

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

**SEPTEMBER 28, 2023**

**Notice of Meeting**

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

**Roll Call**

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

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

Directors Absent: Angie Dickson, Vice President

Others Present: Jenn Luckham, Community Manager, Optimum Professional Property Management  
Eli Perez, Director Community Manager, Optimum Professional Property Management  
Jean Petchul, Whitney Petchul  
Officer, Irvine Police Department

**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 28, 2023 from 6:00 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging & Collection Report 08/31/23
- Hearings (4): Non-Compliance of the Governing Documents
- Legal: New Rules – Rentals/Leases and Tenants, Traffic & Parking, Permit Parking and Guest Safelisting,
- Minutes: Executive Session 08/24/23

**Call to Order General Session**

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

**Homeowner Forum**

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

- Parking
- Safety

**Architectural Review Committee**

Architectural Log: No Action Taken.

**Secretary's Report / Minutes**

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the August 24, 2023 General Session of the Board of Directors as written.

**Treasurer’s Report / Financial Statements**

A motion was made, seconded, and unanimously carried 8/31/23 as presented, subject to audit/review at fiscal year-end by a CPA.

**Draft Budget FY 2023-2024**

A motion was made, seconded and unanimously carried to TABLE the 2023-2024 draft budget until the October meeting pending further review by the Board.

**Reserve Study FY 2023-2024**

A motion was made, seconded and unanimously carried to TABLE the 2023-2024 Reserve Study until the October meeting pending further review by the Board.

**Irvine Police Department**

Officer with the Irvine Police Department attended the meeting for a Q & A with members. No further action was taken.

**South County Plumbing Proposal – Gas Line Repair**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from South County Plumbing dated 08/25/23 to repair the gas line near 12 Navarre for \$8,950.00 to be paid from G/L Reserves Account #35700 (Plumbing).

**Lighting at Back Gate**

The Board reviewed the correspondence from the homeowner requesting additional lighting at the back gate. The Board will review at next landscape walk. No further action was taken.

**Optimum Janitorial – Contract Increase**

The Board reviewed the letter regarding the increase. A motion was made, seconded, and unanimously carried to TABLE the proposal from Optimum Janitorial dated 09/14/23 until the October board meeting pending clarification for increase.

**Professional Craftsmen Proposal – Painting at 11 Segura**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Professional Craftsmen dated 09/14/23 to paint damaged areas of the door and trim for \$397.50 to be paid from Operating G/L Account 70600 (Common Area Maintenance).

**Tri-Star Construction Proposal – Remediation at 5 Morena**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Tri-Star Construction dated 09/08/23 to perform remediation at 5 Morena for \$10,765.00 to be paid from G/L Reserves Account #35700 (Plumbing).

**Proposed New Rule – Rentals, Leases and Tenants**

A motion was made, seconded, and unanimously carried to APPROVE the proposed new Rental, Leases and Tenant Rules prepared by the Association’s legal counsel, Whitney | Petchul, to be posted/mailed for the twenty-eight (28) day review and comment period prior to adoption scheduled for 11/06/23.

**Proposed New Rule - Permit & Guest Parking Rules**

A motion was made, seconded, and unanimously carried to APPROVE the proposed new Permit and Guest Parking Rules prepared by the Association’s legal counsel, Whitney | Petchul, to be posted/mailed for the twenty-eight (28) day review and comment period prior to adoption scheduled for 11/06/23.

**Proposed New Rule – Parking and Traffic Rules**

A motion was made, seconded, and unanimously carried to APPROVE the proposed new Parking and Traffic Rules prepared by the Association’s legal counsel, Whitney | Petchul, to be posted/mailed for the twenty-eight (28) day review and comment period prior to adoption scheduled for 11/06/23.

**November Board Meeting**

The November 23, 2023 board meeting falls on Thanksgiving Day and Optimum is closed. A motion was made, seconded, and unanimously carried to APPROVE to move the date to Thursday, December 7<sup>th</sup> at 6:00 p.m.

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

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

**ITEMS NEEDING IMMEDIATE ACTION**

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

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

**1. Contracts: Monthly Lighting Contract**

The Board reviewed three (3) proposals/contracts for monthly lighting maintenance. A motion was made, seconded, and unanimously carried to APPROVE the proposal/contract from Horizon Lighting dated 05/12/23 for monthly lighting maintenance one (1) time per month for \$65.00 per month, plus materials to commence November 20, 2023. Furthermore, the contract with Tri-County Lighting will be terminated in accordance with the terms of the contract as of November 17, 2023.

**Next Meeting**

Meetings of the Board of Directors are held every month on the 4<sup>th</sup> Thursday. The Annual Membership Meeting and Election is held in January. The next meeting of the Board of Directors is scheduled for Thursday, October 26, 2023, at 6:00 p.m. Executive Session, 7:00 p.m. General Session at Optimum and Zoom.

**Adjourn General Session**

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

**SECRETARY'S CERTIFICATE**

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

ATTEST:

Jill-Ann M. Cooper  
Appointed Secretary

Nov. 11, 2023  
Dated