

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

DECEMBER 1, 2016

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 11/27/16 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

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

Directors Present: Jim Weaver, Vice President
 Dan Wells, Secretary
 Elizabeth Kojian, Treasurer
 Jill Cooper, Member at Large

Directors Absent: Cathy Lewis, President

Others Present: Morgen Hardigree, Senior CCAM-ND[®], Optimum Professional Prop. Mgmt. (ACMF[®])
 See Sign-In Sheet

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 December 1, 2016 from 6:15 p.m. to 6:47 p.m. for the following:

- Delinquencies: A/R Aging dated 11/23/16 and Reconciliation Report dated 10/31/16
- Hearings: One (1) hearing for Unauthorized Hose, one (1) request to waive fees, one (1) extension request
- Minutes: Executive Session 10/27/16

Call to Order General Session

Vice President and Presiding Chair, Jim Weaver, called the General Session of the Board of Directors to order following Executive Session at 6:47 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:

- Broken Window Screen
- Dislocated Rain Gutter
- Pool Key

Architectural Committee Report

Management provided a log in the Directors Report of all open architectural items. No action required.

Landscape Committee Report

The Committee discussed with the Board the November Landscape Committee Inspection from 11/04/16. There was no action required.

GLS Proposal #00016

A motion was made, seconded and unanimously carried to APPROVE proposal #00016 from Grant's Landscape dated 11/04/16 to remove and replace plant material at 29 Navarre for \$180.00 to be paid from Operating G/L #7215 (Landscape Supplies).

GLS Proposal #00017

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A motion was made, seconded and unanimously carried to APPROVE proposal #00017 from Grant's Landscape dated 11/04/16 to relocate and install shrubs at 70-72 Navarre for \$50.00 to be paid from Operating G/L #7215 (Landscape Supplies).

GLS Proposal #00019

A motion was made, seconded and unanimously carried to APPROVE proposal #00019 from Grant's Landscape dated 11/04/16 to relocate and install shrubs at 22, 24, 16 Navarre for \$75.00 to be paid from Operating G/L #7215 (Landscape Supplies).

GLS Proposal #00020

A motion was made, seconded and unanimously carried to APPROVE proposal #00020 from Grant's Landscape dated 11/04/16 to relocate and install ground cover at 1 Segura for \$80.00 to be paid from Operating G/L #7215 (Landscape Supplies).

GLS Proposal #00021

A motion was made, seconded and unanimously carried to APPROVE proposal #00021 from Grant's Landscape dated 11/04/16 to replace Magnolia "Little Gem" behind 10 Morena for \$80.00 to be paid from Operating G/L #7215 (Landscape Supplies).

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the October 27, 2016 General Session of the Board of Directors as written.

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 10/31/16 with a balance of \$88,737.27 in Operating; \$5,564.79 in Sunwest Bank MMA, \$46,961.41 in Pacific Western S/A, \$253,008.49 in Pacific Western Money Market, \$248,231.44 in Popular Banking Money Market, \$314,000.92 in Morgan Stanley and \$202,218.11 in Mutual of Omaha Money Market, for a total balance of \$1,069,985.16 (less loans) in Reserves, unbilled Special Assessment reserve asset \$368,826.68 as presented, with total assets at \$1,585,961.53 subject to audit/review by a CPA at fiscal year-end.

MorganStanley SmithBarney CD Maturing 12/28/16

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at MorganStanley SmithBarney, Reserve Account #1204 in the amount of \$50,000.00 plus interest maturing 12/28/16 for a term of six (6) months at the best available rate.

MorganStanley SmithBarney CD Maturing 12/27/16

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at MorganStanley SmithBarney, Reserve Account #1202 in the amount of \$50,000.00 plus interest maturing 12/27/16 for a term of six (6) months at the best available rate.

Sunwest Bank CD Maturing 01/20/17

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Sunwest Bank, Reserve Account #1201 in the amount of \$200,124.97 plus interest maturing 01/20/17 for a term of six (6) months at the best available rate.

Committee Member Request for Reimbursement

A motion was made, seconded and carried to APPROVE the request for reimbursement from Elizabeth Kojian for newsletter copies in the amount of \$29.20 to be paid from Operating G/L #8499 (Miscellaneous Administration).

ABSTAIN: Elizabeth Kojian

Committee Member Request for Reimbursement

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A motion was made, seconded and carried to APPROVE the request for reimbursement from Dan Wells for two (2) flats of Cyclamen for season color in the amount of \$71.28 to be paid from Operating G/L #7215 (Landscape Supplies).

ABSTAIN: Dan Wells

Approval to Record Lien

In accordance with California Civil Code §5673: A motion was made, seconded and unanimously carried to DENY recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as #O963-00100-2 since the account has been made current.

South County Plumbing Inc. Proposal ~ Install Shower Valve

A motion was made, seconded and unanimously carried to APPROVE the proposal from South County Plumbing Inc. dated 11/10/16 to install a new shower valve at the community pool shower for \$850.00 to be paid from Reserves G/L #3820 (Refurb – Concrete/Pool).

2017 Property Inspection Dates

The Board discussed options for property inspection dates for 2017. Management was instructed to schedule property inspections for the third Friday of each month.

Roof Maintenance Proposals (6)

The Board reviewed six (6) proposals for annual roof maintenance and gutter cleaning. A motion was made, seconded and unanimously carried to APPROVE the proposal from Fontaine Weatherproofing dated 10/20/16 for annual roof maintenance and gutter cleaning for \$14,875.00 to be paid from Reserves G/L #3130 (Roofing).

Light Post Trim Installation Proposals Update

A motion was made, seconded and unanimously carried to TABLE the approval of a proposal for the installation of trim around the light posts to the January 2017 General Session as the trim should have been installed by Premier Roofing as part of the renovation project. Management was requested to contact both Accord Construction and Premier Roofing to have the trim installed.

Next Meeting

NOTE: Meetings of the Board of Directors are held monthly except November. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for Thursday, January 26, 2017 at 6:15 p.m. Executive Session, 6:45 p.m. General Session, and 7:30 p.m. the Annual Membership Election and Annual Meeting, at Rancho Senior Center, Irvine, California.

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 7:17 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:

Appointed Secretary

Dated

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

OCTOBER 27, 2016

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 10/20/16 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

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

Directors Present: Cathy Lewis, President
Dan Wells, Secretary
Elizabeth Kojian, Treasurer
Jill Cooper, Member at Large
Jim Weaver, Vice President

Directors Absent: None

Others Present: Morgen Hardigree, Senior CCAM-ND®, Optimum Professional Property Mgmt. (ACMF®)

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 October 27, 2016 from 6:18 p.m. to 6:47 p.m. for the following:

- Delinquencies: A/R Aging dated 10/18/16 and Reconciliation Report dated 09/30/16
- Hearings: One (1) hearing for Unapproved Modification
- Minutes: Executive Session 09/22/16

Call to Order General Session

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 7:00 p.m.

Homeowner Forum

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. There were no homeowners present.

Architectural Committee Report

Management provided a log in the Directors Report of all open architectural items. No action required.

10/18/16 Great Scott Proposal

A motion was made, seconded and unanimously carried to APPROVE the proposal from Great Scott Tree Service dated 10/18/16 for the three (3) year schedule and approved the tree trimming and maintenance for 2017, in the amount of 18,850.00, to be paid from Reserves G/L #3180 (Irrigation and Landscape).

Secretary's Report / Minutes

A motion was made, seconded and carried to APPROVE the Minutes of the September 22, 2016 General Session of the Board of Directors as written.

ABSTAIN: Jim Weaver

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 09/30/16 with a balance of \$98,331.37 in Operating; \$5,564.08 in Sunwest Bank MMA, \$51,302.63 in Pacific Western S/A, \$340,192.25 in Pacific Western Money Market, \$248,126.26 in Popular Banking Money Market, \$213,998.70 in Morgan Stanley and \$202,187.19 in Mutual of Omaha Money Market, for a total balance of \$1,061,371.11 (less loans) in Reserves, unbilled Special Assessment reserve asset \$374,947.083 as presented, with total assets at \$1,587,077.92 subject to audit/review by a CPA at fiscal year-end.

Committee Member Request for Reimbursement

A motion was made, seconded and carried to APPROVE the request for reimbursement from Jill Ann Cooper for the purchase of mirrors for the pool restrooms, in the amount of \$123.12, to be paid from Operating G/L 6215 (Pool/Spa Extras).

Abstain: Jill Ann Cooper

Approval of Bonus

A motion was made, seconded and unanimously carried to APPROVE providing a bonus to Jesus Castaneda, landscape foreman for the community from Grant's Landscape, in the amount of \$150.00, to be paid from Operating G/L #8499 (Miscellaneous Administration).

Audit/Tax Return Proposals FYE 12/31/16

The Board reviewed three (3) proposals for an audit and tax preparation at fiscal year-end. A motion was made, seconded and unanimously carried to APPROVE the proposal from Newman & Associates, CPA dated 07/15/16 to conduct an audit of the Association's financial records and prepare tax returns for fiscal year-ending 12/31/16 for \$800.00.

Aquatrends Correspondence

The Board reviewed the correspondence from Aquatrends dated 09/26/16 in regards to a rate increase in the contract commencing 01/01/17. There was no action required.

Pergola in Front of Pool House

The Board reviewed two (2) proposals for the construction of a pergola in the pool area. A motion was made, seconded and unanimously carried to APPROVE the proposal from CPR dated for the construction of a pergola at the pool area, in the amount of \$7,496.00 (attached), to be paid from Reserves G/L #3860 (Refurb: Stucco/Light Post/ Wood).

