

MINUTES
ANNUAL MEMBERSHIP MEETING & ELECTION
THE VILLAS COMMUNITY ASSOCIATION
A California Non-Profit Corporation

JANUARY 26, 2012

Notice of Meeting

Upon notice duly given and received, the Annual Membership Meeting and Election of The Villas Community Association was held on the above date at the Rancho Senior Center, 3 Ethel Copen Way, Irvine, California.

Inspectors of Election

The following Inspectors of Election previously appointed by the Board of Directors on 10/27/11 to count the votes and certify the results of the election were present:

Anna Rubyn of 5 Segura
Jack Lewin of 104 Navarre
Brian Kraft of 45 Morena

Management Representatives/Others Present

The following were also present:

Cynthia Hunter, CCAM[®] Vice President of Association Management, Optimum Professional Property Management, Inc. (ACMF[®])
Morgan Winegar, Community Association Manager, Optimum Professional Property Management, Inc. (ACMF[®])
Dirk Petchul, Hickey & Petchul

Confirmation of Quorum

The Association's Bylaws require 50% (72 of 144) of the members be represented either in person or by Secret Ballot to establish quorum for the Annual Meeting. The Inspector of Election reported that a quorum had been established with eighty-five (85) members represented.

Call To Order Annual Membership Meeting & Election

The Annual Membership Meeting and Election was called to order by the Inspector of Election at 7:33 p.m.

Approval of Prior Year's Annual Membership Meeting Minutes

A motion was made, seconded and unanimously carried by the members present to waive reading the minutes of the Annual Membership Meeting and Election held on January 27, 2011 and APPROVE them as written.

Purpose of Meeting

The purpose of the meeting is to elect five (5) candidates to the Board of Directors for a one (1) year term and approve IRS Revenue Ruling 70-604.

Nomination of Candidates for the Board of Directors from the Floor

A motion was made, seconded and unanimously carried by the membership to APPROVE opening the floor for nominations. The following member(s) was nominated: None

A motion was made seconded and unanimously carried by the membership to APPROVE closing the floor to nominations.

Candidates for the Board of Directors

The following eight (8) candidates were introduced to the membership (in alphabetical order):

1. Jill-Ann M. Dunn-Cooper
2. Tim Hunter (Incumbent)
3. Elizabeth Kojian
4. Cathy Lewis
5. Annette Ritchie (Incumbent)
6. Dick Seaholm (Incumbent)
7. James B. Somers
8. Barbara Trosper

Close Registration

A motion was made, seconded and unanimously carried by the membership to APPROVE closing registration at 7:45 p.m.

Voting Procedures & Cumulating Voting

It was explained to the membership that there are five (5) seats up for election to the Board of Directors. A motion was made, seconded and unanimously carried to APPROVE cumulative voting whereby each unit is entitled to cast the number of votes equal to the positions open which is five (5) for the Board of Directors per unit.

Balloting

The Membership was asked to cast their Secret Ballots and deposit them in the official sealed envelopes, with the Inspector of Election.

Revenue Ruling IRS 70-604

A motion was made, seconded and unanimously carried by the membership to APPROVE the surplus of funds, if any, at the budget year end be applied to next year's budget.

Election Results – Board of Directors

Following tabulation of the votes by the Inspectors of Election, the Inspectors certified and announced the following results of the election:

Jill-Ann M. Dunn-Cooper	51 Votes	Withdrew Candidacy
Tim Hunter (Incumbent)	40 Votes	
Elizabeth Kojian	74 Votes	ELECTED – Term Expires 2013
Cathy Lewis	54 Votes	ELECTED – Term Expires 2013
Annette Ritchie (Incumbent)	27 Votes	
Dick Seaholm (Incumbent)	62 Votes	ELECTED – Term Expires 2013
James B. Somers	65 Votes	ELECTED – Term Expires 2013
Barbara Trosper	51 Votes	ELECTED – Term Expires 2013

Adjourn

There being no further business to come before the membership at this time, a motion was made, seconded and unanimously carried by the members present to ADJOURN to the Organizational Meeting at 8:58 p.m.

SECRETARY'S CERTIFICATE

I, [REDACTED], 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 Annual Membership Election held on the above date as approved by the membership of The Villas Community Association.

ATTEST:

[REDACTED]

Appointed Secretary

1/24/2013
Date

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

FEBRUARY 23, 2012

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 02/17/12 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 was established with the following Directors in attendance:

Directors Present: James B. Somers , President
Dick Seaholm, Vice President
Elizabeth Kojian, Treasurer
Cathy Lewis, Secretary
Barbara Trospen, Member at Large

Directors Absent: None

Others Present: Cynthia Hunter, Senior CCAM, Optimum Professional Property Management, Inc. (ACMF)
Morgan Winegar, Community Association Manager, Optimum Professional Property Management, Inc. (ACMF)
14 Homeowners were present: See Sign In Sheet

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 02/01/12 from 6:33 p.m. to 9:23 p.m. for the following:

- Contract: Optimum Professional Property Management- Management Services Contract
- Personnel Matters

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 02/23/12 from 6:28 p.m. to 7:17 p.m. for the following:

- Contracts: Hickey & Petchul LLP. Annual Retainer Agreement and the Monthly Contracts for the Association's Service Providers including: Dan's Landscape Service, Peak Lighting & Electric, Lloyd Pest Control, Aqua Trends, Major Sweeping Service, and Sims Janitorial.
- Delinquencies: A/R Aging and Reconciliation Reports 01/31/12
- Legal: Review of Corporation Code 7231
- Minutes: Executive Session 12/01/11 and Special Executive Session 02/01/12

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order directly following the Executive Session at 7:17 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:

- Distribution of the Irvine Weekly Paper

Secretary's Report

A motion was made, seconded and carried to APPROVE Vice President, Dick Seaholm, the only residing Board Member from 2011, to approve and sign the minutes of the December 1, 2011 General Session of the Board of Directors as written.

Emergency Meeting By Email Resolution Ratified

A motion was made, seconded and unanimously carried to RATIFY the Emergency Meeting By Email Resolution dated 01/24/12 approving the proposal from C&R Drains, Inc. dated 01/20/12 to re-route hot line from water heater in garage to kitchen sink, at 12 Segura, for \$1,675.00 to be funded from Operating G/L #7620 (Plumbing Repairs).

Annual Meeting Minutes for Board Review Only

The Board reviewed the Minutes of the January 26, 2012 Annual Membership Meeting & Election which will be presented to the Membership for approval at the next Membership Meeting. No corrections were needed.

Organizational Meeting Approved

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the January 26, 2012 Organizational Meeting of the Board of Directors as written.

Treasurer's Report

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending 11/30/11 as presented, subject to audit/review at fiscal year-end by CPA.

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending 12/31/11 as presented, subject to audit/review at fiscal year-end by CPA.

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending 01/31/12 as presented, subject to audit/review at fiscal year-end by CPA.

Update of Signature Cards:

The Board completed the signature cards requesting the new Board member information.

Close Prior Management Checking Account ~ First Bank

A motion was made, seconded and unanimously carried to APPROVE closing the checking account with Sunwest Bank ending in #7841 used by prior management, Villageway Property Management, and to deposit funds, if any, into the checking account with Pacific Western Bank.

SB563 Revisions to Open Meeting Act

Management provided and update with respect to the recent revisions, the Open Meeting Act, SB563, which took effect January 1, 2012. The new law does not allow the Board to make decisions, participate in discussion, or authorize direction via email unless there is a dire emergency.

Annual Membership Meeting & Election Tabulated Results

The results of the Annual Membership Meeting & Election held on January 26, 2012 to elect five (5) directors for a one (1) year term expiring 2013, as Certified by the Inspector(s) of Election are as follows:

- | | | |
|--------------------|----------|-----------------------------|
| • James B. Somers | 65 Votes | ELECTED - Term Expires 2013 |
| • Dick Seaholm | 62 Votes | ELECTED - Term Expires 2013 |
| • Elizabeth Kojian | 74 Votes | ELECTED - Term Expires 2013 |
| • Cathy Lewis | 54 Votes | ELECTED - Term Expires 2013 |
| • Barbara Trosper | 51 Votes | ELECTED - Term Expires 2013 |

Board Liaison

A motion was made, seconded and unanimously carried to APPROVE the appointment of James B. Somers, 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 5.1 of the Association's CC&Rs, there shall be three (3) members of the Architectural Committee. A motion was made, seconded and unanimously carried to APPROVE appointment of Mary Ann Somers of 34 Navarre as Chair, Eileen Pinkerton of 37 Morena, and Cathy Lewis, Secretary of the Board of Directors, Board Liaison. Furthermore, Management will be meeting with the Architectural Committee each month and will be recording minutes for the committee meetings.

Landscape Committee

A motion was made, seconded and unanimously carried to APPROVE dissolving the previous Landscape Committee and appoint Ana Rubin of 5 Segura as Chair, Annette Ritchie of 12 Segura, and Dick Seaholm, Vice President of the Board of Directors, Board Liaison.

Finance Committee

A motion was made, seconded and unanimously carried to APPROVE to dissolve the previous Finance Committee and request volunteers for a new Finance Committee for the Board to review at the March General Session.

New Homeowner Welcome Package (Escrow)

The Board reviewed the New Homeowner Welcome Package and advised Management it should be revised and updated. The Board advised they would attempt to locate the file as a "word format" in an effort to minimize the costs for revisions.

