 2023, at 6:15 p.m. Executive Session, 7:00 p.m. General Session at Optimum and Zoom.

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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 10:15 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

April 27, 2023
Dated