Light Post Trim Installation Proposals Update

A motion was made, seconded and unanimously carried to TABLE the approval of a proposal for the installation of trim around the light posts to the December General Session to allow management to request mock pictures of the proposed trim on the light poles, to confirm the total number of poles that need to have the trim installed, and to research the original contract as part of the reconstruction project to determine if the trim should have been installed on all posts.

Proposals for Removal / Capping of Retaining Wall near Tennis Courts

Management was requested to issue a work order for the repair/capping of the wall at a cost not to exceed \$500.00.

Preventative Roof Maintenance Proposals

A motion was made, seconded and unanimously carried to TABLE the proposals for the annual preventative roof maintenance to the December General Session to allow management to obtain additional proposals and to clarify the total estimate from Premier Roofing.

Slurry Seal Update / Clarification

Management was requested to remove this item from the Agenda with no further action to be taken.

Painting of Community Parking Poles

Management was requested to obtain proposals for the painting of the parking poles for the Board to review.

Inspectors of Election - Annual Membership Meeting & Election

A motion was made, seconded and unanimously carried to APPROVE appointment of William Leek of 9 Segura, Avi Schwartz of 62 Navarre, and Robert Fallone of 23 Morena to act as the Inspector of Election and certify the results of the election in accordance with the adopted Election Rules for the Annual Membership Meeting & Election to be held on January 26, 2017 at 7:30 p.m. with registration at 7:15 p.m. at the Rancho Senior Center. Furthermore, Optimum Professional Property Management, Inc. is authorized to receive the ballots and will turn them over to the Inspector of Election prior to the meeting.

Proposed Rules and Regulations

A motion was made, seconded and unanimously carried to APPROVE the proposed Rules & Regulations prepared by the Association's Board of Directors, to be mailed to the Membership for the thirty (30) day review and comment period prior to adoption scheduled for 01/27/17.

Next Meeting

NOTE: Meetings of the Board of Directors are held monthly except November. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for Thursday, December 1, 2016 at 6:15 p.m. Executive Session and 6:45 p.m. General Session at Rancho Senior Center, Irvine, California.

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 7:25 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 by Board
Appointed Secretary

12.1.16
Dated

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

SEPTEMBER 22, 2016

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 09/16/16 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Copen Way, Irvine, California.

Roll Call

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

Directors Present: Cathy Lewis, President
Dan Wells, Secretary
Elizabeth Kojian, Treasurer
Jill Cooper, Member at Large

Directors Absent: Jim Weaver, Vice President

Others Present: Morgen Hardigree, Senior CCAM-ND®, Optimum Professional Property Mgmt.
(ACMF®)

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 September 22, 2016 from 6:21 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging dated 09/14/16 and Reconciliation Report dated 08/31/16
- Hearings: One (1) hearing for Landscape Maintenance
- Minutes: Executive Session 08/25/16

Call to Order General Session

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 7:02 p.m.

Homeowner Forum

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. There were no homeowners present.

Architectural Committee Report

Management provided a log in the Directors Report of all open architectural items. No action required.

Landscape Committee Report

The Committee discussed with the Board the August Action List from Grant's Landscape, the September Landscape Committee Inspection from 09/02/16, and the September Action List from Grant's Landscape. There was no action required.

GLS Proposal #0009

A motion was made, seconded and unanimously carried to APPROVE the proposal #0009 from Grant's Landscape dated 09/06/16 for the replacement of the Strawberry Arbutus tree at the pool area with the same type of tree in a 24" box, as the tree died, in the amount of \$450.00, with the stipulation they completely change out the soil, to be paid from Reserves G/L #3840 (Refurb: Landscape).

GLS Proposal #0010

A motion was made, seconded and unanimously carried to APPROVE the proposal #0010 from Grant's Landscape dated 09/06/16 for landscape renovations at the planter between 10-12 Morena, in the amount of \$270.00, to be paid from Reserves G/L #3840 (Refurb: Landscape).

GLS Proposal #0011

A motion was made, seconded and unanimously carried to APPROVE the proposal #0011 from Grant's Landscape dated 09/06/16 for landscape renovations at the planter between 4-8 Morena, in the amount of \$795.00, to be paid from Reserves G/L #3840 (Refurb: Landscape).

GLS Proposal #0012

A motion was made, seconded and unanimously carried to APPROVE the proposal #0012 from Grant's Landscape dated 09/06/16 for landscape renovations adjacent to the utility closets, in the amount of \$180.00, to be paid from Operating G/L #7215 (Landscape Supplies).

GLS Proposal #0013

A motion was made, seconded and unanimously carried to APPROVE the proposal #0013 from Grant's Landscape dated 09/06/16 for landscape renovations near 35 Morena, in the amount of \$165.00, to be paid from Reserves G/L #3840 (Refurb: Landscape).

GLS Proposal #0014

A motion was made, seconded and unanimously carried to APPROVE the proposal #0014 from Grant's Landscape dated 09/06/16 for landscape renovations along the garages near 39 Morena, in the amount of \$65.00, to be paid from Operating G/L #7215 (Landscape Supplies).

GLS Proposal #0015

A motion was made, seconded and unanimously carried to APPROVE the proposal #0015 from Grant's Landscape dated 09/06/16 to oversee the turf areas, in the amount of \$650.00, to be paid from Operating G/L #7215 (Landscape Supplies).

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the August 25, 2016 General Session of the Board of Directors as written.

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 08/31/16 with a balance of \$51,526.66 in Operating; \$37,472.31 in Sunwest Bank MMA, \$37,951.70 in Pacific Western S/A, \$320,229.80 in Pacific Western Money Market, \$248,024.52 in Popular Banking Money Market, \$213,884.71 in Morgan Stanley and \$202,1547.28 in Mutual of Omaha Money Market, for a total balance of \$1,059,720.32 (less loans) in Reserves, unbilled Special Assessment reserve asset \$381,177.93 as presented, with total assets at \$1,575,801.38 subject to audit/review by a CPA at fiscal year-end.

Transfer Funds in Excess of the FDIC Limit

A motion was made, seconded and unanimously carried to APPROVE transferring funds from Pacific Western Bank Money Market Reserve Account G/L #1520 in the total amount of \$100,00.00 as follows: \$50,000.00 to be transferred to Morgan Stanley to be deposited in a 6 month Certificate of Deposit and \$50,000.00 to be transferred to Morgan Stanley to be deposited in a 12 month Certificate of Deposit.

Beal Bank CD Maturing 09/28/16

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Beal Bank, Reserve Account G/L #1202 in the amount of \$50,000.00 plus interest maturing 09/28/16 for a term of 12 months at the best available rate.

Proposed Budget, Reserve Study and Reserve Funding Plan Fiscal Year 01/01/17 to 12/31/17

A motion was made, seconded and unanimously carried to APPROVE proposed budget #1 prepared 09/15/16 as presented for fiscal year 01/01/17 to 12/31/17 with assessments remaining at \$395.00 per unit per month and monthly funding to reserves in the amount of \$23,603.00, which is the amount recommended of in the update reserve study by Association Reserves dated 09/11/16 with reserves funded at 123%, with the stipulation management include \$144.00 in Operating G/L #8460 (CAI Buck A Door Program).

NOTE: The Board of Directors is NOT currently considering a Special Assessment and/or obtaining a Bank Loan for fiscal year 01/01/17 to 12/31/17 to repair any major common area components or to fund the reserves.

Furthermore, the Board APPROVED the update Reserve Study prepared by Association Reserves dated 09/21/16 revision 1 for fiscal year 01/01/17 to 12/31/17 with monthly recommended funding to reserves of \$23,603.00 with reserves funded at 123% in 2017 and projected funding at 114.9% in five (5) years.

Components with a remaining useful life of 30 years or less listed on the Executive Summary will continue to be funded per the approved budget and repairs or replacement of these items is not currently being deferred.

Furthermore, the Board ADOPTED the Reserve Funding Plan presented by Association Reserves that shows reserves funded at 123% in 2017 and 114.9% in five (5) years based on the approved reserve funding amount of \$23,603.00 per month for fiscal year 01/01/17 to 12/31/17.

Committee Member Request for Reimbursement

A motion was made, seconded and carried to APPROVE the request for reimbursement from Daniel Wells for the purchase of supplies in the front entry monument planter, in the amount of \$108.98, to be paid from Operating G/L 7215 (Landscape Supplies).

Abstain: Daniel Wells

Accurate Invoice ~ 35 Navarre

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #82331 dated 07/02/16 from Accurate Invoice to perform the termite treatment work at 35 Navarre, in the amount of \$1,582.00, to be paid from Operating G/L #7527 (Pest Control Extras).

Community Association Institute Pledge: Community Legislative Action Committee (CLAC)

The Board reviewed correspondence from Community Associations Institute (CAI) for a community pledge requesting a donation of \$1.00 per door to help with public education and advocacy for homeowners and community associations. A motion was made, seconded and unanimously carried to APPROVE making a donation to Community Associations Institute for Community Legislative Action Committee (CLAC), "A Buck a Door" program for \$1.00 per door, which is equal to \$144.00 to be paid from Operating G/L #8460 (CAI Buck A Door Program).

Pergola in Front of Pool House

A motion was made, seconded and unanimously carried to TABLE the approval of a proposal for the construction of a pergola at the pool area to the October General Session pending the review of additional proposals.

Light Post Trim Installation Proposals Update

A motion was made, seconded and unanimously carried to TABLE the approval of a proposal for the installation of trim around the light posts to the October General Session pending the review of additional proposals.

Annual BBQ

A motion was made, seconded and unanimously carried to APPROVE payment in the amount of \$100.00 to Jeremy Taylor for preparing and cooking the food at the annual community barbecue, to be paid from operating g/l #8499 (Miscellaneous Administration).