Establish Goals for 2012

A motion was made, seconded and unanimously carried to APPROVE the Board's Goals, as listed below, for 2012.

1. Determine that the Association always has the most efficient and cost effective vendors and companies necessary to accomplish all that is required to maintain the community. Review all current contracts (trash, street sweeping, landscaping, etc.), to insure that they are being completed according to their terms and in a timely fashion.
2. Create and maintain a comprehensive monthly newsletter for every resident and owner detailing all important Villas information, including a list of items and vendors for homeowners use, i.e., replacement garage doors, windows, approved colors, etc., as well as the process for architecture approval and the penalties for failure to obtain prior approval.
3. Maintain architectural and landscape integrity of the Villas.
4. Conduct regularly scheduled Board and management community walk-thrus to ensure responsiveness to owner's requests and inspect the completed work to ensure that it complies with any architecture approval and contractual obligations. To also make sure that any work started has received the proper approvals.
5. Track all work done in the Villas by unit number in order to keep accurate records of warranties and vendors performance. Make sure that the Board is in receipt of a copy of all such records.
6. Once all work is done, endeavor to minimize (reduce) monthly assessments.
7. Prioritize and schedule all work as needed, including:

- a. Roof replacement and repair, both flat roofs and tile roofs
 - b. Termite work, including fumigation
 - c. Repair and painting of wood trim and stucco
 - d. Needed work to pool area
 - e. Iron fencing
 - f. Street repairs and resurfacing
 - g. Tree removal
8. Monitor pest control vendors and rodent complaints and generate a log similar to all other work/repairs per property.
 9. Insist that there are at least three (3) bids for all work to be done at Association expense to control expenses as much as possible. Insist that the management company develop relationships with Orange County vendors to facilitate quick response.
 10. Re-establish homeowner committees to assist the Board in the areas of Finance, Landscaping, and maintain the Architectural Committees. Establish a Board of Directors Committee to inspect all work-performed in/on the common areas to insure compliance with all contractors.
 11. Make sure that the "Homeowners Guide is up to date and all residents and owners have a copy. Make sure that all residents are in compliance with the CC&R's, By-Laws, and Homeowners Guide. If there are violations, making sure that the owner is notified and the management company follows up so that the integrity of the community is maintained.
 12. Finally, the Board seeks to re-establish greater resident participation in all aspects of the Villas, especially attendance at the monthly meetings. Homeowner and renters alike should all be involved in maintaining and enhancing our community. The Board seeks to have open and transparent communications in all areas that affect the Villas community and that can be accomplished with more participation from the community.

Contracts: Attorney Retainer Agreement ~ General Counsel

A motion was made, seconded and unanimously carried to APPROVE the Retainer Fee Agreement presented by Hickey & Petchul, LLP dated 01/31/12 for general legal services as outlined in the Agreement for an annual fee of \$750.00 for twelve (12) months commencing March 1, 2012, with the stipulation that two meetings, at no charge, be included in the agreement, to be funded from Operating G/L #8365 (Legal Services).

Contracts: Landscape Maintenance

A motion was made, seconded and unanimously carried to TABLE the request from Dan's Landscape, dated February 9, 2012 for a contract increase to the March General Session to allow Management to invite Dan's Landscape to the March general session to discuss the current contract and scope of services as well as the additional work to the berm area which initiated the recent request to increase the monthly contract.

Website Updates and Appointment

A motion was made, seconded and unanimously carried to TABLE the website updates and appointment to the March General Session as this item was omitted from the posted agenda.

Board Member Request for Reimbursement

A motion was made, seconded and carried to APPROVE the request from Board Vice President Dick Seaholm dated November 17, 2011 requesting reimbursement for a Community Association Institute Luncheon meeting on 9/6/11 for \$42.50, on 11/10/11 for \$42.50 and the Law Seminar on 9/16/11 for \$45.00 for a total amount of \$130.00 to be paid from operating G/L #8499 (Miscellaneous Administration).

ABSTAIN: Seaholm

Owner Request: Garage Door ~ 13 Navarre (Ableman)

A motion was made, seconded and unanimously carried to APPROVE the request of Ruby Ableman of 13 Navarre dated 01/23/12 for reimbursement from the Association in the amount of \$490.00, to be funded from G/L #7614 (Common Area Repairs), to replace the garage door at 13 Navarre (Ableman) since it was determined that the repair was caused by a voltage spike from the common area electrical meter and the owner submitted proof of payment made to the vendor for this replacement.

Owner Request: Removal of Corbel ~ 14 Navarre (Moll)

The Board reviewed the correspondence dated 01/30/12 from Helmut Moll of 14 Navarre requesting the damaged corbel under the front window of his property be replaced. A motion was made, seconded and unanimously carried to APPROVE Management obtaining a proposal to remove the two (2) corbels on the exterior of 14 Navarre (Moll), as the CC&R's of the Association state the maintenance and repair of the exterior of the units is the Association's responsibility. Management is directed to contact PCW Contracting Services and request a proposal for the removal of the two corbels.

Owner Request: Insurance Claim ~ 56 Navarre (Sagen)

A motion was made, seconded and unanimously carried to APPROVE the request of Diane Sagen of 56 Navarre dated 02/17/12 for the Association to file a claim under the master blanket policy for the water damage that occurred at 56 Navarre (Sagen) as a result of the homeowner's negligence to replace the seal and flange at the base of the toilet.

Owner Request: Painting of Interior Wall ~ 1 Segura (Lewis)

A motion was made, seconded and unanimously carried to APPROVE the request from the owner of 1 Segura, dated 01/18/12, for reimbursement from the Association in the amount of \$360.00, to be funded from G/L # 7614 (Common Area Repairs), to complete a Faux Finish on one wall to match existing walls at 1 Segura (Lewis), since it was determined that the damage to the interior of the wall was caused by the installation of stucco and the dry wrought repairs completed by the Association's Contractor.

Owner Request: Floor Reimbursement ~ 12 Segura (Ritchie)

A motion was made, seconded and unanimously carried to APPROVE the request from the owner of 12 Segura dated 01/30/12 for reimbursement from the Association in the amount of \$1,206.50, to be funded from G/L # 7620 (Plumbing Repairs) to replace the floor in the kitchen at 12 Segura since it was determined the damage occurred due to the recent slab leak.

Alante Insurance Proposal for Directors & Officers Insurance G/L #8410

The Board reviewed the two options provided in the renewal policy quote from Alante Insurance for Directors & Officers coverage renewing 03/17/12. A motion was made, seconded and unanimously carried to APPROVE the renewal quote from Alante Insurance, Option B, from Liberty Mutual dated 01/24/12, with a policy limit of \$1 million for a total annual premium of \$1,302.00, with the stipulation the reference to "Indication" and the 25% earned premium do not increase the cost.

Proposal 12/14/11~ Remove (3) Large Eucalyptus Trees~ \$3,150.00

A motion was made, seconded and unanimously carried to APPROVE the proposal from Dan's Landscape Service dated 12/14/11, to remove (3) large Eucalyptus trees near 104 Navarre, for \$3,150.00 with the stipulation Dan's Landscape removes the (3) trees immediately and invoices the Association in four increments

**The Villas Community Association
General Session Minutes
February 23, 2012
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such that each month the Association would pay \$787.50 for four months, to be funded from Operating G/L #7232 (Tree Maintenance).

Proposal 01/04/12~ Annual Aeration~ \$1,905.50

A motion was made, seconded and unanimously carried to TABLE the proposal from Dan's Landscape Service dated 01/04/12, to apply gypsum and fine mulch on all lawn areas, for \$1,905.50, to the March General Session as the Board would like to discuss, with Dan's Landscape at the March general session, including this item in the annual contract.

Proposal 01/11/12~ Tree Trimming~ \$1,045.00

A motion was made, seconded and unanimously carried to TABLE the proposal from Dan's Landscape Service dated 01/11/12 to trim two (2) Queen Palm trees and thirteen (13) Fichus trees throughout the community, for \$1,045.00, to the March General Session as the Board would like Dan's Landscape to clarify the contract.

(3) Proposals~ New Power Feed for Electrical Panel near 13 Navarre

The Board reviewed three (3) proposals to install new electrical conduit and wiring to re-feed the power at the panel near 13 Navarre. A motion was made, seconded and unanimously carried to APPROVE the proposal from Three Phase Electric dated 02/16/12, to install new electrical conduit and wiring to re-feed the power at the panel near 13 Navarre, for \$3,600.00, to be funded from Operating G/L #7614 (Common Area Repairs). Furthermore this work should be scheduled immediately.

Southern California Edison Proposal~ Copies of Electrical maps

A motion was made, seconded and unanimously carried to APPROVE the proposal from Southern California Edison dated 02/16/12, for seven (7) maps of the underground and overhead electrical wiring for the Association, for \$94.85, to be funded from Operating G/L #7545 (Light Repairs/Supplies).

Parking Issues

A motion was made, seconded and unanimously carried to TABLE the discussion of parking issues, to the March General Session, due to time constraints.

Mail Card for Newsletter

A motion was made, seconded and unanimously carried to TABLE the mail card for the newsletter, to the March General Session, due to time constraints.

Recycling/Waste Management

A motion was made, seconded and unanimously carried to TABLE the recycling/waste management item, to the March General Session, due to time constraints.

