

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

MAY 27, 2021

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 in Irvine, California.**

Roll Call

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

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

Directors Absent: None

Others Present: Morgan Winegar, CMCA ®, Senior Executive Director, Optimum Professional Property Management, Inc.
 Jennifer White, CMCA ®, Optimum Professional Property Management, Inc.
 Linda Melin – 12 Morena (*Via Zoom*)
 Joanne Seltzer – 10 Navarre (*Via Zoom*)

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 **May 27, 2021 from 6:25 p.m. to 7:47 p.m.** for the following:

- Delinquencies: A/R Aging Report 04/30/21, Fee Waiver Request
- Hearing/Non-Compliance (2): Non-Compliance of the Governing Documents
- Legal (5): Account Status Update, Geotechnical Investigation, Vehicle Violation, Water Damage Concern Update and Drainage, Fee Agreement
- Minutes: Executive Session 04/22/21

Call to Order General Session

President and Presiding Chair, Scott Hovinga, called the General Session of the Board of Directors to order **following Executive Session at 7:49 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: Architectural Application – Landscape/Hardscape – 10 Navarre

A motion was made, seconded, and unanimously carried to APPROVE the architectural application from Ms. Seltzer, owner of 10 Navarre, dated 04/12/21 to install landscape and hardscape at the outdoor patio, as submitted, noting that the homeowner met with a member of the Architectural Committee to discuss the drainage inquiry. Homeowner advised sprinklers will not be installed, the plants will have a drip irrigation, and water will not be near the stucco. Board accepted the homeowner's response.

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Architectural Committee: Architectural Application – Ring Doorbell – 16 Navarre

A motion was made, seconded, and unanimously carried to APPROVE the architectural application from Ms. Hei Yen Lin, owners of 16 Navarre, dated 05/13/21, with conditions, for the previously installed Ring doorbell, notating the following conditions: Neighbor Statement must be submitted, any repairs made as a result due to the damage from the installation of the Ring doorbell will be at the homeowner's expense, and contingent upon Management not receiving any complaints regarding privacy.

Architectural Committee: Architectural Application – Hose Installation – 35 Navarre

A motion was made, seconded, and carried to APPROVE the architectural application from Mr. Chronley, owner of 35 Navarre, dated 04/15/21, for the previously installed hose hook, as submitted.

Abstain: Esfahani

Landscape Committee: Nature Care Proposals

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Nature Care dated 05/12/21 to install landscape at 15 Segura for \$185.00 to be paid from Operating G/L #60200 (Landscape: Extras).

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Nature Care dated 05/12/21 to install landscape throughout the community for \$430.00 to be paid from Operating G/L #60200 (Landscape: Extras).

Landscape Committee: Owner Request: Landscape Reimbursement – 18 Segura (Hovinga/Wells)

A motion was made, seconded and unanimously carried to APPROVE the request of Dan Wells resident of 18 Segura dated 05/27/21 for reimbursement from the Association to install landscape at the monument area in the amount of \$201.82 to be paid from Operating G/L #70600 (Common Area: Maintenance).

Executive Committee

A motion was made, seconded, and unanimously carried to APPROVE the fee agreement from Berding | Weil dated 05/19/21 to represent the Association regarding the redevelopment of the Racquet Club sale, notating that the hourly rate varies from \$125.00 to \$550.00.

Formation of Painting Committee

A motion was made, seconded and unanimously carried to APPROVE the formation of a Painting Committee for the purpose of reviewing the proposals/specifications for the community wide wood repairs and full exterior painting. Furthermore, the Board appoints the following owner to serve on the committee: Kevin Kojian as Chair.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the April 22, 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 04/30/21 as presented, subject to audit/review at fiscal year-end by a CPA.

Nature Care Invoice – Irrigation Repair

A motion was made, seconded, and unanimously carried to TABLE the invoice #11067 from Nature Care dated 04/28/21 to repair the irrigation in front of 33 Morena for \$618.85 until the June board meeting pending further review.

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Nature Care Invoice – Irrigation Repair

A motion was made, seconded, and unanimously carried to TABLE the invoice #11131 from Nature Care dated 04/29/21 to repair the irrigation at 33 Navarre for \$538.61 until the June board meeting pending further review.

Nature Care Invoice – Irrigation Repair

A motion was made, seconded, and unanimously carried to TABLE the invoice #11132 from Nature Care dated 04/29/21 to repair the irrigation in front of 10 Morena for \$173.78 until the June board meeting pending further review.