Slurry Seal Update / Clarification

Management provided pictures and report from Accord Construction advising the two (2) coats were to be done at the same time. The Board reported they would send the emails to management from Accord Construction and Ben's Asphalt advising there would be two coats, done at least six (6) months apart.

Pressure Testing Results of Pressure Regulators

The Board reviewed the test results from the water pressure testing performed by South County Plumbing advising there were 72 pressure regulators in need of replacement. The Board reviewed three (3) proposals for the replacement of the 72 pressure regulators, a motion was made, seconded and unanimously carried to APPROVE the proposal from South County Plumbing dated 09/22/16 for the replacement of the seventy-two (72) pressure regulators, in the amount of \$13,000.00, to be paid from Operating G/L #7620 (Plumbing).

Proposals (3) Stucco Repairs in Atrium – 3 Segura

The Board reviewed three (3) proposals for the stucco and weep screed repairs in the atrium at 3 Segura. A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 08/25/16 to repair the weep screed and stucco in the atrium at 3 Segura, in the amount of \$2,380.00, to be paid from Reserves G/L #386 0 (Refurb: Stucco).

Pool Heat

The Board agreed to turn off the pool heat on October 31, 2016, and to discuss the turning on of the pool heat during the February General Session.

Rules and Regulations Update

A motion was made, seconded and unanimously carried to TABLE approval of mailing the proposed revised Rules and Regulations to the Membership until the October board meeting to allow further review by the Board and Management.

Next Meeting

NOTE: Meetings of the Board of Directors are held monthly except November. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for Thursday, October 27, 2016 at 6:15 p.m. Executive Session and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

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 8:32 p.m.

SECRETARY'S CERTIFICATE

I, Board of Directors, 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:

Board of Directors
Appointed Secretary

10.27.16
Dated

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

AUGUST 25, 2016

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 08/18/16 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

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

Directors Present: Cathy Lewis, President
Jim Weaver, Vice President
Dan Wells, Secretary
Elizabeth Kojian, Treasurer
Jill Cooper, Member at Large

Directors Absent: None

Others Present: Morgen Hardigree, Senior CCAM-ND®, Optimum Professional Property Mgmt.
(ACMF®)
See Sign in Sheet

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 25, 2016 from 6:19 p.m. to 7:04 p.m. for the following:

- Delinquencies: A/R Aging dated 08/25/16 and Reconciliation Report dated 07/31/16
- Hearings: Two (2) hearings for Landscape Maintenance and Reimbursement Assessment
- Legal: Homeowner mediation update
- Minutes: Executive Session 07/28/16
- Non-Compliance: Noise Nuisance

Call to Order General Session

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 7:05 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:

- Trees

Architectural Committee Report

Management provided a log in the Directors Report of all open architectural items. No action required.

Landscape Committee Report

The Committee discussed with the Board the August property inspection with Grant's Landscape and the notice that they were no longer providing tree trimming services. Management was requested to contact Scott Griffiths with Great Scott Tree Service to accompany the Committee during the October landscape walk to inventory the trees within the community so we can obtain proposals for tree trimming for 2017.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the July 28, 2016 General Session of the Board of Directors as written.

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 07/31/16 with a balance of \$40,640.12. in Operating; \$37,470.62 in Sunwest Bank MMA, \$38,391.26 in Pacific Western S/A, \$292,920.57 in Pacific Western Money Market, \$247,912.65 in Popular Banking Money Market, \$213,855.05 in Morgan Stanley and \$202,124.83 in Mutual of Omaha Money Market, for a total balance of \$1,032,674.98 (less loans) in Reserves, unbilled Special Assessment reserve asset \$400,983.81 as presented, with total assets at \$1,546,234.55 subject to audit/review by a CPA at fiscal year-end.

FHA Status Report

Management advised the Association's FHA Certification was approved effective 08/22/16 and will expire in two (2) years, expiring in 2018. No action required.

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 #O963-00100-2 with the stipulation Management contacts the owner to inform them of the delinquency on their account prior to filing the lien.

Pergola in Front of Pool House

Management was requested to obtain three (3) proposals to construct a pergola at the front of the pool cabana and entrance to restrooms to be 16'1 x 8'w x 8 ½ h with two (2) options for trex and wood, an option to be attached to the cabana or not affixed, for the Board to review at the September board meeting.

Light Fixture Update

A motion was made, seconded and unanimously carried to APPROVE the proposal from Tri-County Lighting dated 08/18/16 to refurbish the light fixtures and address number plates for \$77,555.02 to be paid from Reserves G/L #3165 with the stipulation reallocation of the payment of funds may come from Reserves G/L #3860 (Refurb: Stucco/Light Post/Wood). Furthermore, the Board APPROVED rescinding the original motion made January 28, 2016 to replace the light fixtures since the Board did not prefer the proposed fixtures approved for \$82,301.73. Finally, the Board requested Management obtain a proposal from the three (3) vendors bidding the pergola at the pool house to construct custom borders around the free-standing light poles in the community, and to advise the vendors the light poles were made from trex material.

Annual BBQ

Management advised that Jeremy Taylor of Ben's Asphalt will purchase all hamburgers and hotdogs and all drinks, but no condiments. A motion was made, seconded and unanimously carried to APPROVE reimbursement to Jeremy Taylor of Ben's Asphalt at a cost not to exceed \$500.00 for the items purchased to be paid from Operating G/L #8499 (Miscellaneous Administration). Furthermore, Management was requested to include a new G/L I code in the 2017 budget for community events with an annual budget of \$1,000.00.

Rules and Regulations Update

A motion was made, seconded and unanimously carried to TABLE approval of mailing the proposed revised Rules and Regulations to the Membership until the September board meeting to allow further review by the Board and Management.

Slurry Seal Update / Clarification

The Board reviewed the original contract signed with Ben's Asphalt in regards to the asphalt work performed as part of the renovation project. Management was requested to contact Ben's Asphalt and again clarify when the 2nd coating was performed as there should have been two (2) separate slurry coatings performed. Furthermore,

Management was requested to contact Lonie Accord of Accord Construction to confirm with him how many slurry coats were to be used.

South County Plumbing Proposal – Pressure Testing

A motion was made, seconded and unanimously carried to APPROVE the proposal from South County Plumbing to perform pressure testing of all water pressure at all units, performing the needed adjustment at the time of testing, and to provide a report / proposal to management with all units that need to be replaced for \$1,500.00 to be paid from Operating G/L #7620 (Plumbing).

Next Meeting

NOTE: Meetings of the Board of Directors are held monthly except November. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for Thursday, September 22, 2016 at 6:15 p.m. Executive Session and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

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 8:58 p.m.

SECRETARY'S CERTIFICATE

I, Daniel Wells, 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:



Appointed Secretary

9/22/16

Dated

**The Villas Community Association
General Session Minutes
August 25, 2016
Page 3 of 3**

Management was requested to contact Lonie Accord of Accord Construction to confirm with him how many slurry coats were to be used.

South County Plumbing Proposal – Pressure Testing

A motion was made, seconded and unanimously carried to APPROVE the proposal from South County Plumbing to perform pressure testing of all water pressure at all units, performing the needed adjustment at the time of testing, and to provide a report / proposal to management with all units that need to be replaced for \$1,500.00 to be paid from Operating G/L #7620 (Plumbing).

Next Meeting

NOTE: Meetings of the Board of Directors are held monthly except November. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for Thursday, September 22, 2016 at 6:15 p.m. Executive Session and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

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 8:58 p.m.

SECRETARY'S CERTIFICATE

I, BOD, 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 By Board
Appointed Secretary

9.2.16
Dated

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

JULY 28, 2016

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 07/21/16 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

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

Directors Present: Cathy Lewis, President
Jim Weaver, Vice President
Dan Wells, Secretary
Elizabeth Kojian, Treasurer
Jill Cooper, Member at Large

Directors Absent: None

Others Present: Morgen Hardigree, Senior CCAM-ND®, Optimum Professional Property Mgmt.
(ACMF®)
See Sign in Sheet

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 July 28, 2016 from 6:20 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging dated 07/21/16 and Reconciliation Report dated 06/30/16
- Hearings: Two (2) hearings for Landscape Maintenance and Reimbursement Assessment
- Legal: Homeowner mediation update
- Minutes: Executive Session 06/23/16

Call to Order General Session

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 7:03 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:

- Unit PSI Levels
- Exterior Lighting
- Restroom Signs
- Landscape Waste in Community Dumpsters
- Termite Treatment

Architectural Committee Report

Management provided a log in the Directors Report of all open architectural items. No action required.

Landscape Committee Report

Landscape Committee representatives, Jill Cooper and Daniel Wells, discussed the July Landscape Inspection Report from July 1, 2016 and advised the Board the supervisor for The Villas from Grant's Landscape was no longer the supervisor. Furthermore, the Committee advised the Board that Kenny Grant, owner of Grant's

Landscape, would be attending the next couple of walks with the new landscape supervisor. The Committee advised they would meet with Mr. Grant to discuss all open items and plantings that need to be completed, along with the dead areas of turf and the irrigation.

GLS Proposal - Drip System

A motion was made, seconded, and unanimously carried to APPROVE proposal #003 from Grant's Landscape dated 07/15/16 to install a drip system along 12-18 Morena with the stipulation the drip system be replaced with irrigation pipes and sprinklers designed for that area for \$2,500.00 to be paid from Reserves G/L #3840 (Refurb: Landscape).

GLS Proposal - Landscape #12-18 Morena

A motion was made, seconded, and unanimously carried to APPROVE proposal #004 from Grant's Landscape dated 07/15/16 to renovate landscape along 12-18 Morena for \$750.00 to be paid from Reserves G/L #3840 (Refurb: Landscape).