CC11504 Certified Manager Disclosure

A motion was made, seconded and unanimously carried to TABLE the Certified Manager Disclosure item, to the March General Session, due to time constraints.

Next Meeting

The next meeting of the Board of Directors is scheduled on March 22, 2012 at 6:30 p.m. Executive and 7:15 p.m. General Session at the Rancho Senior Center, Irvine, California.

Adjournment

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 9:10 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

3/22/12

Dated

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

MARCH 22, 2012

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 03/16/12 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 was established with the following Directors in attendance:

Directors Present: James B. Somers , President
 Dick Seaholm, Vice President
 Elizabeth Kojian, Treasurer
 Cathy Lewis, Secretary
 Barbara Trosper, Member at Large

Directors Absent: None

Others Present: Cynthia Hunter, Senior CCAM, Optimum Professional Property Management, Inc. (ACMF)
 Morgan Winegar, Community Association Manager, Optimum Professional Property Management, Inc. (ACMF)
 Lonie Washburn, Accord Construction Management
 Michael Kiss, Summit Consulting and Architecture
 Jeffery Smith, Smith Architects
 14 Homeowners were present: See Sign In Sheet

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 03/22/12 from 6:32 p.m. to 7:17 p.m. for the following:

- Contracts: Dan's Landscape Service, Optimum Professional Property Management
- Delinquencies: A/R Aging and Reconciliation Reports 01/31/12
- Minutes: Executive Session 02/23/12

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order directly following the Executive Session at 7:19 p.m.

Homeowner Forum

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. No items were presented.

Secretary's Report

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the February 23, 2012 General Session of the Board of Directors as written.

Budget Concerns

The Board discussed the item of Board Member Education and the fact it is not currently budgeted for. The Board agreed Board Members should submit a request to the Board prior to attending an educational event if they intend to request reimbursement.

Treasurer's Report

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending 02/29/12 as presented, subject to audit/review by a CPA at fiscal year end.

Construction Management Services

The Board interviewed three (3) Construction Management Firms. A motion was made, seconded, and unanimously carried to APPROVE Summit Consulting and Architecture as the Construction Manager for The Villas Community Association, with the stipulation that a reduced rate is negotiated and a new contract is provided to the Board by Summit.

SB563 Revisions to Open Meeting Act

Management reiterated the importance of the new law SB563 which does not allow the Board to make decisions, participate in discussion, or authorize direction via email unless there is a dire emergency.

Finance Committee

A motion was made, seconded and unanimously carried to TABLE the appointment of the Finance Committee until the April General Session as the Board Treasurer and the President will be meeting with Optimum's Controller to discuss the financials and the Board will have a firmer grasp on the financial state of the Association.

New Homeowner Welcome Package (Escrow)

The Board reviewed the New Homeowner Welcome Package and requested that Management email the package to the Board for informational purposes only.

Review 2012 Goals

The Board reviewed the previously approved 2012 goals. No Action was required.

Contracts: Landscape Maintenance

A motion was made, seconded and unanimously carried to TABLE the request from Dan's Landscape, dated February 29, 2012 for a contract increase to the April General Session as the Board would like to further review the contract and explanations provided by Dan's Landscape Services.

Website Updates and Appointment

A motion was made, seconded and unanimously carried to APPROVE Debra Redmond as the Webmaster for The Villas Community Association. Further the Board requested that Barbara Trospen, Member at Large, be the liaison between Management and the Webmaster.

PCW Proposal~ 14 Navarre Repair/Replacement of Corbel G/L 7614

A motion was made, seconded and unanimously carried to APPROVE the proposal from PCW Contracting Services dated 03/06/12, to replace the damaged corbel at 14 Navarre, for an amount not to exceed \$1,145.00, to be funded from Operating G/L #7614 (Common Area Repairs).

Proposal 12/14/11~ Remove (3) Large Eucalyptus Trees~ \$3,150.00

A motion was made, seconded and unanimously carried to TABLE the proposal from Dan's Landscape Service dated 12/14/11, to remove (3) large Eucalyptus trees near 104 Navarre, for \$3,150.00, until the April General Session, as Dan's Landscape will be revising the cost of the proposal.

Proposal 03/08/12~ Annual Aeration~ \$1,257.40

A motion was made, seconded and unanimously carried to TABLE the proposal from Dan's Landscape Service dated 03/08/12, to apply gypsum and fine mulch on all lawn areas, for \$1,257.40, to the April General Session as the Board would like to further review the contract with Dan's Landscape Services.

Proposal 01/11/12~ Tree Trimming~ \$1,045.00

A motion was made, seconded and unanimously carried to TABLE the proposal from Dan's Landscape Service dated 01/11/12 to trim two (2) Queen Palm trees and thirteen (13) Fichus trees throughout the community, for \$1,045.00, to the April General Session as the Board would like to further review the contract with Dan's Landscape Services.

Draft Audit FYE 12/31/11

A motion was made, seconded and unanimously carried to ACCEPT the draft audit and tax returns as presented for fiscal year-ended 12/31/11 prepared by Inouye, Shively, & Longtin, CPA.

Parking Issues

A motion was made, seconded and unanimously carried to TABLE the discussion of parking issues, to the April General Session, due to time constraints.

Mail Card for Newsletter

A motion was made, seconded and unanimously carried to TABLE the mail card for the newsletter, to the April General Session, due to time constraints.

Recycling/Waste Management

A motion was made, seconded and unanimously carried to TABLE the recycling/waste management item, to the April General Session, due to time constraints.

CC11504 Certified Manager Disclosure

A motion was made, seconded and unanimously carried to TABLE the Certified Manager Disclosure item, to the April General Session, due to time constraints.

PCW Proposal~ 3 Morena- Tile Roof Repair G/L 7655

A motion was made, seconded and unanimously carried to APPROVE the proposal from PCW Contracting Services dated 03/15/12, to repair the tile roof, for an amount not to exceed \$985.00, to be funded from Operating G/L #7655 (Roof Repairs).

PCW Proposal~ 19 Morena- Water Intrusion Repair G/L 7614

A motion was made, seconded and unanimously carried to APPROVE the proposal from PCW Contracting Services dated 03/22/12, to repair the Fascia and Stucco below the roofline, for an amount not to exceed \$2,870.00, to be funded from Operating G/L #7614 (Common Area Repairs).

Next Meeting

The next meeting of the Board of Directors is scheduled on April 26, 2012 at 6:30 p.m. Executive and 7:15 p.m. General Session at the Rancho Senior Center, Irvine, California.

Adjournment

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 9:03 p.m.

SECRETARY'S CERTIFICATE

I, [REDACTED], 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:

[REDACTED]
Appointed Secretary

4/26/12
Dated

Special General Session Meeting Minutes

Tuesday, May 9, 2012

Call to Order @ 6:31

Called to Order by Jim Somers

Board members present

Jim Somers

Kathy Lewis

Beth Kojian

Barbara Trospen

Jill Dunn-Cooper

Homeowners Forum

Flat roofs were discussed.

Will the new landscape company provide Natural pruning? The board will check with the landscape company.

Flyer on the do's and don't's of owning or living in the Villas community.

Post card containing web site information will be provided to residents.

Newsletter will be distributed May 11, 2012.

General Business

Landscaping Maintenance Proposals were discussed.

The Board unanimously approved Grant's.

Dick Seaholm will return to the landscaping committee.

The Board unanimously approved Accord as the Project Manager.

Appoint Financial Committee (Discussion)

Beth Kojian - Liaison

Tim Hunter

Brian Kraft

John Trospen

Parking Issues (Discussion)

The board agreed to put warning notes on cars parked in fire lanes and to continue educating residents on street parking regulations via newsletter and web site.

Next meeting scheduled for May 31, 2012 6:30 At Rancho Senior Center, Irvine

Adjournment 7:30

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

MAY 31, 2012

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 05/25/12 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 five (5) member Board was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Barbara Trospen, Secretary
 Jill Ann Dunn, Member at Large

Directors Absent: None

Others Present: Cynthia Hunter, Senior CCAM, Optimum Professional Property Management, Inc. (ACMF)
 Morgan Winegar, Community Association Manager, Optimum Professional Property Management, Inc. (ACMF)
 Chrystal Fennel, Community Relations Recycling Coordinator, Waste Management
 16 Homeowners were present: See Sign In Sheet

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 05/31/12 from 6:28 p.m. to 7:16 p.m. for the following:

- Contracts: Grant's Landscape Services, Accord Construction Management
- Delinquencies: A/R Aging and Reconciliation Reports 04/30/12
- Legal: Bylaw Amendment
- Minutes: Executive Session 04/24/12
- Personnel: Project Committees

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order at 7:18 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:

- Previously completed termite work
- Waste Management- Decrease in service days
- Violation of the CC&R's- vehicle maintenance in garage
- Previously repaired water intrusion

Landscape Committee Report

Ana Rubin, Landscape Committee Chair, read the Landscape Report as submitted on May 8, 2012.

Landscape Committee Meeting Date

A motion was made, seconded and unanimously carried to APPROVE moving the Landscape Committee Meeting date to the first Friday of the month starting in July of 2012. The June Landscape Inspection has been re-scheduled to June 8, 2012.

