

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

**SEPTEMBER 26, 2024**

**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  
Angie Dickson, Vice President  
Stan Jung, Secretary  
Marilyn Curry, Treasurer  
Ali Gharavi Esfahani, Member at Large – *VIA ZOOM*

Directors Absent: None

Others Present: Morgen Hardigree, Sr. CAM, Optimum Professional Property Management  
Camberlyn Montoya, Community Assistant Supervisor  
Patricia Amundson, 18 Morena  
Diane Dunn, 35 Morena

**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 26, 2024 from 6:12 p.m. to 7:06 p.m.** for the following:

- Delinquencies: A/R Aging & Collection Report 08/31/24, request to waive fees
- Hearings: Unsightly items, unapproved modifications, landscape maintenance
- Legal: Architectural Guidelines, foundations, Enforcement & Fine Policy
- Minutes: Executive Session 07/25/24

**Call to Order General Session**

President and Presiding Chair, Daniel Wells, called the General Session to order **at 7:06 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:

- Landscape Rotation

**Architectural Review Committee**

The Board reviewed the ARC Report from 08/01/24 to 09/18/24. There was no action required.

**Proposed Major Remodel Architectural Application**

The Board reviewed with Management the proposed revised ARC Application for major remodels. A motion was made, seconded and unanimously carried to TABLE further discussion to the October Meeting to allow management to make the proposed changes for approval by the Board, and then to be mailed to the membership for 28-day review and comment period.

**The Villas Community Association**

**General Session Minutes**

**September 26, 2024**

**Page 2 of 6**

**Proposed Minor remodel Architectural Application**

The Board reviewed with Management the proposed revised ARC Application for minor remodels. A motion was made, seconded and unanimously carried to TABLE further discussion to the October Meeting to allow management to make the proposed changes for approval by the Board, and then to be mailed to the membership for 28-day review and comment period.

**Landscape Committee**

**Villa Park August Landscape Report**

A motion was made, seconded, and unanimously carried to APPROVE the August Punchlist submitted by Villa Park on 08/12/24 for community wide Landscape Services. Management was directed to issue a work order approving the work to be performed.

**Villa Park September Landscape Report**

A motion was made, seconded, and unanimously carried to APPROVE the September Punchlist submitted by Villa Park on 09/16/24 for community wide Landscape Services. Management was directed to issue a work order approving the work to be performed.

**Villa Park Proposal – 88 Navarre Pine Tree**

A motion was made, seconded and unanimously carried to APPROVE PROPOSAL #vpl1685-24 #836 dated 02/15/24 from Villa Park Services for the trimming of the pine tree at 88 Navarre, in the amount of \$935.00, to be paid from Operating G/L #61100 (Tree Trimming).

**Cool Block Club Committee**

Angie Dickson provided a verbal report to the Board. No further action was taken.

**Secretary's Report / Minutes**

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the July 25, 2024 General Session of the Board of Directors as written.

**Treasurer's Report / Financial Statements**

A motion was made, seconded, and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 07/31/24 and 08/31/24 as presented, subject to audit/review at fiscal year-end by CPA.

**Transfer Funds in Excess of the FDIC Limit**

A motion was made, seconded, and unanimously carried to transfer funds from Pacific Premier Bank Money Market Reserve Account G/L #14100 in the amount of \$100,000.00 to be deposited in a twelve (12) month Certificate of Deposit at the best available rate.

**Morgan Stanley CD Maturing 09/27/24**

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15250 in the amount of \$150,000.00 plus interest maturing 09/27/24 for a term of twelve (12) months.

**Morgan Stanley CD Maturing 09/27/24**

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15255 in the amount of \$150,000.00 plus interest maturing 09/27/24 for a term of twelve (12) months.

**The Villas Community Association**

**General Session Minutes**

**September 26, 2024**

**Page 3 of 6**

**Morgan Stanley CD Maturing 10/01/24**

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15260 in the amount of \$100,000.00 plus interest maturing 10/01/24 for a term of twelve (12) months.

**Morgan Stanley CD Maturing 10/29/24**

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15200 in the amount of \$150,000.00 plus interest maturing 10/29/24 for a term of twelve (12) months.

**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.

**07/24/24 Villa Park Landscape Correspondence Increase**

The Board reviewed the correspondence from Villa Park Landscape dated 07/24/24 advising of an increase in the monthly maintenance cost from \$8,539.00 per month to \$8,881.00 per month effective January 1, 2025. There was no action required.

**09/15/24 Patrol One Correspondence – Increase**

The Board reviewed the correspondence from Patrol One dated 09/15/24 advising of an increase in the inspection rate from \$13.95 per inspection to \$16.25 per inspection effective January 1, 2025. There was no action required.

**08/13/24 Waste Management Correspondence**

The Board reviewed the correspondence from the Waste Management dated 09/18/24 suggesting the Association increase their service levels from 4x to 5x per week. Management was directed to advise Waste Management they are already at 5x per week service, and that there have been missing recycle dumpsters not replaced at the community for a couple of years, and that dumpster enclosure number 5 has never had a recycling bin.

**07/26/24 Aqua-Tek Commercial Pools Correspondence**

The Board reviewed the correspondence from Aqua-Tek Pool dated 07/26/24 advising they would charge an extra service charge in the future if needed to meet with Reserve Analysts. There was no action required.

**Jim Murray Invoice #10149-32 Morena**

A motion was made, seconded and unanimously carried to APPROVE ratification of invoice #10149 dated 09/10/24 for roof replacement at 32 Morena, in the amount of \$13,750.00, to be paid from Reserves G/L #36300 (Roofs).