GLS Proposal - Landscape Enhancements

A motion was made, seconded, and unanimously carried to APPROVE proposal #005 from Grant's Landscape dated 07/15/16 to enhance landscape along Morena for \$307.00 to be paid from Reserves G/L #3840 (Refurb: Landscape). Furthermore, the Board is requesting Grant's Landscape use higher quality mulch throughout the community.

Tree Removal – 12 Segura

Owner was not present. The Board reviewed correspondence from the owner of 12 Segura in regards to the trees removed along Segura and requested Management thank the owner for the correspondence which will be taken under advisement.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the June 23, 2016 General Session of the Board of Directors as written.

Ratification of Emergency Meeting by Email – Pool Circulation Pump

A motion was made, seconded and unanimously carried to APPROVE ratification of an Emergency Board Meeting By Email dated 06/21/16 to repair the pool circulation pump for \$1,945.00 to be paid from Reserves G/L #3140 (Pool/Spa/Cabana).

Ratification of Emergency Meeting by Email – 92 Navarre Slab Leak

A motion was made, seconded and unanimously carried to APPROVE ratification of an Emergency Board Meeting By Email dated 06/27/16 for payment of invoice #66853 from South County Plumbing dated 06/27/16 to repair slab leak at 92 Navarre for \$2,475.00 to be paid from Operating G/L #7620 (Plumbing).

Ratification of Emergency Meeting by Email – 92 Navarre Remediation

A motion was made, seconded and unanimously carried to APPROVE ratification of an Emergency Board Meeting By Email dated 06/28/16 for payment of invoice #17677 from 24 Hour Restoration dated 06/28/16 for remediation services performed at 92 Navarre due to a slab leak for \$1,680.80 to be paid from Operating G/L #7620 (Plumbing).

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 06/30/16 with a balance of \$125,842.14 in Operating; \$37,469.13 in Sunwest Bank MMA, \$52,106.77 in Pacific Western S/A, \$267,554.09 in Pacific Western Money Market, \$247,819.38 in Popular Banking Money Market, \$213,840.17 in Morgan Stanley and \$202,090.50 in Mutual of Omaha Money Market, for a total balance of \$1,020,880.04 (less loans) in Reserves, unbilled Special Assessment reserve asset \$407,435.56 as presented, with total assets at \$1,572,350.12 subject to audit/review by a CPA at fiscal year-end.

Allocation of Remaining Special Assessment Funds

The Board discussed the allocation of the remaining special assessments. No action required.

FHA Status Report

Management advised the Board the FHA Renewal was right on track for renewal in September and that all documents were ready to be submitted. No action required.

Request for Reimbursement ~ Purchase of Umbrellas

A motion was made, seconded and unanimously carried to APPROVE the request from Jill-Ann Cooper for reimbursement from the Association for the purchase of two (2) umbrellas for the pool area in the amount of \$308.88 to be paid from Reserves G/L #3140 (Pool/Spa/Cabana).

Request for Reimbursement ~ Printing of Newsletter and Flyers

A motion was made, seconded and unanimously carried to APPROVE the request from Beth Kojian for reimbursement from the Association for printing costs for newsletters and pool key flyer in the amount of \$54.76 to be paid from Operating G/L #8450 (Printing/Mailing/Supplies).

Pergola in Front of Pool House

Management was requested to research the prior proposals submitted as part of the renovation project for the removal and reconstruction of the pergola in front of the pool house, and to obtain additional proposals for the possible construction of a new pergola to be discussed at the August Board Meeting.

Power Wash Proposals (3)

The Board reviewed three (3) proposals to power wash the buildings. A motion was made, seconded and unanimously carried to APPROVE the proposal from Pilot Painting dated 06/15/16 to power wash all buildings throughout the community with the stipulation the power washing performed is intended to only be a gentle washing of the buildings that will not remove the stucco since the buildings were painted two (2) years ago for \$10,800.00 to be paid from Reserves G/L #3120 (Painting).

CID Insurance Programs Proposal - Master Fidelity Coverage

A motion was made, seconded and unanimously carried to APPROVE the renewal policy quote from CID Insurance Programs dated 07/01/16 for Master Fidelity Coverage renewing 08/30/16 with a policy limit of \$1,725,000.00 and a deductible of \$2,500.00 for a total annual policy premium of \$1,316.00 to be paid from Operating G/L #8412 (Fidelity Coverage).

Light Fixture Update

The Board advised the Members in attendance that they did not think the approved new exterior light fixtures chosen for the community were a good fit, therefore, Management was requested to obtain proposals to refurbish the existing light fixtures and address plates for Board review at August meeting. Furthermore, Management was requested to research prior proposals since refurbishment costs may have been included.

Annual BBQ

The Board reviewed the request from the Annual Barbecue Chair Ava Parks in regards to this year's theme, "The All-American Villas Summer 2016, Barbecue, Mom, Baseball and Apple Pie!", which the Board approved. Management advised that donations and gift cards have been received by vendors and that Ben's Asphalt will provide the barbecue, but not the food and condiments. Management was requested to deposit this year's donations into Operating G/L #8499 (Misc. Administration), and that all reimbursements be paid from this account. A motion was made, seconded and unanimously carried to APPROVE creating a new general ledger code in the 2017 Budget for next year's event to be G/L #8422 (Community Events), with a budget of \$1,000.00. Management was requested to let Ava know the Board was in agreement with the theme and for the invitations to be created.

Rules and Regulations Update

The Board discussed updating the Association's Rules and Regulations and the comments from Board Members. It was agreed to remove the approved plant list from prior rules, as well as parking enforcement with a permit program. Management was requested to confirm the Assessment Collection Policy in the Rules and Regulations was the same adopted by the Board. Finally, Management was requested to contact Dirk Petchul of Berding | Weil for a proposed Water Intrusion Policy for the community to be sent with the proposed Rules and Regulations. The Board would again review the proposed Rules and Regulations at their August 25, 2016 board meeting for final approval and mailing to membership for 30 day review and comment period.

City of Irvine Correspondence – Airbnb & VRBO

The Board reviewed correspondence from City of Irvine in regards to vacation or short term rentals in the city, and to contact Code Enforcement if they are concerned there may be a short term rental in the community. No action required.

Next Meeting

NOTE: Meetings of the Board of Directors are held monthly except November. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for Thursday, August 25, 2016 at 6:15 p.m. Executive Session and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

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 8:24 p.m.

SECRETARY'S CERTIFICATE

I, Board, 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 By Board
Appointed Secretary

8.25.16
Dated

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

JUNE 23, 2016

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 06/17/16 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

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

Directors Present: Cathy Lewis, President
Jim Weaver, Vice President
Dan Wells, Secretary
Elizabeth Kojian, Treasurer
Jill Cooper, Member at Large

Directors Absent: None

Others Present: Morgan Winegar, Senior CCAM®, Optimum Professional Property Mgmt. (ACMF®)
See Sign in Sheet

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 June 23, 2016 from 6:32 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging dated 06/16/16 and Reconciliation Report dated 05/31/16
- Hearings: Two (2) hearing for Landscape Maintenance and Reimbursement Assessment
- Legal: CC&R & Bylaw Revisions and Homeowner mediation request update
- Minutes: Executive Session 05/26/16

Call to Order General Session

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 7:00 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 Report

Management provided a log in the Directors Report of all open architectural items. No action required.

Landscape Committee Report

Landscape Committee representatives, Jill Cooper and Daniel Wells, requested that the Management speak to the Landscapers about increasing water usage throughout the community. Furthermore the Landscape Committee would like to meet with the Irrigation specialist.

There was no action required in regards to the May 2016 Service Log from Grant's Landscape.

There was no action required in regards to the June 2016 Service Log from Grant's Landscape.

Great Scott Tree Service Proposal - Removal Five (5) Eucalyptus Trees

A motion was made, seconded and unanimously carried to APPROVE the proposal from Great Scott Tree Service dated 06/23/16 to remove five (5) Eucalyptus trees throughout the community for \$3,475.00 to be paid from Operating G/L #7790 (Contingency).

Secretary's Report / Minutes

A motion was made, seconded and carried to APPROVE the Minutes of the May 26, 2016 General Session of the Board of Directors as written.

ABSTAIN: Jim Weaver

Treasurer's Report / Financials

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 05/31/16 as presented, subject to audit/review at fiscal year-end by CPA.

At Maturity Request Form

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Sunwest Bank, Reserve Account G/L #2506 in the amount of \$200,025.48 plus interest maturing 07/20/16 for a term of 6 months at the best available rate.

Approve Renewal Quote or New Proposal for Insurance Renewal 07/24/16

The Board reviewed the renewal policy quote from Berg Insurance Agency for insurance coverage renewing 07/24/16. A motion was made, seconded and unanimously carried to APPROVE the renewal quote from Berg Insurance Agency dated 06/14/16 to include property coverage with a policy limit of \$27,960,000.00 and deductible of \$1,000.00, liability coverage with a policy limit of \$1 million, umbrella coverage with a policy limit of \$15 million, Directors & Officers coverage with a policy limit of \$1 million, and earth quake coverage with a policy limit of \$26,775,000.00 for a total annual premium of \$61,220.00 subject to rate changes to be paid from Operating.

33-39 Navarre Drainage Update

A motion was made, seconded and unanimously carried to APPROVE closing the drainage issue at 33-39 Navarre since the Board determined the drainage is the homeowner's responsibility. No further action will be taken.

Power Wash Proposals (3)

A motion was made, seconded and unanimously carried to TABLE the three (3) proposals to power wash all buildings until the July Board meeting pending an additional proposal from Diversified.