Carrotwood Tree Trimming

The Board discussed the need for tree trimming within the community. The Board directed Management to contact Grant's Landscape Services to request a proposal for the trimming of the Carrotwood Trees as well as the Cupania Trees within the community.

Schedule for Trimming of the Grass/Turf Areas

The Board directed Management to contact Grant's Landscape Services and request that the grass/turf areas be trimmed weekly on Thursdays as the community is currently accustomed to trimming being completed on Thursdays.

Secretary's Report

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the April 26, 2012 General Session of the Board of Directors as written.

ABSTAIN: Jill Ann Dunn

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the May 9, 2012 Special General Session of the Board of Directors as written.

Treasurer's Report

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending 04/30/12 as presented, subject to audit/review by a CPA at fiscal year end.

Schedule Finance Committee Meeting

The Board discussed the importance of setting a Finance Committee meeting date. Beth Kojian, Treasurer, will provide the committee with available dates for which they can meet.

Reserve Study Proposals FY 01/01/13 to 12/31/13

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 05/02/12 for an update reserve study for fiscal year 01/01/13 to 12/31/13 for \$500.00.

Proposals for Insurance

A motion was made, seconded and unanimously carried to APPROVE foregoing the proposal process for this year and moving forward with the renewal from the current Insurance Broker. Furthermore, the Board requested a copy of the renewal once received.

Proposal 1~ Tree Trimming~ \$375.00

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 05/23/12, to trim the four large Ficus Nitidia trees at the entrance to the community, for \$375.00, until the June General Session as the Board would like Management to contact Grant's regarding removing one of those four Ficus trees as it appears to be in poor condition.

Proposal 2~ Tree Trimming~ \$75.00

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 05/23/12, to trim one (1) Polyanthus Eucalyptus tree adjacent to 27 Navarre, for \$75.00, until the June General Session, due to budget and time constraints.

Proposal 3~ Slope Renovation~ \$1,500.00

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 05/23/12, to renovate the slope adjacent to the Golf Course and 25-39 Navarre, for \$1,500.00, until the June General Session, due to budget and time constraints.

Proposal 4~ Installation of New Plant Material in Planter near 32 Segura~ \$680.00

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 05/23/12, to install new plant material in the planter across from 32 Segura, for \$680.00, until the June General Session, due to budget and time constraints.

Proposal 5~ Tree Removal & Installation Near Golf Course

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 05/23/12, for the two options to remove the current Myoporum Laetum trees and install other trees and shrubbery near the golf course, until the June General Session, due to budget and time constraints.

Proposal 7~ Tree Removal~ \$950.00 Reserve G/L 3180 (Landscape Reserve Funding)

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Service dated 05/23/12, to remove the large Ficus Benjamina tree adjacent to 31 Navarre and stump grind, for \$950.00, to be funded from Reserve G/L 3180 (Landscape Reserve Funding).

Proposal 8~ Replacement of Tree~ \$400.00 Reserve G/L 3180 (Landscape Reserve Funding)

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Service dated 05/23/12, to replace the large Ficus Benjamina tree adjacent to 31 Navarre, that is to be removed, with non-root invasive tree with fresh soil and Ivy Geranium ground cover, for \$400.00, to be funded from Reserve G/L 3180 (Landscape Reserve Funding).

Proposal 9~ Remove 3 Eucalyptus Trees~ \$1,300.00 Reserve G/L 3180 (Landscape Reserve Funding)

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Service dated 05/23/12, to remove the three Eucalyptus trees near Trash Enclosure 3 and stump grind, for \$1,300.00, to be funded from Reserve G/L 3180 (Landscape Reserve Funding).

Proposal 10~ Install New Plant Material~ \$195.00 Reserve G/L 3180 (Landscape Reserve Funding)

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Service dated 05/23/12, to install new plant material in the planter near Trash Enclosure 3 where the three Eucalyptus trees are to be removed, for \$195.00, to be funded from Reserve G/L 3180 (Landscape Reserve Funding).

Proposal 11~ Tree Removal Near 90 Navarre~ \$1,300.00

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 05/23/12, to remove the four large Eucalyptus trees near 90 Navarre, for \$1,300.00, until the June General Session, due to budget and time constraints.

Proposal 12~ Tree Removal & Installation of New Plant Material ~ \$500.00

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 05/23/12, to remove two Eucalyptus trees in adjacent planters near 90 Navarre and replace with new plant material, for \$500.00, until the June General Session, due to budget and time constraints.

Proposal 13~ Tree Removal & Installation of New Plant Material~ \$250.00

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 05/23/12, to remove the one large Juniper near Trash Enclosure 1 and replace with one Bird of Paradise, for \$250.00, until the June General Session, due to budget and time constraints.

Proposal 14~ Tree Removal~ \$400.00 Reserve G/L 3180 (Landscape Reserve Funding)

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Service dated 05/23/12, to remove the Eucalyptus tree across from 18 Morena and stump grind, for \$400.00, to be funded from Reserve G/L 3180 (Landscape Reserve Funding).

Contracts: Landscape Maintenance—Grant's Landscape Services

A motion was made, seconded and unanimously carried to APPROVE the Landscape Maintenance Contract, as reviewed by the Association's General Counsel, for Grant's Landscape Services, dated 05/22/12 for landscape maintenance services, for a monthly fee of \$3,950.00 for twelve (12) months, to be funded from Operating G/L #7210 (Landscape Service Contract).

Construction Management Services Contract—Accord Construction Management

The Board discussed the construction management services contract for Accord Construction Management. Management advised that the contract has not been completed as Accord Construction Management has requested to meet with the Board in effort to better define the scope of his services prior to a contract being drafted and signed. The Board will contact Management with dates and times for which all Board members will be available to meet in Executive Session to discuss Accord's contract.

Committees

The Board discussed creating an Adhoc committee to review and update the Residence Guide, specifically with regard to the Parking Rules. Cathy Lewis and Jill Ann Dunn volunteered to serve as the liaisons for the committee. Further, a motion was made, seconded and unanimously carried to APPROVE appointing Mary Ann Somers of 34 Navarre and John Trosper of 78 Navarre to the Residence Guide Committee.

Proposal 12/14/11~ Remove (3) Large Eucalyptus Trees~ \$1,675.00

A motion was made, seconded and unanimously carried to DENY the proposal from Dan's Landscape Service dated 12/14/11, to remove (3) large Eucalyptus trees near 104 Navarre, for \$1,675.00, as the landscape maintenance contract with Dan's Landscape Services has been terminated.

Proposal 03/08/12~ Annual Aeration~ \$1,257.40

A motion was made, seconded and unanimously carried to DENY the proposal from Dan's Landscape Service dated 03/08/12, to apply gypsum and fine mulch on all lawn areas, for \$1,257.40, as the landscape maintenance contract with Dan's Landscape Services has been terminated.

Proposal 01/11/12~ Tree Trimming~ \$1,045.00

A motion was made, seconded and unanimously carried to DENY the proposal from Dan's Landscape Service dated 01/11/12 to trim two (2) Queen Palm trees and thirteen (13) Fichus trees throughout the community, for \$1,045.00, as the landscape maintenance contract with Dan's Landscape Services has been terminated.

Proposal 02/14/11~ Tree Removal~ \$7,725.00

A motion was made, seconded and unanimously carried to DENY the proposal from Dan's Landscape Service dated 02/14/11 to remove thirty-three (33) Cupania Trees and one (1) Yucca Tree throughout the community, for \$7,725.00, as the landscape maintenance contract with Dan's Landscape Services has been terminated.

Proposal 02/14/11~ Tree Removal~ \$8,650.00

A motion was made, seconded and unanimously carried to DENY the proposal from Dan's Landscape Service dated 02/14/11 to remove twenty-four (24) Melaleuca Trees and two (2) Pine Trees throughout the community, for \$8,650.00, as the landscape maintenance contract with Dan's Landscape Services has been terminated.

Proposal 02/14/11~ Tree Removal~ \$4,900.00

A motion was made, seconded and unanimously carried to DENY the proposal from Dan's Landscape Service dated 02/14/11 to remove twenty-four (24) Eucalyptus Trees throughout the community, for \$4,900.00, as the landscape maintenance contract with Dan's Landscape Services has been terminated.

Wrought Iron Gate/Fence Replacement Proposals—G/L 3170 (Fence & Wall Reserve)

A motion was made, seconded and unanimously carried to APPROVE the proposal from Fence Menders dated 05/18/12, to replace a section of the Wrought Iron fence and one (1) wrought iron gate behind 90 Navarre, for \$1,703.00 to be funded from Reserves G/L #3170 (Fence & Wall Reserve).

Pool Gate Repairs—G/L 7614 (Common Area Repairs)

A motion was made, seconded and unanimously carried to APPROVE the proposal from Fence Menders dated 05/30/12, to install a lock box, extend the metal mesh and install a lock protector on each of the four pool gates, for \$560.00.00 to be funded from Operating G/L #7614 (Common Area Repairs). Furthermore, a motion was made seconded and unanimously carried to APPROVE the proposal from Tustin Lock & Safe dated 04/18/12, to purchase four Weldable Gate Boxes, install Lever Handle Locks, and rekey cylinders at each of the four pool gates, for \$959.43 to be funded from Operating G/L 7614 (Common Area Repairs).

Recycling/Waste Management

A motion was made, seconded and unanimously carried to TABLE the discussion of recommendations provided by Chrystal Fennel, Community Relations Recycling Coordinator, to the June General Session, due to time constraints.