Nature Care Invoice – Irrigation Repair

A motion was made, seconded, and unanimously carried to TABLE the invoice #11133 from Nature Care dated 04/29/21 to repair the irrigation in front of 11 Morena for \$153.96 until the June board meeting pending further review.

Nature Care Invoice – Irrigation Repair

A motion was made, seconded, and unanimously carried to TABLE the invoice #11227 from Nature Care dated 05/11/21 to repair the irrigation in front of 35 Morena for \$55.74 until the June board meeting pending further review.

Nature Care Invoice – Irrigation Repair

A motion was made, seconded, and unanimously carried to TABLE the invoice #11257 from Nature Care dated 05/17/21 to repair the irrigation in front of 35 Morena for \$174.46 until the June board meeting pending further review.

Nature Care Invoice – Irrigation Repair

A motion was made, seconded, and unanimously carried to TABLE the invoice #11244 from Nature Care dated 05/13/21 to repair the irrigation in front of 88 Navarre for \$535.25 until the June board meeting pending further review.

Nature Care Invoice – Irrigation Repair

A motion was made, seconded, and unanimously carried to TABLE the invoice #11328 from Nature Care dated 05/24/21 to repair the irrigation in front of 26 Segura for \$198.52 until the June board meeting pending further review.

Viking Environmental Invoice – Asbestos Abatement at 10 Morena

A motion was made, seconded, and unanimously carried to APPROVE the invoice from Viking Environmental dated 10/15/20 to perform the asbestos abatement for 10 Morena for \$7,833.89 to be paid from Reserves G/L #38950 (Contingency).

Insurance Renewal 07/24/21

The Board discussed the upcoming insurance renewal and advised Management they would like to obtain additional proposals for review.

Aqua-Tek Proposal – Skimmer Lid Replacement

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Aqua-Tek dated 05/10/21 to replace the skimmer lids at the pool and spa area for \$57.90 to be paid from Reserves G/L #36000 (Pool/Spa).

Professional Craftsmen Proposal – Pump Room Door Replacement

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Professional Craftsmen dated 05/11/21 to replace the pump room doors for \$2,095.00 to be paid from Reserves G/L #36000 (Pool/Spa), notating that the doors are not to have a gap at the bottom.

Monthly Landscape Maintenance Proposals

The Board reviewed three (3) proposals for routine landscape maintenance. A motion was made, seconded, and unanimously carried to TABLE the proposals for the monthly landscape maintenance proposals until the June board meeting pending further review.

Community Wide Painting Proposals

A motion was made, seconded, and unanimously carried to TABLE the community wide painting proposals until the June board meeting pending further review.

Community Wide Wood Repair Proposals

A motion was made, seconded, and unanimously carried to TABLE the community wide wood repair and painting proposals until the June board meeting pending further review.

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 June board meeting pending receipt of additional information from Premier Roofing.

CPR Construction Proposal – Dumpster Enclosure Expansion

A motion was made, seconded, and unanimously carried to TABLE the proposal from CPR Construction for the dumpster enclosure expansion until the June board meeting pending receipt of proposal from an architect who can appropriately outline the scope of work and placement of such enclosure.

Wireless Camera for Dumpster Enclosure

The Board discussed the possibility of wireless cameras at certain dumpster disclosures. A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the installation of wireless cameras at certain dumpster disclosures as the cameras are not feasible at this time.

Professional Craftsman – Status Update Replacement of Utility Door with Fiberglass Discussion

The Board discussed the utility doors. Management to obtain a proposal to number the utility doors accordingly, notating street initial to be included in numbering. The matter is pending until the door numbers have been addressed.

Utility Door Numbers Proposals

A motion was made, seconded, and unanimously carried to TABLE the proposals to install utility door numbers until the June board meeting pending further review.

Storage of Association Documents

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

Annual Barbecue

A motion was made, seconded, and unanimously carried to TABLE the annual barbecue discussion until the June board meeting pending further review.

Pool Furniture Placement

A motion was made, seconded, and carried to APPROVE placing the pool furniture back out at the pool.

Against: Dickson, Esfahani

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §4930(d) states that the board may take action 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. **24 HRC Proposal: Repairs at 10 Morena**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from 24 HRC dated 05/25/21 to perform the repairs at 10 Morena for \$5,185.40 to be paid from Reserves G/L #38950 (Contingency).

Next Meeting

Meetings of the Board of Directors are held every month. The Annual Membership Meeting and Election is held in January. The next meeting of the Board of Directors is scheduled for **June 24, 2021** 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 **9:41 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

June 24, 2021

Appointed Secretary

Dated