Exterior Light Fixture Replacement Update

The Board discussed the exterior light fixtures and the requested modifications to be made by Tri-County Lighting. Management was requested to follow up with Tri-County for status of the modifications to be made and if other fixtures were found for the community for the Board to review.

Annual BBQ

The Board discussed the Annual BBQ and would like information on what vendors have been notified and what themes are being considered.

Rules and Regulations Update

A motion was made, seconded and unanimously carried to TABLE the Rules and Regulations discussion until the July board meeting pending further discussion.

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. **Board Approved Gift for Jesus Castaneda (Chewy)**

A motion was made, seconded and unanimously carried to APPROVE for the Association to give a bonus to the landscape supervisor, Jesus Castaneda with Grant's Landscape, in the amount of \$100.00 to be paid from Operating g/l #8499 (Miscellaneous Administration).

Next Meeting

NOTE: Meetings of the Board of Directors are held monthly except November. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for Thursday, July 28, 2016 at 6:15 p.m. Executive Session and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

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 7:57 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:

Board approved
Appointed Secretary

7.28.16
Dated

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

MAY 26, 2016

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 05/20/16 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

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

Directors Present: Cathy Lewis, President
Dan Wells, Secretary
Elizabeth Kojian, Treasurer
Jill Cooper, Member at Large

Directors Absent: Jim Weaver, Vice President

Others Present: Morgen Hardigree, Senior CCAM®, Optimum Professional Property Mgmt. (ACMF®)
See Sign in Sheet

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 26, 2016 from 6:20 p.m. to 6:55 p.m. for the following:

- Delinquencies: A/R Aging dated 05/19/16 and Reconciliation Report dated 04/30/16
- Hearings: Two (2) hearing for property maintenance
- Legal: CC&R & Bylaw Revisions and Homeowner mediation request update
- Non-Compliance: Issues regarding garage use and parking
- Minutes: Executive Session 04/28/16

Call to Order General Session

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 7:03 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:

- Landscaping
- Exterior Lights

Architectural Committee Report

Management provided a log in the Directors Report of all open architectural items. No action required.

Landscape Committee Report

Landscape Committee representatives, Jill Cooper and Daniel Wells discussed with the Board the recent Landscape Committee walk held on May 20, 2016. The Committee agreed to discuss with Grant's Landscape at the June 3, 2016 walk the areas within the community to be scalped and seeded, start addressing all irrigation zones, direct the on-site crew to remove the fungi from the bark when observed.

GLS April 2016 Service Log

There was no action required in regards to the April 2016 Service Log from Grant's Landscape.

GLS Response to Requests from Committee

The Board reviewed the responses from Kenny with Grant of Grant's Landscape dated 05/16/16 in regards to the Committee's requests. There was no action required at this time, and the Committee agreed to monitor the landscape in the rear of the community near the putting green.

Treating of Carrotwood Trees

The Board reviewed the correspondence from Grant's Landscape dated 05/16/16 in regards to treating the carrotwood trees. There was no action was required.

Grants Landscape Proposal – Replace Plants

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 05/10/16 to replace new plant material damaged by vandalism at 94-96 Navarre, for \$135.00 to be paid from operating g/l #7215 (Landscape Supplies).

Grants Landscaping Proposal - 2016 Tree Trimming

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 01/22/14 to trim 125 trees throughout community for \$7,170.00 to be paid from operating g/l #7232 (Tree Trimming).

Request for Removal of Five (5) Eucalyptus Trees

The Board reviewed the request from Grant's Landscape dated 05/13/16 for the removal of the five (5) eucalyptus trees in the rear of the property that is causing stains to the windows and stucco of certain units. Management was requested to obtain an additional proposal for the removal of the trees for the Board to review along with the proposal from Grant's Landscape at their June 23, 2016 Meeting.

Request for Reimbursement-\$64.63-Landscape

A motion was made, seconded and carried to APPROVE reimbursement to Landscape Committee Member Daniel Wells in the amount of \$62.64 for the purchase of landscape material for the community, to be paid from operating g/l # 7215 (Landscape Supplies).

Abstained: Daniel Wells

Secretary's Report / Minutes

A motion was made, seconded and carried to APPROVE the Minutes of the April 28, 2016 General Session of the Board of Directors as written.

Abstained: Beth Kojian

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 04/30/16 with a balance of \$106,180.80 in Operating; \$37,465.95 in Sunwest Bank MMA, \$69,008.03 in Pacific Western S/A, \$211,296.80 in Pacific Western Money Market, \$247,609.41 in Popular Banking Money Market, \$213,754.97 in Morgan Stanley and \$202,022.97 in Mutual of Omaha Money Market, for a total balance of \$981,158.13 (less loans) in Reserves, unbilled Special Assessment reserve asset \$426,887.90, as presented, with total assets at \$1,530,649.85 subject to audit/review by a CPA at fiscal year-end.

33-39 Navarre Drainage Update

Management advised that South County Plumbing would charge a cost not to exceed \$1,000.00 for the review of the engineering plans for the drainage installation between the garages at 33-39 Navarre and to submit a proposal. Management also advised PCW and Scott English Plumbing were also submitting revised proposals. The Board agreed to review the two (2) proposals from Scott English Plumbing and PCW, and to advise South County Plumbing to not submit a proposal as the Board did not want to pay the cost for the submittal at this time.

Pool Cabana Remodel Update

Management was requested to follow up with the painting of the doors to the restrooms and the reattachment of the gender signs on each door with Accord Construction.

Exterior Light Fixture Replacement Update

The Board discussed the exterior light fixtures and the requested modifications to be made by Tri-County Lighting. Management was requested to follow up with Tri-County for status of the modifications to be made and if other fixtures were found for the community for the Board to review.

Tri-County Lighting Invoices - Over Authorized Limit

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #133115 from Tri-County Lighting dated 02/22/16 for \$1,715.26 (total cost is outside the authorized limit of Management per the contract with \$75.00 to be paid from Operating g/l #7540 (Lighting Contract) and remainder of \$1,640.26 to be paid from Operating g/l #7545 (Light Repairs/Supplies). Furthermore, Management was requested to remind Tri-County Lighting of their concerns for the amount of labor charged for the inspections.

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #133222 from Tri-County Lighting dated 03/09/16 for \$1,697.85 (total cost is outside the authorized limit of Management per the contract) with \$75.00 to be paid from operating g/l #7540 (Lighting Contract), and the remainder of \$1,622.85 to be paid from operating g/l #7545 (Light Repairs/Supplies). Furthermore, Management was requested to remind Tri-County Lighting of their concerns for the amount of labor charged for the inspections.

Annual BBQ

Management advised that Ava Parks agreed to again assist in the Annual Community barbecue to be held on Saturday, August 27, 2016. Management was requested to ask Accord Construction, Grant's Landscape, Aquatrends, Tri-County Lighting, and JOTS Construction if they would like to make a donation towards the barbecue.

Rules and Regulations Update

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

Power-Wash Buildings

Board directed Management to obtain three (3) proposals to power-wash all buildings for the June board meeting.

Next Meeting

NOTE: Meetings of the Board of Directors are held monthly except November. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for Thursday, June 23, 2016 at 6:15 p.m. Executive Session and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

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 7:53 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:

Board Approved
Appointed Secretary

6.23.16
Dated

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

APRIL 28, 2016

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 04/18/16 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

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

Directors Present: Cathy Lewis, President
Jim Weaver, Vice President
Dan Wells, Secretary
Jill Cooper, Member at Large

Directors Absent: Elizabeth Kojian, Treasurer

Others Present: Morgen Hardigree, Senior CCAM®, Optimum Professional Property Mgmt. (ACMF®)
See Sign in Sheet

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 April 28, 2016 from 6:15 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging dated 04/20/16 and Reconciliation Report dated 03/31/16
- Hearings: One (1) hearing for property maintenance
- Legal: CC&R & Bylaw Revisions and Homeowner mediation request update
- Minutes: Executive Session 03/24/16

Call to Order General Session

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 7:00 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
- Landscaping
- Exterior Lights
- Wheel Stops

Architectural Committee Report

Management provided a log in the Directors Report of all open architectural items. No action required.

44 Navarre

Management advised that Mike Lee of The City of Irvine Code Enforcement contacted them to advise they had scheduled an inspection of the interior of the home at 44 Navarre and would advise them of the results of the inspection. No action is required at this time.

Landscape Committee Report

Landscape Committee representatives, Jill Cooper and Daniel Wells discussed with the Board the recent Landscape Committee walk held on April 1, 2016. Management was directed to contact Grant's Landscape for the following items:

1. Slope adjacent to 37 Morena and all along the back side of Segura is in need of maintenance and should be maintained on a regular basis
2. Send copy of email submitted by Dan Wells in regards to the trees in the slope adjacent to the putting range to both Kenny Grant and Jose at Grant's Landscape for their review and response
3. Request Grant's Landscape provide punch list after each property inspection held
4. Provide dates of Spring tree trimming for community
5. When submitting proposals, please number the proposals for easy reference

Landscape Bordering Golf Course

The Board reviewed correspondence from Grant's Landscape in regards to the renovations to the landscape that borders the golf course. This was addressed in the direction provided to Grant's Landscape above.

Grants Landscape Services, Inc. Proposal - Renovate Landscape 2-22 Navarre \$4,057.00

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 03/17/16 to perform landscape renovations from 2-22 Navarre for \$4,057.00 to be paid from Reserves G/L #3840 (Landscape Refurbishment). Furthermore, this work is not to be scheduled until authorized by the Landscape Committee.

Mowing of Community

Management confirmed that mowing of the turf by Grant's Landscape for the community will remain on Thursdays.