Website Appointment

A motion was made, seconded and unanimously carried to TABLE the website appointment to the June General Session, due to time constraints.

Parking Issues

A motion was made, seconded and unanimously carried to TABLE the discussion of parking issues to the June General Session, due to time constraints.

Community Barbeque

A motion was made, seconded and unanimously carried to TABLE the discussion of the community barbeque to the June General Session, due to time constraints.

Board Member Reimbursement— \$71.88— G/L 8499 (Miscellaneous Administration)

A motion was made, seconded and unanimously carried to APPROVE the reimbursement request submitted by Cathy Lewis, Vice President, dated 05/03/12, for the renewal fee for the website, in the amount of \$71.88 to be funded from Operating G/L 8499 (Miscellaneous Administration).

Homeowner Reimbursement – 17 Navarre – Mail Cards – \$63.44 G/L 8450 (Printing/Mailing/Supplies)

A motion was made, seconded and unanimously carried to APPROVE the reimbursement request submitted by Dick Seaholm of 17 Navarre, dated 05/05/12, for the purchase of four flyer boxes and 150

**THE VILLAS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
May 31, 2012
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 §1363.05 (f) / 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 §1363.05 (f):

- 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
JOHN TROSPER	78 NAVARRE	
EILEEN PINKERTON	37 MORENA	
JIM SHARBAUGH	37 MORENA	
Gerhard H. Steln	32 Morena	Water in Garag.
JO HARRISE	33 MORENA	
Mary Ann Somes	34 Navarre	
CAROL BICKELMANN	25 NAVARRE	
JANE LANCOUR	24 MORENA	
CATHARINE YOST	2 NAVARRE	

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

JUNE 28, 2012

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 06/22/12 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 five (5) member Board was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Barbara Trospen, Secretary
 Jill Ann Dunn, Member at Large

Directors Absent: None

Others Present: Cynthia Hunter, Senior CCAM, Optimum Professional Property Management, Inc. (ACMF)
 Morgan Winegar, CCAM, Optimum Professional Property Management, Inc. (ACMF)
 7 Homeowners were present: See Sign In Sheet

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 06/28/12 from 6:29 p.m. to 7:14 p.m. for the following:

- Contracts: Accord Construction Management, Pest & Rodent Control, Lighting Maintenance, Plumbing Price Comparisons
- Delinquencies: A/R Aging and Reconciliation Reports 05/31/12
- Hearing: (1) Reimbursement Assessment
- Legal: Bylaw Amendment, Water Intrusion Concerns
- Minutes: Executive Session 06/19/12

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors 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:

- Previously repaired water intrusion

Landscape Committee Report

Ana Rubin, Landscape Committee Chair, provided a verbal landscape report.

Secretary's Report

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the May 31, 2012 General Session of the Board of Directors as written.

Treasurer's Report

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending 05/31/12 as presented, subject to audit/review by a CPA at fiscal year end.

Contracts: Accord Construction Management Contract

A motion was made, seconded and unanimously carried to APPROVE the contract, which has been reviewed by the Association's Legal Counsel, from Accord Construction Management for project management and consulting for the community wide reconstruction/rehabilitation project, dated 06/28/12.

Contracts: Pest & Rodent Control

The Board reviewed four (4) proposals/contracts for routine pest and rodent control. A motion was made, seconded and unanimously carried to APPROVE the proposal/contract from Rodent Pest Technologies dated 06/13/12 for routine pest and rodent control, two (2) times per month for \$366.00 per month to commence July 30, 2012. Furthermore, the contract with Lloyds Pest Control will be terminated in accordance with the terms of the contract as of June 29, 2012.

Contracts: Lighting Maintenance

The Board reviewed three (3) proposals/contracts for routine lighting maintenance. A motion was made, seconded and unanimously carried to APPROVE the proposal/contract from Three Phase Electric dated 06/14/12 for routine lighting maintenance, one (1) inspection per month for \$125.00 per month to commence July 30, 2012. Furthermore, the contract with Peak Lighting & Electric will be terminated in accordance with the terms of the contract as of June 29, 2012.

Contracts: Plumbing Price Comparisons

The Board reviewed price listings from three (3) plumbing companies. A motion was made, seconded and unanimously carried to APPROVE utilizing Proserv Plumbing for the larger plumbing concerns throughout the community and utilizing C & R Drains for the smaller plumbing concerns throughout the community.

Proposal 2~ 05/31/12~ Trim Eucalyptus Tree

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 05/31/12, to trim the one Polyanthus Eucalyptus tree adjacent to 27 Navarre, for \$75.00, until the July General Session as the Board would like to inspect the location and condition of this tree.

Proposal 3~ 05/31/12~ Slope Renovation

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 05/31/12, to replant the slope adjacent to the golf course, for \$1,500.00, for 90 days as the Board has directed Management to contact Grant's to revise the proposal with the correct addresses as well as the Board would like determine any concerns with the irrigation in this area prior to replanting any material.

Proposal 4~ 05/31/12~ Replant Planter- 32 Segura

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the proposal from Grant's Landscape Service dated 05/31/12, to replant the corner planter across from 32 Segura, for \$680.00, due to budget constraints.

Proposal 5~ 05/31/12~ Remove and Replant Myoporum Latem Trees

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 05/31/12, to remove and replant the Myoporum Latem trees facing the golf course, for \$2,500, for 90 days as this proposal is not in the first phase of priority items.

Proposal 11~ 05/31/12~ Remove and Replant 4 Eucalyptus Trees G/L 7215 (Landscape Supplies)

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Service dated 05/31/12, to remove four (4) Eucalyptus trees and replant the area near 90 Navarre with ground cover, contingent upon the cost being reduced/revised as the Board is approving multiple tree removals to be done in conjunction with this proposal, to be funded from G/L TBD.

Proposal 12~ 05/31/12~ Remove and Replant 2 Eucalyptus Trees G/L 7215 (Landscape Supplies)

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Service dated 05/31/12, to remove two (2) Eucalyptus trees and replant the area in the planter near 90 Navarre with ground cover, contingent upon the cost being reduced/revised as the Board is approving multiple tree removals to be done in conjunction with this proposal, to be funded from G/L TBD.

Proposal 1~ 06/11/12~ Remove 1 Ficus Tree Replant with Jacaranda Tree G/L 7215 (Landscape Supplies)

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Service dated 06/11/12, to remove one (1) Ficus tree and replant with one (1) Jacaranda tree at the entrance to the community adjacent to 2 Morena, contingent upon the cost being reduced/revised as the Board is approving multiple tree removals to be done in conjunction with this proposal, to be funded from G/L TBD.

Proposal 2~ 06/11/12~ Remove 1 Ficus Tree Replant with Jacaranda Tree G/L 7215 (Landscape Supplies)

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Service dated 06/11/12, to remove one (1) Ficus tree and replant with one (1) Jacaranda tree at the entrance to the community on lawn area across from island planter, contingent upon the cost being reduced/revised as the Board is approving multiple tree removals to be done in conjunction with this proposal, to be funded from G/L TBD.

Proposal 3~ 06/11/12~ Remove 3 Large Melaleuca Trees Adjacent to 3 Segura

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 06/11/12, to remove and replant three (3) large Melaleuca trees adjacent to 5 and 7 Segura, for \$975, for 90 days as this proposal is not in the first phase of priority items.

Proposal 4~ 06/11/12~ Trim 133 Carrotwood Trees G/L 3180 (Landscape Reserve Funding)

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Service dated 06/11/12, to trim 133 Carrotwood trees throughout the community, contingent upon the cost being reduced/revised as the Board is approving multiple tree removals to be done in conjunction with this proposal. Furthermore, the Board would like to discuss the timing and season for which the Carrotwood trees should be trimmed with Grant's prior to trimming these trees, to be funded from Reserve G/L 3180 (Landscape Reserve Funding).

Proposal ~ 06/13/12~ Replant Garage Planters

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the proposal from Grant's Landscape Service dated 06/13/12, to replant the garage planters, for \$2,500.00, due to budget constraints.

Recycling/Waste Management

Management advised the Board that no further documentation or correspondence has been provided to Management from Waste Management. No further action is required at this time.

Website Appointment

A motion was made, seconded and unanimously carried to APPROVE appointing Cathy Lewis, Board Vice President as the webmaster for the community website.

Parking Issues

The Board discussed the parking rules as specified in the residence guide and requested that Management email the residence guide to Jill as she is on the committee to revise the parking rules currently included in the residence guide.

Community Barbeque

A motion was made, seconded and unanimously carried to APPROVE appointing Ava Park, of 21 Navarre, as the Chair person for the upcoming Community Barbeque which has been scheduled for September 8, 2012. Furthermore, the Board requested that Management provide a final amount for which has been donated to the Board for this event.

E-Statement Notification

The Board reviewed the Memorandum from Optimum Professional Property Management, Inc. (ACMF) advising that they now offer e-statements as an option for members to receive their assessment statements on-line along with any other billing insert/attachment in PDF format such as the community's newsletters, membership notifications, etc. The paper color for inserts will include standard white and either light blue or one of two seasonal colors that will be offered each month.

