

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

MARCH 24, 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 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
Marilyn Curry, Treasurer
Jill Cooper, Secretary

Directors Absent: Ali Gharavi Esfahani, Member at Large

Others Present: Jennifer White, CMCA®, Optimum Professional Property Management, Inc.
Eric Lenning – Strategic Sanitation

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 24, 2022 from 6:15 p.m. to 8:34 p.m.** for the following:

- Delinquencies: A/R Aging & Collection Report 02/28/22, Request to Waive Fees
- Hearings/Non-Compliance (5): Non-Compliance of the Governing Documents
- Legal: Water Damage Concern Update and Drainage (3), Meet and Confer, Executive Committee,
- Minutes: Executive Session 02/24/22

Call to Order General Session

President and Presiding Chair, Daniel Wells, called the General Session to order **following Executive Session at 8:43 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: None.

Architectural Committee

No update at this time.

Landscape Committee

No update at this time.

Executive Sub Committee – Racquet Club Sale

No update at this time.

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Painting Committee

Management provided an update to the Board. Management to set up onsite meeting with Carasso Construction and First Street Painting for further discussion. Management to also obtain proposals for a project manager.

Secretary's Report / Minutes

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the February 24, 2022 General Session of the Board of Directors as written.

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the February 24, 2022 Organizational Meeting 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 02/28/22 as presented, subject to audit/review at fiscal year-end by a CPA.

Furthermore, a motion was made, seconded, and unanimously carried to APPROVE investing liquid funds currently in Pacific Premier Money Market, Reserve Account G/L #14100 into one (1) Certificate of Deposit with Morgan Stanley for \$100,000.00 for a term of three (3) months at the best available rate.

Morgan Stanley CD Maturing 04/27/22

A motion was made, seconded, and unanimously carried to APPROVE convert the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15115 in the amount of \$150,000.00 plus interest maturing 04/27/22 into the Morgan Stanley Money Market, G/L #14200.

Draft Audit FYE 12/31/22

A motion was made, seconded, and unanimously carried to ACCEPT the draft audit and tax returns as presented for fiscal year-ended 12/31/22 prepared by Newman, CPA.

24 HRC Invoice – Water Extraction at 13 Navarre

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #35612 from 24 HRC dated 02/23/22 to perform the water extraction at 13 Navarre for \$1,713.77 to be paid from Reserves G/L #38950 (Contingency), noting that the invoice will be a reimbursement assessment to the homeowner as the cause of the damage was deemed to be homeowner responsibility.

South County Plumbing Invoice – Gas Line Repair near 41 Morena

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #22038 from South County Plumbing dated 02/22/22 to perform the gas line repair near 41 Morena for \$3,845.00 to be paid from Reserves G/L #38950 (Contingency).

Delinquencies: Approval to Record Lien

In accordance with California Civil Code §5673: A motion was made, seconded, and carried to TABLE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as APN #935-830-65 / ACCT #96320261 until the April board meeting pending further review.

ABSTAIN: COOPER

Guest Speaker: Strategic Sanitation

Eric Lenning of Strategic Sanitation was present to discuss with the Board their services. Board advised Management to obtain a bid for further review.

24 HRC Proposal – Restoration at 28 Segura

A motion was made, seconded, and unanimously carried to TABLE the proposal from 24 HRC dated 03/04/22 to perform the restoration at 28 Segura for \$2,243.69 until the April board meeting pending further review.

24 HRC Proposal – Remediation at 12 Segura

A motion was made, seconded, and unanimously carried to TABLE the proposal from 24 HRC dated 03/10/22 to perform the remediation at 12 Segura for \$3,985.38 until the April board meeting pending further review.

Professional Craftsmen Proposal - Pool Restroom Doors Replacement

A motion was made, seconded, and unanimously carried to RATIFY the APPROVAL of the proposal from Professional Craftsmen dated 02/09/22 to replace the pool restroom doors for \$3,345.00 to be paid from Reserves G/L #32100 (Fencing, Walls, & Railings).