Irrigation Schedule

The Landscape Committee advised the irrigation schedule will be addressed at the May Landscape meeting on May 6, 2016.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the March 24, 2016 General Session of the Board of Directors as written.

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 03/31/16 with a balance of \$95,797.07 in Operating; \$37,464.46 in Sunwest Bank MMA, \$81,459.14 in Pacific Western S/A, \$25,967.50 due from (to) operating, \$186,656.19 in Pacific Western Money Market, \$247,511.26 in Popular Banking Money Market, \$213,732.62 in Morgan Stanley and \$201,989.77 in Mutual of Omaha Money Market, for a total balance of \$1,402,875.72 (less loans) in Reserves, unbilled Special Assessment reserve asset \$433,437.80, as presented, with total assets at \$1,519,848.52 subject to audit/review by a CPA at fiscal year-end.

Everbank CD Maturing 06/29/16

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Everbank, Reserve Account G/L #1202 in the amount of \$50,000.00 plus interest maturing 06/29/16 for a term of 6 months at the best available rate.

Draft Audit FYE 12/31/15

A motion was made, seconded and unanimously carried to ACCEPT the draft audit and tax returns as presented for fiscal year-ended 12/31/15 prepared by Inouye Shively & Klatt, CPA.

Reserve Study Update Proposals FY 01/01/17 to 12/31/17

The Board reviewed three (3) proposals for an update reserve study. A motion was made, seconded and unanimously carried to APPROVE the proposal from Association Reserves dated 03/21/16 for a single year engagement update reserve study for fiscal year 01/01/17 to 12/31/17 for \$550.00.

33-39 Navarre Drainage Update

The Board reviewed the proposal from PCW dated 03/26/16 for the installation of a new drain in the alleyway adjacent to 33-39 Navarre in the amount of \$93,946.00. Management advised South County Plumbing was working with the City of Irvine and Khatri International to find a less expensive method to install the drain and would provide the Board with the information once received.

Pool Cabana Remodel Update

Management advised the Board that Lonie Accord of Accord Construction provided Preferred Contractors with a punch list of outstanding items that needed to be completed. Management was requested to confirm the entrance doors would be repainted and the new signs also installed.

Exterior Light Fixture Replacement Update

Management shared the correspondence from Tri County Lighting and the manufacturers of the lighting fixtures advising there were still on order and estimated to be shipped on the 04/27/16. Once received, they would be installed on the outside of 1 Segura for the Board to inspect and approve. Once approved, then all lighting fixtures and address plates would be ordered.

Proposals - Fire Extinguishers Service

The Board reviewed two (2) proposals for fire extinguisher service. A motion was made, seconded and unanimously carried to APPROVE the proposal from Mobile Fire Extinguisher dated 03/18/16 to service the Association's fire extinguishers for \$460.00 to be paid from Operating G/L #7555 (fire extinguishers).

Approve FHA Certification Renewal Proposal for FHA Certification Expiring 09/11/16

Management was requested to provide the application completed by the Board President Cathy Lewis and all related information to Natalie Stewart of FHA Renewal.

Proposals (3) – Rain Gutter Repairs

A motion was made, seconded and unanimously carried to TABLE the three (3) proposals to repair the rain gutters until the May board meeting pending receipt of the revised proposals.

Annual BBQ

Management confirmed that Ben's Asphalt would provide the "chuckwagon" with the food and supplies to be provided by the community. Management was requested to have a "Save The Date" included in the next newsletter and to send an email to Eva Parks who assisted with past events.

Status Update: Proposed Fence at Temple Bordering Community

Management advised they had spoken to the architect for the neighboring synagogue and an 8 foot black wrought iron fence with stakes at the top would be installed around the synagogue, and would be constructed 20-25 feet away from The Villas Community Association.

Status Update: Racquet Club Painting of Light Poles and Fence Repair

Management advised a conversation was held with Scott Spearman of the Racquet Club and the mesh installed on the gates had been reattached, and the light poles were to be painted by the end of the year. There was no action required.

Status Update: Golf Course Lights

Management advised a message was left on the voice mail of Mike Lee, City of Irvine Code Enforcement, in regards to the lights not being turned off at the golf course at the required time. Management will follow up with the City of Irvine.

Rules and Regulations Update

The Board again advised the members in attendance that the proposed revisions to the community's Rules and Regulations would be a project for the Board once a decision was made by the Court for the reinstatement of the Association's CC&Rs and Bylaws.

Next Meeting

The next meeting of the Board of Directors is scheduled for Thursday, May 26, 2016 at 6:15 p.m. Executive Session and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

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 7:55 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:

Board approved
Appointed Secretary

5.26.16
Dated

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

MARCH 24, 2016

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 03/18/16 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

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

Directors Present: Cathy Lewis, President
Jim Weaver, Vice President
Elizabeth Kojian, Treasurer
Dan Wells, Secretary
Jill Cooper, Member at Large

Directors Absent: None

Others Present: Morgen Hardigree, Senior CCAM®, Optimum Professional Property Mgmt. (ACMF®)
See Sign in Sheet

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, 2016 from 6:15 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging dated 03/16/16 and Reconciliation Report dated 02/29/16
- Hearings: One (1) hearing for bird feeder in common area
- Legal: CC&R & Bylaw Revisions and homeowner mediation request update
- Minutes: Executive Session 02/25/16

Call to Order General Session

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 7:00 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:

- Landscaping
- Exterior Lights
- Termites

Architectural Committee Report

Management provided a log in the Directors Report of all open architectural items. No action required.

Landscape Committee Report

Landscape Committee Representative, Jill Cooper discussed with the Board the recent Landscape Committee walk held on March 4, 2016.

Grants Landscape Services, Inc. Proposal - Renovate Landscape Various Locations \$5,081.00

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 03/01/16 to remove failing plants and replace them with new plants at various locations in the community which include the list below for \$5,081.00 to be paid from Reserves G/L #3840 (Landscape Refurbishment).

Addresses included in the approved proposal:

- #17 Segura
- #19 Segura
- #21 Segura
- #23 Segura
- #8 Navarre
- #33 Navarre
- #35 Navarre
- #37 Navarre
- #50 Navarre
- #66 Navarre
- #80 Navarre

Grants Landscape Services, Inc. Proposal - Renovate Landscape at Entrance \$525.00

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 03/08/16 items #4-5 only to complete the landscape renovations in the planters at entrance of community for \$525.00 to be paid from Reserves G/L #3840 (Landscape Refurbishment).

Grants Landscape Services, Inc. Proposal - Renovate Landscape Various Locations \$2,162.00

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 03/08/16 to complete the landscape renovations to include removing failing plants and replacing them with new plants at various locations in the community which include the list below for \$2,162.00 to be paid from Reserves G/L #3840 (Landscape Refurbishment).

Addresses included in the approved proposal:

- #96 Navarre
- #94 Navarre
- #92 Navarre
- #90 Navarre
- #86 Navarre
- #84 Navarre

Grants Landscape Services, Inc. Proposal - Aerate and Over Seed Common Area Lawns \$1,300.00

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 03/08/16 to aerate and over seed the lawns in the common area of the community for \$1,300.00 to be paid from Operating G/L #7215 (Landscape Supplies) with the stipulation the irrigation system throughout community must be inspected and confirmed to be in working order prior to seed being laid and work is not to be performed until first week of May.

Ratification of Emergency Meeting by Email – Payment of Permit from City of Irvine 02/05/16

A motion was made, seconded and unanimously carried to APPROVE the ratification of an Emergency Board Meeting By Email for the purposes of authorizing a payment to the City of Irvine for the submittal of civil engineering plans for work to be performed by installing a drain in the alleyway between at garages 33-39 Navarre by Khatri International for \$2,411.00 to be paid from Reserves G/L #3135 (Paved Surfaces).

Secretary's Report / Minutes

A motion was made, seconded and carried to APPROVE the Minutes of the February 25, 2016 General Session of the Board of Directors as written.

ABSTAIN: *Jill Cooper*

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 02/29/16 with a balance of \$81,045.52 in Operating; \$37,462.87 in Sunwest Bank MMA, \$81,045.52 in Pacific Western S/A, \$37,433.50 due from (to) operating, \$170,571.66 in Pacific Western Money Market, \$247,406.39 in Popular Banking Money Market, \$413,679.45 in Morgan Stanley and \$201,955.47 in Mutual of Omaha Money Market, for a total balance of \$1,366,792.62 (less loans) in Reserves, unbilled Special Assessment reserve asset \$446,412.60, as presented, with total assets at \$1,510,761.85 subject to audit/review by a CPA at fiscal year-end.

Furthermore, Management was requested to include in the monthly Directors Report the monthly payment history and statement for payment of the community loan from the bank.

33-39 Navarre Drainage Update

Management advised the Board that the revised plans were received from Khatri International 03/21/16 and sent to vendors for proposals to be reviewed at the April meeting.

Pool Cabana Remodel Update

Management advised the Board that the painting and floor epoxy had been completed and was working on obtaining a status of the installation of the new partition walls and toilets.

Exterior Light Fixture Replacement Update

Management advised the Board that exterior light fixtures had been ordered and were awaiting installation by Tri-County Lighting. Once installed, the Board would inspect to confirm approved, and the additional fixtures would be ordered. Management also advised that Tri-County Lighting did not have to enter owner's residences for installation.

Approval of New Homeowner Welcome Packet

A motion was made, seconded and unanimously carried to TABLE the revised New Homeowner Welcome Packet until the April board meeting pending corrections.

Proposals - Fire Extinguishers Service

Management advised the Board that proposals for servicing the fire extinguishers in the community have been requested and will be presented for review at the April meeting.