Mail Card for Newsletter

Management advised the Board that the mail cards for the newsletter are not the appropriate size and cannot be included with the statement each month as the machine does not recognize the size of the mail card. The Board directed Management to utilize the mail cards for the upcoming Bylaw Amendment ballot which is being mailed to the membership on July 24, 2012.

Change of Meeting Date

A motion was made, seconded and unanimously carried to APPROVE changing the July meeting date to either July 23, 2012 or July 24, 2012 contingent upon which date the meeting room at the Senior Center is available. Furthermore, the Board directed Management to contact the City to determine which date is available.

Next Meeting

The next meeting of the Board of Directors is scheduled on July 23rd or 24th, 2012 at 6:30 p.m. Executive and 7:00 p.m. General Session at the Rancho Senior Center, Irvine, California.

Adjournment

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 8:59 p.m.

SECRETARY'S CERTIFICATE

I, [REDACTED], 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:

[REDACTED]
Appointed Secretary

7/24/12
Dated

**THE VILLAS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
June 28, 2012
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 §1363.05 (f) / 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 §1363.05 (f):

- 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
JOHN TROSPER	78 NAVARRE	
Gerhard STEHR		civil Engineering
Dick/Lynn Seibler	17 Navarre	report
ANA RUBYN	5 SEGURA	
Mary Ann Somers	34 Navarre	
Eileen S. Poulos	37 Monna	
AVA PARK	21 Navarre	

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

JULY 24, 2012

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 07/18/12 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 five (5) member Board was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Barbara Trosper, Secretary
 Jill Ann Dunn, Member at Large

Directors Absent: None

Others Present: Cynthia Hunter, Senior CCAM, Optimum Professional Property Management, Inc. (ACMF)
 Morgan Winegar, CCAM, Optimum Professional Property Management, Inc. (ACMF)
 Lonie Washburn, Accord Construction Management
 9 Homeowners were present: See Sign In Sheet

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 07/24/12 from 6:15 p.m. to 7:17 p.m. for the following:

- Contracts: American Roof Consulting Services
- Delinquencies: A/R Aging and Reconciliation Reports 06/30/12
- Minutes: Executive Session 06/28/12
- Non-Compliance: Reimbursement Assessment

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order at 7:18 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:

- Previously repaired water intrusion
- Landscape
- Asphalt
- Trash Dumpsters/Recycle Bins

Landscape Committee Report

Ana Rubin, Landscape Committee Chair, provided a verbal landscape report.

Secretary's Report

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the June 28, 2012 General Session of the Board of Directors as written.

Treasurer's Report

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending 06/30/12 as presented, subject to audit/review by a CPA at fiscal year end.

Reserve Funding Options Mid-Year Budget Revision

A motion was made, seconded and unanimously carried to APPROVE the mid-year budget revision for fiscal year 01/01/12 to 12/31/12 with a reduction of monthly reserve contribution from \$28,687.00 to \$14,343.50, which will keep the Association in compliance with the requirement to fully fund reserves each month according to the budget; therefore, by the end of the year, eight payments will be made in the amount of \$28,687 each (per the original budget) and four payments in the amount of \$14,343.50 (per the Jan 1 – Dec 31 budget revision) for a grand total of \$286,870, effective September 1, 2012. Furthermore, the Board requested Management confirm what the administration cost is for this revision.

Finance Committee Report

Treasurer, Beth Kojian, provided further explanation to the membership present regarding the Reserve Funding Options and the decision to proceed with a Mid-Year Budget Revision. Ms. Kojian also discussed the opening of a new reserve account in attempt to not exceed the FDIC limits, however due to the continued progress to complete many of the reserve projects currently underway, the Board will not be opening a new account at this time.

Approve Draft Reserve Study FY 01/01/13 to 12/31/13

A motion was made, seconded and unanimously carried to APPROVE the reserve study update by Association Reserves dated 07/18/12 for fiscal year 01/01/13 to 12/31/13 recommending funding to reserves of \$30,500.00 per month with reserves funded at 32.3% in 2013 and projected funding at 60.1% in five (5) years, subject to completion of the following revisions to components 1301 and 1304, Component 1301 "Flat Roof- Replace" and Component 1304 "Tile Roof Repair/Replace".

Grant's Landscape Proposal 2~ 05/31/12~ Trim Eucalyptus Tree

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Service dated 05/31/12, to trim the one Polyanthus Eucalyptus tree adjacent to 27 Navarre, for \$75.00, subject to confirmation from Grants Landscape that the tree listed in the proposal is the large Eucalyptus tree near 27 Navarre.

Grants Landscape Proposal~ 07/02/12~ Removal of Four (4) Ficus Trees G/L 3180 (Landscape)

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Service dated 07/02/12, to remove four (4) Ficus trees and replant four (4) Jacaranda trees at the entrance to the community, for an amount not to exceed \$2,360.00, to be funded from Reserve G/L 3180 (Landscape).

Parking Issues

The Board discussed the parking rules as specified in the residence guide and requested that Management confirm the residence guide was emailed to Jill for review.

Community Barbeque

The Board discussed the Community Barbeque which has been scheduled for September 8, 2012. Management advised the Board that the Association's Service Providers will be contributing the cost for

the table/chair/barbeque rentals as well as supplying the hot dogs, hamburgers, and condiments for the Barbeque.

Inspectors of Election ~ Bylaw Amendment

A motion was made, seconded and unanimously carried to APPROVE the appointment of Ana Rubin of 5 Segura, Mary Ann Somers of 34 Navarre, and John Trosper of 78 Navarre to act as the Inspectors of Election and to certify the results of the election in accordance with the adopted Election Rules for the Bylaw Amendment Election to be held on August 23, 2012, 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.

CID Insurance Programs Proposal ~ Master Fidelity Coverage

The Board reviewed the renewal policy quote from CID Insurance Programs for the Master Fidelity Coverage insurance renewing 08/30/09. A motion was made, seconded and unanimously carried to TABLE the renewal policy quote from CID Insurance Programs dated 07/09/12 for Master Fidelity Coverage with a policy limit of \$750,000.00 and a deductible of \$2,500.00 for a total annual policy premium of \$831.00, to the August General Session, as the Board directed Management to obtain clarification regarding the extent of the Fidelity Bond coverage included in the recently approved insurance renewal.

ITEMS NEEDING IMMEDIATE ACTION

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §1363.05(4) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. Accurate Termite Proposal~ Full Exterior Community Termite Inspection

A motion was made, seconded and unanimously carried to APPROVE the proposal from Accurate Termite & Pest Control, to complete and provide inspection reports for all exterior wood within the community, for an amount not to exceed \$4,500.00, to be funded from Reserves G/L #3275 (Termite Treatment).


Next Meeting

The next meeting of the Board of Directors is scheduled on August 23, 2012 at 6:30 p.m. Executive and 7:00 p.m. General Session at the Rancho Senior Center, Irvine, California.


Adjournment

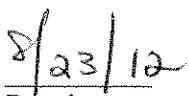
There being no further business to come before the Board of Directors in General Session, a motion was made, seconded and unanimously carried to ADJOURN at 8:55 p.m.

SECRETARY'S CERTIFICATE

, 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

THE VILLAS COMMUNITY ASSOCIATION
(Association name)

RESOLUTION RE: ADDITION OF ITEM TO POSTED AGENDA

BOARD MEETING DATE 7-24-12

The Board of Directors hereby resolves that the facts/circumstances indicated below exist, and that the Board has openly identified the referenced item to the Association Members in attendance at the meeting.

(Choose and complete box I, II or III below)

I. Emergency Situation
An *emergency situation* exists because there are circumstances a) that could not have been reasonably foreseen by the Board, b) that require immediate attention and possible action by the Board, and c) that, of necessity, make it impracticable to provide notice.

A. **Director Vote** (Requires that a majority of Board members present agree that an "emergency situation" exists):
No. of Directors Present _____ No. of Directors Agreed _____

B. **Emergency Situation – Brief Explanation:**

II. Need for Immediate Action
The *need for immediate action* exists because there is a) a need to take immediate action, and b) the need came to the attention of the Board after the agenda was posted/distributed.

A. **Director Vote:**

i. (check box): **More than two-thirds of Directors present at the meeting.**
(requires agreement of at least two-thirds of Directors present that a "need for immediate action" exists)

ii. (check box): **Less than two-thirds of Directors present at the meeting.**
(requires unanimous agreement of Directors present that a "need for immediate action" exists)

Total No. of Directors 5 No. of Directors Present 5 No. of Directors Agreed 5

B. **Need for Immediate Action – Brief Explanation:**
ACCURATE TERMITE PROPOSAL - FULL EXTENSION COMMUNITY
TERMITE EXPECTED NOT TO EXCEED \$4,500.-

III. Previous Agenda
The matter on which the Board has taken action appeared on an agenda that was posted/distributed for a prior meeting of the Board that occurred *not more than thirty (30) calendar days* before today's Board meeting.

A. **Meeting Date Confirmation:**
Date of prior meeting: _____ No. of days since prior meeting: _____ (not more than 30 days)

B. **Agenda Item:** _____

I, B. T. Ross, Secretary of the Board of Directors of the Association, certify that the foregoing resolution was duly and regularly adopted by the Board at the above-referenced meeting of the Board, and passed by the referenced and required vote of the Board members present thereat.
Date: 8/2/12 Signature: _____

Note: This document is to be attached to the minutes of the referenced Board meeting. Further, the minutes should reference this resolution, as well as any further Board resolutions or actions related to the non-agenda item referenced herein.