**The Villas Community Association**

**General Session Minutes**

**September 26, 2024**

**Page 4 of 6**

**Jim Murray Change Order – 32 Morena**

A motion was made, seconded and unanimously carried to APPROVE ratification of change order #1 from Jim Murray Roofing dated 09/03/24 for the additional work to be performed on the roof at 32 Morena per the City of Irvine Building Inspection/Permit Department, in the amount of \$9,450.00, to be paid from Reserves G/L #36300 (Roofs).

**South County Plumbing Invoice #27152-46 Navarre**

A motion was made, seconded and unanimously carried to APPROVE ratification of invoice #27152 dated 08/15/24 for plumbing services at 46 Navarre, in the amount of \$5,200.00, to be paid from Reserves G/L #35700 (Plumbing).

**South County Plumbing Invoice #27164-46 Navarre**

A motion was made, seconded and unanimously carried to APPROVE ratification of invoice #27164 dated 08/16/24 for plumbing services at 46 Navarre, in the amount of \$2,410.00, to be paid from Reserves G/L #35700 (Plumbing).

**South County Plumbing Invoice #27264-15 Morena**

A motion was made, seconded and unanimously carried to APPROVE ratification of invoice #27164 dated 09/04/24 for plumbing services at 15 Morena, in the amount of \$435.00, to be paid from Operating G/L #73600 (Plumbing).

**24HRC Invoice #41307-11 Segura**

A motion was made, seconded and unanimously carried to APPROVE ratification of invoice #41307 dated 09/10/24 for build-back/remodel services at 11 Segura, in the amount of \$2,889.00, to be paid from Reserves G/L #35700 (Plumbing).

**24HRC Invoice #41301 - 46 Navarre**

A motion was made, seconded and unanimously carried to APPROVE ratification of invoice #41301 dated 09/09/24 for emergency mitigation services at 46 Navarre, in the amount of \$8,976.32, to be paid from Reserves G/L #35700 (Plumbing).

**Proposed Enforcement and Fine Policy**

A motion was made, seconded, and unanimously carried to APPROVE the proposed Enforcement & Fine Policy prepared by the Association's legal counsel, Jean Moriarty, with Whitney | Petchul to be mailed to the Membership for the twenty-eight (28) day review and comment period prior to adoption scheduled for November 21, 2024.

**Resolution for Executive Committee Charter**

A motion was made, seconded and unanimously carried to TABLE the proposed Resolution for Executive Committee Charter to the October General Session pending corrections and clarification.

**Resident Request – 88 Navarre – Parking Permit**

A motion was made, seconded and unanimously carried to DENY the request from the residents from 88 Navarre for a Parking Permit, as the residents must change their records with the Department of Motor Vehicles.

**Proposals (2) Annual Roof Maintenance**

The Board reviewed two (2) proposals for the Annual Roof Maintenance. A motion was made, seconded and unanimously carried to APPROVE the proposal from BRS Roofing dated 08/16/24 to perform the Annual Roof Maintenance, in the amount of \$10,530.00, to be paid from Operating G/L #74100 (Roof Repairs).

**The Villas Community Association**

**General Session Minutes**

**September 26, 2024**

**Page 5 of 6**

**Proposals (3) Asphalt & Speed Humps**

A motion was made, seconded and unanimously carried to TABLE the proposals for asphalt and speed humps to the October General Session pending further discussion and receipt of the 2025 Reserve Study.

**Professional Craftsman Proposal – 5 Segura Drywall**

A motion was made, seconded and unanimously carried to APPROVE proposal #922 dated 08/01/24 for drywall repairs at 5 Segura, in the amount of \$3,850.00, to be paid from Reserves G/L #35700 (Plumbing).

**Professional Craftsman Proposal – 50 Navarre Utility Door**

A motion was made, seconded and unanimously carried to DENY the proposal from Professional Craftsman dated 08/08/24 for the replacement of a new fiberglass utility door at 50 Navarre, in the amount of \$1,875.00, as the Board would like to request a revised proposal for the installation of a new vent screen in the existing door rather than the purchase of a new door.

**PRB Roofing Proposal – 18 Navarre**

A motion was made, seconded and unanimously carried to DENY the proposal from PRB Roofing dated 07/24/24 to repair the roof at 18 Navarre, in the amount of \$1,625.00, as the Board requested this work be performed as part of the Annual Roof Maintenance project.

**Professional Craftsman Proposal – 33 Morena Concrete**

A motion was made, seconded and unanimously carried to APPROVE ratification of proposal #924 dated 08/01/24 for the replacement of the concrete at 33 Morena, in the amount of \$1,595.00, to be paid from Reserves G/L #37200 (Streets/Drives/Sidewalks).

**Proposals (2) Water Testing – 35 Morena**

A motion was made, seconded and unanimously carried to DENY the proposals for water testing in the garage at 35 Morena, as the work is not warranted at this time.

**Storage Closet Spreadsheet**

A motion was made, seconded and unanimously carried to TABLE discussion of the storage closet spreadsheet to the October General Session pending further discussion.

**November Board Meeting Date**

The Board agreed to hold the November General Session Board Meeting on Thursday, November 21, 2024 due to the Thanksgiving Holiday.

**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 24, 2024**, 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 **8:55 p.m.**

**The Villas Community Association**

**General Session Minutes**

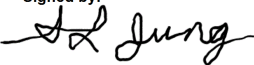
**September 26, 2024**

**Page 6 of 6**

**SECRETARY'S CERTIFICATE**

I, Stan Jung, 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:

Signed by:  
  
50543E60E6ED497...

10/25/2024

Appointed Secretary

Dated