Approve FHA Certification Renewal Proposal for FHA Certification Expiring 09/11/16

A motion was made, seconded and unanimously carried to APPROVE moving forward with FHA renewal certification which expires 09/11/16. Furthermore, management provided the information to Board President Cathy Lewis for further review.

Proposals (3) - Rain Gutter Repairs

A motion was made, seconded and unanimously carried to TABLE the three (3) proposals to repair the rain gutter until the April board meeting to allow Management to meet with the vendors onsite to discuss the work need and to inspect the rain gutter that has become unattached at 9 Segura.

Annual BBQ

The Board instructed Management to plan on holding the annual BBQ on August 27, 2016. A discussion on potential vendors was held. This was requested to be included on the April Agenda.

Next Meeting

The next meeting of the Board of Directors is scheduled for Thursday, April 28, 2016 at 6:15 p.m. Executive Session and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

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 7:48 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
Appointed Secretary

4.28.16
Dated

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

FEBRUARY 25, 2016

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 02/18/16 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

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

Directors Present: Cathy Lewis, President
Jim Weaver, Vice President
Elizabeth Kojian, Treasurer
Dan Wells, Secretary

Directors Absent: Jill Cooper, Member at Large

Others Present: Morgen Hardigree, Senior CCAM[®], Optimum Professional Property Mgmt. (ACMF[®])
See Sign in Sheet

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 February 25, 2016 from 6:25 p.m. to 6:50 p.m. for the following:

- Delinquencies: A/R Aging dated 02/25/16 and Reconciliation Report dated 01/31/16
- Hearings: three (3) hearings resulting in non-compliance of the governing documents for patio maintenance, items in common area, and reimbursement assessment
- Legal: Common Area Plantings, CC&R & Bylaw Revisions, Policies, Interior Inspections
- Minutes: Executive Session 01/28/16

Call to Order General Session

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 7:04 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
- Painting of Front Doors

Architectural Committee Report

Management provided a log in the Directors Report of all open Architectural items. There was no action required.

Landscape Committee Report

Landscape Committee Representative, Dan Wells, discussed with the Board the recent Landscape Committee walk held on February 5, 2016.

01/13/15 GLS Report ~ Carrotwood Trees and Shot Hole Borer

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 01/26/16 to treat the carrotwood trees and to inject fungicide, in the amount of \$1,590.00, to be paid from

Operating G/L #7215 (Landscape Extras). Furthermore, management was requested to have the injection performed in April and the spraying closer to May.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the December 3, 2015 General Session of the Board of Directors as written.

The Board reviewed the Minutes of the January 28, 2016 Annual Membership Meeting & Election which will be presented to the Membership for approval at the next Membership Meeting. No corrections needed.

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the January 28, 2016 Organizational Meeting of the Board of Directors as written.

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the January 28, 2016 General Session of the Board of Directors as written.

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 01/31/16 with a balance of \$96,947.63 in Operating; \$37,461.28 in Sunwest Bank MMA, \$132,771.09 in Pacific Western S/A, \$36,354.50 due from (to) operating, \$145,985.86 in Pacific Western Money Market, \$247,301.56 in Popular Banking Money Market, \$413,637.08 in Morgan Stanley and \$201,923.38 in Mutual of Omaha Money Market, for a total balance of \$1,390,789.34 (less loans) in Reserves, unbilled Special Assessment reserve asset \$446,412.60, as presented, with total assets at \$1,520,163.17 subject to audit/review by a CPA at fiscal year-end.

Furthermore, a Motion was made, seconded and unanimously carried to APPROVE appointment of Mary Ann Somers, owner of 34 Navarre, to the Finance Committee.

Exterior Light Fixture Refurbishment Sample Fixtures Update

The Board chose "Clear Frosted Acrylic Glass" as the panel for the address numbers, and "Seeded Glass" as the panel for the light fixtures. Furthermore, management was requested to contact Tri County Lighting to determine when the project can be started.

33-39 Navarre Drainage Update

Management advised the plans had been submitted to the City of Irvine for approval, and once approved, the plans would be sent to vendors referred by Khatri International for the work to be performed. Management did advise that per Khatri International, this would be a very extensive and detailed project. There was no action required at this time.

Next Meeting

The next meeting of the Board of Directors is scheduled for Thursday, March 24, 2016 at 6:15 p.m. Executive Session and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

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 7:30 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
Appointed Secretary

3.24.16
Dated

EMERGENCY BOARD MEETING BY EMAIL

THE VILLAS COMMUNITY ASSOCIATION

A California Non-Profit Corporation

We, Members of the Board of Directors of The Villas Community Association, a corporation organized under the Non-profit General Corporation Law of California, being all the current members of such Board as presently constituted, do hereby consent to this emergency email meeting pursuant to Civil Code 1363.05(j)(2)(B) to make the following resolution(s) in accordance with the Association's governing documents via emergency email meeting:

WHEREAS, the Board of Directors has the powers and duties to administer the affairs of The Villas Community Association; and

WHEREAS, the Board of Directors hereby APPROVES this emergency meeting via email as the circumstances of the situation could not have been reasonably foreseen, immediate attention is required, and providing notice to the members under the Open Meeting Act is impracticable due to the threat of property damage;

NOW, BE IT RESOLVED, that the Board of Directors hereby APPROVES payment for a permit to the City of Irvine for the submittal of civil engineer plans for work to be performed by installing a drain in the alleyway between the garages at 33-39 Navarre submitted by Khatri International, in the amount of \$2, 411.00, to be funded from Reserves G/L #3135 (Paved Surfaces).

We direct that this consent be filed along with the emails from the Board of Directors approving this emergency action in the Minute Book of the Corporation with the Minutes of the proceeding Meeting of the Board of Directors of this Corporation.

Dated: 02/05/16

Board of Directors

THE VILLAS COMMUNITY ASSOCIATION

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

JANUARY 28, 2016

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 01/22/16 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

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

Directors Present: Cathy Lewis, President
Jim Weaver, Vice President
Elizabeth Kojian, Treasurer
Dan Wells, Secretary
Jill Cooper, Member at Large

Directors Absent: None

Others Present: Morgen Hardigree, Senior CCAM®, Optimum Professional Property Mgmt. (ACMF®)
See Sign in Sheet

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 28, 2016 from 6:20 p.m. to 7:03 p.m. for the following:

- Delinquencies: A/R Aging dated 01/21/16 and Reconciliation Report dated 12/31/15
- Hearings: two (2) hearings resulting in non-compliance of the governing documents for patio maintenance and items in common area
- Legal: Legal Retainer, Common Area Plantings, CC&R & Bylaw Revisions, Interior Inspections
- Minutes: Executive Session 12/03/15

Call to Order General Session

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 7:05 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
- A/C units

Architectural Committee Report

Management provided a log in the Directors Report of all open Architectural items. There was no action required.

Landscape Committee Report

Landscape Committee Representative, Jill Cooper, discussed with the Board the recent Landscape Committee walk held on January 8, 2016.

Wheel Stops all Visitor Parking

Management was requested to obtain a proposal from Ben's Asphalt for the installation of wheel stops at all community parking within the alleyways and pool area for the Board to review at their February Meeting.

12/15/15 GLS Proposal ~ 33-39 Morena, 1-13 Segura ~ \$5,253.00

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 12/15/15 to renovate the landscape from 33-39 Morena, and 1-13 Segura, in the amount of \$5,253.00, to be paid from Reserves G/L #3840 (Refurb: Landscape).

01/13/15 GLS Report ~ Carrotwood Trees and Shot Hole Borer

A motion was made, seconded and unanimously carried to TABLE the Grant's Landscape report dated 01/13/15 to the February General Session pending further discussion.

01/18/16 GLS Proposal ~ Landscape Renovations on Segura

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 01/18/16 to perform landscape renovations in front of 26, 30, 32 Segura and to trim the tree branch in front of 102 Navarre, with the stipulation the removal of the tree branch in front of 102 Navarre is not approved, at a total cost of \$2,059.00, to be paid from Reserves G/L #3840 (Refurb: Landscape).

Committee Request for Landscape Reimbursement

A motion was made, seconded and carried to APPROVE the request for reimbursement to Jill-ann Cooper dated 11/27/15, in the amount of \$205.68, to be paid from Operating G/L #7215 (Landscape Supplies).

ABSTAIN: Jill-ann Cooper

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to TABLE the Minutes of the December 3, 2015 General Session of the Board of Directors to the February General Session pending corrections.

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 11/30/15 with a balance of \$90,879.49 in Operating; \$37,458.20 in Sunwest Bank MMA, \$173,974.69 in Pacific Western S/A, \$46,741.50 due from (to) operating, \$100,668.21 in Pacific Western Money Market, \$247,098.79 in Popular Banking Money Market, \$413,598.70 in Morgan Stanley and \$201,854.80 in Mutual of Omaha Money Market, for a total balance of \$1,174,653.39 (less loans) in Reserves, unbilled Special Assessment reserve asset \$475,445.97, as presented, and a combined balance of \$1,372,075.90 subject to audit/review by a CPA at fiscal year-end.

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 12/31/15 with a balance of \$82,879.26 in Operating; \$37,459.79 in Sunwest Bank MMA, \$137,972.46 in Pacific Western S/A, \$41,548.00 due from (to) operating, \$117,163.52 in Pacific Western Money Market, \$247,203.53 in Popular Banking Money Market, \$413,598.70 in Morgan Stanley and \$201,8889.09 in Mutual of Omaha Money Market, for a total balance of \$1,115,287.09 (less loans) in Reserves, unbilled Special Assessment reserve asset \$461,584.83, as presented, and a combined balance of \$1,381,812.79 subject to audit/review by a CPA at fiscal year-end.

Furthermore, management was requested to follow up on the additional CD's to be purchased.