**THE VILLAS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
July 24, 2012
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 §1363.05 (f) / 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 §1363.05 (f):

- 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
JOHN TROSPER	78 NAVARRE	
Gerhard STEHR	32 MORENA	Cost + Mike
Helmut MOLL	14 NAVARRE	
MARGUERITE BIVENS	86 NAVARRE	
JANE LANCOUR	24 MORENA	
VIRGINIA CASSARA	41 MORENA	Recycling
Mary Ann James		
JOHN REESE	33 MORENA	
ANA RUBYN	5 SEGURA	

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

AUGUST 23, 2012

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 07/18/12 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 five (5) member Board was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Barbara Trospen, Secretary
 Jill Ann Dunn, Member at Large

Directors Absent: None

Others Present: Cynthia Hunter, Senior CCAM, Optimum Professional Property Management, Inc.
 (ACMF)
 Lonie Washburn, Accord Construction Management
 14 Homeowners were present: See Sign In Sheet

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 08/23/12 from 6:15 p.m. to 7:22 p.m. for the following:

- Contracts: APEX Roofing, Bienek Roofing, Premier Roofing
- Delinquencies: A/R Aging and Reconciliation Reports 07/31/12
- Hearing (1): Roof Damage
- Minutes: Executive Session 07/24/12

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order following Executive Session at 7:26 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
- Landscape
- Wasp Nests
- Broken ladies toilet seat

Landscape Committee Report

Ana Rubin, Landscape Committee Chair, provided a verbal landscape report: Tree Removals, Entry Way planting, copies of proposals.

Secretary's Report

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the July 24, 2012 General Session of the Board of Directors as written.

Treasurer's Report

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending 07/31/12 as presented, subject to audit/review by a CPA at fiscal year end.

Invoices Exceeding Managements Approval

A motion was made, seconded and unanimously carried to APPROVE payment to Accord Construction Management of invoice #TV00001 for 27.5 hours of Contract Management time, 5.75 of Contract Management Travel time, 11.5 Secretarial time, Copies of (B&W) 83 pages, Copies of (Color) 40 pages and 252 miles for \$4,996.10 to be paid from Reserves G/L#3300 (Contingency).

A motion was made, seconded and unanimously carried to APPROVE payment to Hickey & Petchul, LLP of invoice 26139 for 7.40 hours of By-Law cover letter and balloting materials, review of landscape contract, Contractor Manager contract, drafting of contract changes for \$1,591.00 to be paid from Operating G/L#8365 (Legal).

Flat Roof Proposals

The Board reviewed three (3) proposals for the flat roofs for the remaining seven (7) buildings. A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated August 13, 2012 to replace the flat roofs for the remaining seven (7) buildings: Building 16 (98-104 Navarre - 4 Units), Building 18 (74-80 Navarre - 4 Units), Building 19 (64-72 Navarre - 8 Units), Building 20 (50-56 Navarre - 4 Units), Building 21 (2-16 Navarre - 8 Units), Building 22 (18-32 Navarre 8 Units), Building 23 (34-40 Navarre - 4 Units), and Pool House, using 20 Year NDL Certaineed for \$250,000.00 to be paid from Reserves G/L#3130 (Roofs). Furthermore, the board directed management to have legal counsel review the roofing contract from Premier. A motion was made, seconded and unanimously carried to APPROVE Cathy Lewis, Vice President, as the liaison to give approval for change orders and James Somers, President as back up if Cathy is not available.

CID Insurance Programs Proposal ~ Master Fidelity Coverage

The Board reviewed the renewal policy quote from CID Insurance Programs for the Master Fidelity Coverage insurance renewing 08/30/09. A motion was made, seconded and unanimously carried to APPROVE the renewal policy quote from CID Insurance Programs dated 07/09/12 for Master Fidelity Coverage with a policy limit of \$750,000.00 and a deductible of \$2,500.00 for a total annual policy premium of \$831.00 to be paid from Operating G/L#8412 (Fidelity Insurance), contingent upon verifying that State Farm will not cover Optimum Professional Property Management for equal to or less than CID Insurance of \$831.00.

Grant's Landscape Proposal – Remove or Trim Four Extra Large Ficus Trees

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 8/8/12 to either trim or remove the four extra Ficus trees adjacent to the Pool area. Trim for \$600.00 or Removal for \$2,450.00 until the October General Session Board of Directors meeting.

Grant's Landscape Proposal – New Color Change for Island Planter Entry Way

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Proposal dated 08/08/12 to replace color for \$395.00 contingent upon the landscape committee meeting with Grant's Landscaping to discuss Boxwood framing the entry sign.

Homeowner Correspondence – 21 Navarre: Broken window Reimbursement

A motion was made, seconded and unanimously carried to APPROVE the reimbursement up to \$150.00 for the repair/replacement of the window located at 21 Navarre due to the window broken by a possible tree branch to be funded from Operating G/L#7614 (Common Area Maintenance) Furthermore, management needs to obtain a copy of the receipt prior to reimbursing.

Newsletter Reimbursement for Printing July Newsletter

A motion was made, seconded and unanimously carried to APPROVE the reimbursement to Catharine Yost of 2 Navarre for printing the July 2012 Newsletter for \$18.59 to be funded from Operating G/L#8450 (Printing/Mailing).

Parking Issues

A motion was made, seconded and unanimously carried to TABLE the decision to approve a towing company to the September 27, 2012 General Session, Board of Directors board meeting due to time restraints.

Community Barbeque

The Board discussed the Community Barbeque which has been scheduled for September 8, 2012. Management gave the Board the receipt, which states the times of pickup and delivery and types of tables, chairs and BBQ that Rodent Technology and PCW reserved on behalf of The Villas. Barbara Trosper, Secretary pointed out to management that there was a discrepancy on the delivery time and she contacted Classic Party Rentals to make the correction. She also stated that there is a \$150.00 after hour charge. Management will contact Tiffani of Rodent Technology of the charge and of the change for their records. Furthermore, management announced a total amount of \$300.00 raised toward food and additional costs.

FHA Recertification Update

Management was unable to speak to the Board of Directors regarding the FHA Recertification Update due to time restraints and will be placed on the Agenda for the September 27, 2012 General Session, Board of Directors, board meeting.

Emergency Preparedness Meeting

The Board was unable to discuss the items discussed at the Emergency Preparedness Meeting hosted by The City of Irvine given by Lieutenant Bill Whalen due to time restraints. Furthermore, the board will address the items shared at the meeting at the General Session, Board of Directors, board meeting scheduled for September 27, 2012.

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §1363.05(4) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. Resolution to Record Liens: 0963-00135-1

In accordance with California Civil Code §1367.1(c)(2): A motion was made, seconded and unanimously carried to TABLE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as #0963-00135-1 until the next General Session, Board of Directors, board meeting scheduled for September 27, 2012..

**THE VILLAS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
August 23, 2012
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 §1363.05 (f) / 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 §1363.05 (f):

- 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
<i>Ryanford Stehr</i>	<i>32 Morena</i>	<i>Mike</i>
<i>Marilyn Somers</i>	<i>34 Navarre</i>	<i>—</i>
<i>JOHN & BARB TROSPER</i>	<i>78 NAVARRE</i>	
<i>Cathlene Steinman</i>	<i>46 NAVARRE</i>	
<i>John Cole</i>	<i>14 NAVARRE</i>	
<i>ANA RUBY</i>	<i>5 SEGURA</i>	
<i>Celia S. Perez</i>	<i>37 Morena</i>	
<i>Mary Ann Dwyer</i>	<i>96 Navarre</i>	
<i>Maria Estrella</i>		
<i>Jim Rose</i>	<i>33 MORENA</i>	

Dick & Lynn Seaholm

17 Navarre

Debbie Rose

3 NAVARRE

KEITH COPEN

45 MORENA

BRIAN KRAFT

45 Morena

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

SEPTEMBER 27, 2012

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on **09/21/12** 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 five (5) member Board was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Jill Ann Dunn, Member at Large

Directors Absent: Barbara Trosper, Secretary

Others Present: Morgen Hardigree, Senior CCAM, Optimum Professional Property Management, Inc.
 (ACMF)
 Lonie Washburn, Accord Construction Management
 Two (2) Homeowners were present: See Sign In Sheet

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 09/27/12 from 6:15 p.m. to 6:56 p.m. for the following:

- Contracts: Premier Roofing
- Delinquencies: A/R Aging and Reconciliation Reports 08/31/12
- Hearings: Two (2) hearing resulting in non-compliance of the governing documents for landscape maintenance and unapproved modifications
- Minutes: Executive Session 08/23/12
- Non-Compliance: Matters regarding air-conditioning unit and landscape

Call to Order

President and Presiding Chair, James Somers, 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. No Items were presented.

Guest Speaker ~ Lonnie Washburn Accord Construction Management

Lonnie Washburn of Accord Construction Management was present to provide the Board with an update on all the inspections being performed. Mr. Washburn also distributed an overview of what was to be discussed. Mr. Washburn advised that Quickel Paving did not show for the slurry seal bid walk and the bids are due on October 9, 2012. The Board discuss with Mr. Washburn the written report provided and requested that he attend the landscape walk on Friday, October 5, 2012. Furthermore, the Board clarified the water heater/utility doors are the responsibility of the Association to repair and to request management obtain a proposal with the replacement of the door at 16 Morena.

