

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

**JANUARY 25, 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  
Jill Cooper, Secretary  
Marilyn Curry, Treasurer  
Ali Gharavi Esfahani, Member at Large – *(Via Zoom)*

Directors Absent: None

Others Present: Jenn Luckham, Community Manager, Optimum Professional Property Management

**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 25, 2024 from 6:00 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging & Collection Report 12/31/23
- Hearings (0):
- Legal: NOE, Settlement Agreement, Demand Letter
- Minutes: Executive Session 11/06/23, 12/07/23

**Call to Order General Session**

President and Presiding Chair, Daniel Wells, called the General Session to order 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:

- None

**Architectural Review Committee**

Architectural Log: No Action Taken.

**Landscape Committee Report**

No discussion at this time.

**Villa Park Proposals**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Villa Park Landscape dated 10/25/23 to replace one malfunctioning controller near 35 Navarre for \$7,740.00 to be paid from G/L Reserve Account #34200 (Irrigation).

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**Cool Block Club Committee**

Angie Dickson requested management obtain a proposal from Wash Bins to clean out and sanitize the food waste bins.

**Secretary's Report / Minutes**

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

**Treasurer's Report / Financial Statements**

A motion was made, seconded, and unanimously carried 12/31/23 as presented, subject to audit/review at fiscal year-end by a CPA.

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 \$50,000.00 to Morgan Stanley to be deposited in a six (6) month Certificate of Deposit at the best available rate.

**Morgan Stanley CD Maturing 02/28/24**

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15220 in the amount of \$50,000.00 plus interest maturing 02/28/24 for a term of twelve (12) months at the best available rate.

**Morgan Stanley CD Maturing 02/01/24**

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15225 in the amount of \$100,000.00 plus interest maturing 02/01/24 for a term of twelve (12) months at the best available rate.

**Professional Craftsmen Proposal – Storage Shelves**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from Professional Craftsmen dated 12/13/23 to build shelves in the Association storage closet for \$3,750.00 as the Board would like to buy all ready-made shelves to be more cost effective.

**24 HRC – Invoice**

A motion was made, seconded, and unanimously carried to APPROVE the invoice from 24 HRC dated 12/13/23 for emergency mitigation services at 11 Segura for \$1,656.72 to be paid from Reserves G/L 35700 (Plumbing).

**24 HRC – Invoice**

A motion was made, seconded, and unanimously carried to APPROVE the invoice from 24 HRC dated 10/10/23 for emergency inspection at 48 Navarre for \$1,632.51 to be paid from Reserves G/L 35700 (Plumbing).

**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.

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**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, February 22, 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 9:04 p.m.

**SECRETARY'S CERTIFICATE**

I, AGNES DICKSON, 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:

Agnes Dickson  
Appointed Secretary

2/22/24  
Dated