Professional Craftsmen Proposal – Storage/Utility Door Replacement

A motion was made, seconded, and unanimously carried to RATIFY the APPROVAL of the proposal from Professional Craftsmen dated 10/07/21 to replace twelve (12) sets of storage/utility doors for \$28,020.00 to be paid from Reserves G/L #32100 (Fencing, Walls, & Railings).

Pool/Spa Replaster/Acid Wash Proposals

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

Concrete Hazard Solutions Proposal – Front Entry Repair/Replacement

A motion was made, seconded, and unanimously carried to TABLE the proposal from Concrete Hazard Solutions dated 02/23/22 to repair or replace the front entry for either \$400.00 or \$3,540.00 until the April board meeting pending further review.

New Homeowner Welcome Package (Escrow)

A motion was made, seconded, and unanimously carried to APPROVE the “New Homeowner Welcome Package” prepared by Management that is distributed to new homeowners through escrow as presented.

Residence Guide Revision

A motion was made, seconded, and unanimously carried to TABLE the residence guide revision until the April board meeting pending further review.

Architect Review Proposals

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Zachary Sham & Associates dated 02/08/22 to perform application reviews, on an as-needed basis, per the provided cost rate.

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Kamps Falcone Architects dated 02/16/22 to perform application reviews, on an as-needed basis, per the provided cost rate.

Fontaine Weatherproofing Proposal – New Aggregate for 58 Navarre

A motion was made, seconded, and unanimously carried to TABLE the proposal from Fontaine Weatherproofing dated 02/01/22 to install new aggregate at 58 Navarre for \$1,250.00 until the April board meeting pending further review.

Premier Roofing Proposal – New Aggregate for 58 Navarre

A motion was made, seconded, and unanimously carried to TABLE the proposal from Premier Roofing to install new aggregate at 58 Navarre until the April board meeting pending receipt of the proposal.

Architectural Appeal: Water Heater at 22 Segura

The Board reviewed the request from Grace Wang owner of 22 Segura dated 03/13/22 to appeal their recently denied application for the water heater. A motion was made, seconded, and unanimously carried to DENY the owners appeal request as the owner will need to resubmit an application with photos, all permits (including the sign-off from the City), and drawing of the pipe routing (interior and exterior) which will then be reviewed by the Association's architect.

Homeowner Request: AC Wire Repair Reimbursement at 30 Morena

A motion was made, seconded, and unanimously carried to DENY the request of Matthew Rosene owner of 30 Morena dated 03/03/22 for reimbursement from the Association to repair the AC wires at 30 Morena as the AC unit and all its components are homeowner responsibility.

Premier Roofing Proposal – Rain Gutter Installation at 78 Navarre

A motion was made, seconded, and unanimously carried to TABLE the proposal from Premier Roofing to install a rain gutter at 78 Navarre until the April board meeting pending receipt of the proposal.

Pool Heat On/Off Dates

The Board discussed the pool heat on and off dates. Pool heat to be turned on April 1st and turned off November 1st.

Duck-Off

The Board discussed the duck-off for the pool. Board advised Management to notify Aqua-Tek to proceed with the duck-off.

Atrium/Patio Responsibility Policy

A motion was made, seconded, and unanimously carried to TABLE the atrium/patio responsibility policy until the April board meeting pending receipt of the policy.

Annual Barbecue

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the annual barbecue for 2022 and to re-evaluate in 2023.

Annual Membership Meeting & Election Tabulated Results

The tabulated results of the Annual Membership Meeting & Election held on January 27, 2022 to elect three (3) directors for a two (2) year term expiring 2024, as Certified by the Inspector(s) of Election are as follows:

- | | | |
|----------------------------------|----------|------------------------------------|
| • Jill-Ann M. Cooper (incumbent) | 38 Votes | ELECTED – 2 Year Term Expires 2024 |
| • Marilyn Curry | 38 Votes | ELECTED – 2 Year Term Expires 2024 |
| • Angie Dickson (incumbent) | 38 Votes | ELECTED – 2 Year Term Expires 2024 |

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 28, 2022** at 6:15 p.m. Executive Session, 7:00 p.m. General Session at Optimum and Zoom.

Adjourn General Session

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded, and unanimously carried to ADJOURN at **10:18 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:

APPROVED

04.28.22

Appointed Secretary

Dated