Recess/Reconvene General Session

A motion was made, seconded and unanimously carried to RECESS to the Annual Membership Meeting and Election at 7:30 p.m.

President and Presiding Chair, John Jones. reconvened General Session at 7:55 p.m.

Annual Membership Meeting & Election Tabulated Results

The tabulated results of the Annual Membership Meeting & Election held on January 28, 2016 to elect three (3) directors for a two (2) year term expiring 2017, as Certified by the Inspector(s) of Election are as follows:

- | | | |
|-------------------|----------|------------------------------------|
| • Jill-ann Cooper | 68 Votes | ELECTED – 2 Year Term Expires 2017 |
| • Beth Kojian | 75 Votes | ELECTED – 2 Year Term Expires 2017 |
| • Cathy Lewis | 82 Votes | ELECTED – 2 Year Term Expires 2017 |

Board Liaison

A motion was made, seconded and unanimously carried to APPROVE the appointment of Cathy Lewis, Board President, to act as the Board Liaison to Optimum Professional Property Management in accordance with the Management Agreement.

Architectural Committee

In accordance with Article V.1x 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 Cathy Lewis, James Weaver, Beth Kojian, Daniel Wells and Jill-ann Cooper. Furthermore, Architectural Applications will be sent to the Board via email to review the application and return to Management for processing.

Annual Certified Manager Disclosure

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

- Morgen Hardigree has met the requirements and qualifies as a certified common interest development manager.
- Certification was received from the California Association of Community Managers, Inc. (CACM) on original certification date 12/04/06, my certification is current and is in good standing. CACM's telephone number is (949) 916-2226 and is located at 23461 South Pointe Drive, Suite 200, Laguna Hills, CA 92653.
- The location of my principal office is Optimum Professional Property Management, Inc. (ACMF), 17731 Irvine Boulevard, Suite 212, Tustin, CA 92780.
- I do hold an active Real Estate License.
- The fidelity insurance of the management firm does cover the operating and reserve funds of your association.

Establish Goals 2016

The Board established the following goals for 2016:

- Exterior Lighting and Address Number Replacement
- Pool Cabana Refurbishment
- CC&R and Bylaw Amendment
- Revision of Rules and Regulations
- Completion of Landscape Renovation

Property Inspection Dates 2016

The Board discussed the dates to perform the property inspections for 2016 and agreed to schedule the dates available by Board Treasurer Beth Kojian. Beth was requested to send the dates to management to be calendared onto the community Annual Calendar.

Samples of Exterior Light Fixture Refurbishment

A motion was made, second and unanimously carried to APPROVE the proposal from Tri County Lighting dated 12/01/15 for the fabrication and installation of light fixtures within the community, with the Cozumel design, in the amount of \$82,301.73 with frosted glass or seeded glass, as the Board wants to see the seeded

glass, and to confirm the appropriate size of the lights at the pool, to be paid from Reserves G/L #3165 (Lighting).

Refurbishment Project Punch List and Outstanding Items

Management was requested to remove this item from the Agenda.

33-39 Navarre Drainage Update

Management reported they had received a phone call from the City of Irvine in regards to the flooding in the area in the alley way at 33-39 Navarre garages and put them in contact with the civil engineer working on the plans for the new drain to be installed to alleviate the flooding in this area. Furthermore, the representative from the City would be assisting with obtaining the permits for the community.

Fontaine Roofing Report

A motion was made, seconded and unanimously carried to APPROVE the proposal from Fontaine Roofing dated 12/08/15 for the repairs to be made that are the Association responsibility at 102 Navarre, 6 Morena, 14, Morena, and 13 Morena, in the amount of \$3,060.00, to be paid from Reserves G/L #3130 (Roofs).

Extra Recycling Pick Ups

The Board reviewed the correspondence from Waste Management in regards to an extra pick up of recycling within the community advising the community would have to change out the waste bins as there are no additional recycling pickups offered. Management was requested to remove this item from the Agenda.

Aquatrends Proposal – Test kit

A motion was made, seconded and unanimously carried to APPROVE the proposal from Aquatrends dated 12/17/15 to store a test kit on site in the pool equipment room, in the amount of \$116.25, to be paid from Operating G/L #6215 (Pool Extras).

Status Update ~ 100 Navarre

Management advised all work had been completed at 100 Navarre from the vehicle that went through the structure, and all invoices were submitted to the insurance agent for the owners of 102 Navarre. There was no action required.

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. **Berding & Weil Invoice**

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #149216 dated 12/14/15 for the petition for the CC&R and Bylaw reinstatement, in the amount of \$2,156.00, to be paid from Reserves G/L #3890 (Refurb: Legal).

Next Meeting

The next meeting of the Board of Directors is scheduled for Thursday, February 25, 2016 at 6:15 p.m. Executive Session and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

**THE VILLAS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 28, 2016
MEMBER SIGN IN SHEET**

IF YOU ARE NOT A MEMBER OF THE ASSOCIATION (HOMEOWNER) YOU MUST OPENLY IDENTIFY YOURSELF TO THE BOARD OF DIRECTORS UPON ARRIVAL TO THE MEETING.

The Board of Directors welcomes your comments. Comments will be limited to 3 minutes per homeowner and each will be timed accordingly. Please remember that this is your time to be heard by the Board. If a decision is needed regarding your issue, you are requested to put it in writing to be placed on the next Agenda for consideration. Also, please address your comments to the Board as a whole, as comments to individual members are not permitted. Keep your comments brief, to the point, and do not repeat prior comments so that everyone can be heard. In the interest of time, if several people wish to address the same issue, the Board will request those with the same concern to appoint ONE person to speak collectively on their behalf.

Civil Code §4920/ Board Meeting Agendas

Effective January 1, 2008 requires an agenda for each regular board meeting be published to homeowners no less than 4 days prior to the scheduled meeting. The agenda may be distributed via regular mail, by newsletter, included in a billing statement or be posted in a prominent common area location. The bill *does not* prohibit homeowners from speaking about issues during homeowner forum that are not on the agenda; however, the board is limited to comments and actions regarding these issues. Items that homeowners bring up during a meeting that are not on the agenda will be included on the following month's agenda for board discussion.

The following are exceptions to Civil Code §4920:

- Emergencies
- Items discussed on the previous month's agenda (cannot exceed 30 days)
- Brief comments or statements by the board to management in response to homeowner issues that are not on the agenda
- Brief instructions or administrative tasks to manager or staff regarding a future meeting's agenda item

Name (Please Print)	Property Address	Issue
William Leek	9 Legaba	None
Avi Schwartz	62 Navarre	none
MICHAEL SWANSON	32 NAVARRE	None
DEREK LAWITZER	30 NAVARRE	NONE

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 8:15 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
Appointed Secretary

2-25-16
Dated

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

JANUARY 28, 2016

Notice of Meeting

Upon due notice given and received, the Organizational Meeting of the Board of Directors of The Villas Community Association was held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

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

Directors Present: Jill-Ann Cooper
 Beth Kojian
 Cathy Lewis
 James Weaver
 Daniel Wells

Directors Absent: None

Others Present: Morgen Hardigree, Senior CCAM®, Optimum Professional Property Management, Inc. (ACMF®)

Call to Order

The Organizational Meeting of the Board of Directors was called to order directly following the Annual Membership Meeting & Election at 7:55 p.m.

Election of Officers

A motion was made, seconded and unanimously carried to APPROVE election of the Directors to the following offices:

President	Cathy Lewis
Vice President	James Weaver
Secretary	Daniel Wells
Treasurer	Beth Kojian
Member at Large	Jill-Ann Cooper

Adjourn

There being no further business to come before the Board of Directors at this time in the Organizational Meeting, a motion was made, seconded and unanimously carried to ADJOURN at 7:56 p.m. to General Session.

SECRETARY'S CERTIFICATE

I, _____, duly appointed and certified Secretary of The Villas Community Association do hereby certify that the foregoing is a true and correct copy of the Minutes of the Organizational Meeting of the Board of Directors held on the above date as approved by the Board of Directors of The Villas Community Association.

ATTEST:

Approved
Secretary

2. 25. 16
Date

THE VILLAS COMMUNITY ASSOCIATION

Managed by Optimum Professional Property Management, Inc. (ACMF)

ACCREDITED COMMUNITY MANAGEMENT FIRM

17731 Irvine Boulevard, Suite 212, Tustin, CA 92780

(714) 508-9070 Office / (714) 665-3000 Fax

www.optimumpm.com

NOTICE OF ANNUAL ELECTION RESULTS

DATE: January 28, 2016
TO: All Members of The Villas Community Association
FROM: Your Board of Directors
SUBJECT: Annual Election Results

In accordance with California Civil Code §5120 (b), *“Within fifteen (15) days of the election, the board shall give general notice pursuant to Section 4045 of the tabulated results of the election.”*

The Annual Membership Meeting and Election of The Villas Community Association was held on January 28, 2016.

The appointed Inspectors of Election tabulated the votes and certified the results of the Election. There were three (3) seats up for election on the Board of Directors. The following three (3) candidates listed in alphabetical order were nominated and three (3) members were elected for a two (2) year term:

<u>Name(Alpha Order)</u>	<u>Tabulated Votes</u>	<u>Term Expires</u>
Jill-ann Cooper	68 Votes	January 2017
Elizabeth Kojian	75 Votes	January 2017
Cathy Lewis	82 Votes	January 2017

If you have any questions regarding the Annual Membership Meeting & Election, please contact our Senior Certified Community Association Manager, Morgen Hardigree, CCAM-ND, with Optimum Professional Property Management, Inc. at (714) 508-9070x292 or via email at mhardigree@optimumpm.com.

Thank you for your participation in this year's Annual Membership Meeting & Election.