The Villas Community Association
General Session Minutes
September 27, 2012
Page 2 of 5

The Board Discussed with Mr. Washburn their concerns in regards to the lack of response from Accurate Termite and if another company should be used. Mr. Washburn advised at this time another company should not be used, and would discuss with Isaac Comacho of Accurate Termite the Board's concerns.

Mr. Washburn advised the Board of the electrical problems at 37 Navarre. The Board advised electrical maintenance is the homeowners responsibility. Management was requested to send a letter to the owners of 37 Navarre requesting they repair their breakers.

Landscape Committee Report

Committee was not present. Jill Ann Dunn provided a report from last week's meeting and discussed the proposals included on tonight's meeting agenda. Ms. Dunn also advised there is a Committee walk on October 5, 2012, at 9:00 a.m.

Secretary's Report

A motion was made, seconded and unanimously carried to APPROVE the notice for the Adjournment of the By-Law Amendment.

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the August 23, 2012 General Session of the Board of Directors as written.

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the September 14, 2012 Special General Session for the By-Law Amendment as written.

Treasurer's Report

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending 08/31/12 as presented, subject to audit/review by a CPA at fiscal year end.

Proposed Budget and Reserve Funding Plan Fiscal Year 01/01/13 - 12/31/13

A motion was made, seconded and unanimously carried to APPROVE proposed budget #1 prepared 09/10/12 as presented for fiscal year 01/01/13 to 12/31/13 with assessments remaining at \$420.00 per unit per month and monthly funding to reserves in the amount of \$30,500.00, which is the amount recommended in the update reserve study by Association Reserves dated 08/21/12 with reserves funded at 32.3%, with the stipulation the annual current budget for g/l code #5265 (Refuse) remain at the current rate and the addition \$13.27 per month be placed into g/l code #7790 (Contingency).

Furthermore, the Board ADOPTED the Reserve Funding Plan presented by Association Reserves that shows reserves funded at 32.3% in 2013 and 60.1% in five (5) years based on the approved reserve funding amount of \$30,500.00 per month for fiscal year 01/01/13 to 12/31/13.

Invoices Exceeding Managements Approval

A motion was made, seconded and unanimously carried to APPROVE payment to Accord Construction Management of invoice #TV00002, dated 09/04/12 for 30.5 hours of Contract Management time, 5.25 of Contract Management Travel time, 3 hours of Secretarial time, Copies of (B&W) 231 pages, Copies of (Color) 0 pages and 225 miles for \$4,946.20 to be paid from Reserves G/L#3300 (Contingency).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #327733 dated 08/21/12 from C&R Drains, Inc. for plumbing repairs at 1 Navarre, in the amount of \$1,900.00, to be paid from Operating G/L#7620 (Plumbing).

Grant's Landscape Proposal – Remove Seven (7) Extra Large Ficus Trees

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Proposal dated 09/05/12 to remove seven (7) extra-large eucalyptus trees adjacent to 42-46 Morena adjacent to the tennis courts, in the amount of \$3,850.00, to be paid from Reserves G/L #3180 (Landscape Reserve). Furthermore, the Board advised management the Irvine Racquet Club will be paying \$1,000.00 towards the cost to remove the trees, to be deposited into Reserves G/L #3180 (Landscape Reserve).

Grant's Landscape Proposal – Remove Two (2) Extra-Large Melaleuca Trees

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Proposal dated 09/17/12 to remove two (2) extra-large melaleuca trees adjacent to 94 and 96 Navarre, in the amount of \$800.00, to be paid from Reserves G/L #3180 (Landscape Reserve). Furthermore, a motion was made, seconded and unanimously carried to DENY the installation of two (2) 15 gallon Prune Carolina Large shrub/small tree as this work will be performed at a later date.

Grant's Landscape Proposal – Trim a Single Extra-Large Aleppo Pine Tree

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Proposal dated 09/17/12 to trim a single extra-large Aleppo Pine tree adjacent to 39 Morena, in the amount of \$225.00, with the stipulation the small pine tree under it is removed at no charge, to be paid from operating g/l #7232 (Tree Trimming).

Grant's Landscape Proposal – Remove Three (3) Extra-Large Eucalyptus Trees, Restore Lawn Area, and Crown Thin Extra-Large Ficus Rubiginosa

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Proposal dated 09/17/12 to remove three (3) extra extra-large Eucalyptus trees, restore lawn area and crown thin extra-large Ficus Rubiginosa, in the amount of 1,925.00, to be paid from Reserves G/L #3180 (Landscape Reserve).

Grant's Landscape Proposal – Install Plant Material After Drainage Issue has been Corrected at 48 Navarre

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 09/17/12 to install plant material adjacent to 48 Navarre after a drainage issue has been corrected until the drainage issue has been corrected. The Board will again review this proposal at that time.

Grant's Landscape Proposal – Cut Back Hard Eight (8) bougainvillea's on the Side Slope, Rearrange Bender Board, Reduce the Lawn Area, extend Shrub Area, and Remove Three (3) Dead Myoporum

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Proposal dated 09/17/12 to cut back hard eight Bougainvillea's on the side slope, rearrange bender board, reduce the lawn area, extend shrub area, and remove three dead Myoporum in the amount of \$175.00, to be paid from operating G/L #7215 (Landscape Supplies).

Grant's Landscape Proposal – New Color Change for Island Planter Entry Way

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 09/17/12 to remove the lawn at the entrance island and convert the area into a shrub and flower bed to the October General Session to allow the Landscape Committee to review the proposal with Kenny at Grant's Landscape.

By-Law Amendment Results and Execution of Certificate of By-Law Amendment Passed by Membership

A motion was made, seconded and unanimously carried to APPROVE the signing of the Certificate of Amendment to The Villas Community Association for the passed By-Law Amendment. Management was directed to send a copy to the membership.

Homeowner Request for Reimbursement – Community Barbecue Supplies

A motion was made, seconded and unanimously carried to APPROVE the request for reimbursement from the owner of 21 Navarre for the community barbecue supplies, in the amount of \$37.70, to be paid from operating g/l #8375 (Community Barbecue).

Homeowner Request for Reimbursement – Community Barbecue Supplies

A motion was made, seconded and unanimously carried to APPROVE the request for reimbursement from the owner of 78 Navarre for the community barbecue supplies, in the amount of \$243.87, to be paid from operating g/l #8375 (Community Barbecue).

AquaTrends ~ Title 24 Advisory Letter Approval for New Safety Signs

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the 08/24/12 Aquatrends correspondence and proposal for pool signs in the amount of \$129.75 until the Orange County Health Department provides notice to the community the signs must be installed on the gates.

80 Navarre – Cleanout Correction per SeaPointe Construction

The Board reviewed the correspondence from SeaPointe Construction dated 08/21/12 in regards to 80 Navarre and the bathroom cleanout. A motion was made, seconded and unanimously carried to APPROVE Option 2 from SeaPointe Construction to install a flat access panel over the top of the cleanout and paint to match at 80 Navarre.

Roof & Gutter Cleaning Proposals (4)

A motion was made, seconded and unanimously carried to TABLE the proposals (4) for roof and gutter cleaning for the tile roofs to the October General Session to allow management to provide the proposals to Lonnie Washburn of Accord Construction Management to provide a scope of work to obtain revised proposals for only the tiled roofs, not the flat roofs. Furthermore, a motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing to perform roof and gutter cleaning on flat roofs to 104 multi-family residences, in the amount of \$520.00, to be paid from operating g/l #7655 (Roofs).

City of Irvine Correspondence

The Board of Directors reviewed the correspondence from the City of Irvine in regards to political signs, and advising they cannot be removed from City maintained easements. There was no action required.

Parking Issues

A motion was made, seconded and unanimously carried to TABLE the decision to approve a towing company to the October 25, 2012 General Session meeting due to time restraints.

Community Barbeque

There was no action required. Management was requested to remove from Agenda.

FHA Recertification Update

A motion was made, seconded and unanimously carried to TABLE discussion regarding the FHA Recertification Update due to time restraints and will be placed on the Agenda for the October 25, 2012 General Session meeting due to time constraints.

Emergency Preparedness Meeting

A motion was made, seconded and unanimously carried to TABLE discussion regarding the Emergency Preparedness Meeting hosted by The City of Irvine given by Lieutenant Bill Whalen and will be placed on the Agenda for the October 25, 2012 General Session meeting due to time constraints.

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §1363.05(4) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. Resolution to Record Liens: 0963-00135-1

In accordance with California Civil Code §1367.1(c)(2): 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 #0963-00135-1.

2. Contracts: Revised Contract with American Roof Consulting Services/Premier Roofing

A motion was made, seconded and unanimously carried to APPROVE the revised proposal from Premier Roofing dated 0912/12 for re-roof of the pool house per American Roof Consulting Services re-roof scope of work and specifications dated August 13, 2012 with a start date of December 10, 2012 and completion date of December 14, 2012, based upon weather and the building department coordinating on the inspections, with the roofing system to be CertainTeed 20 year NDL, at a cost of \$3,000.00, to be paid from Reserves G/L #3130 (Roofs).

Next Meeting

The next meeting of the Board of Directors is scheduled on October 25, 2012 at 6:15 p.m. Executive and 7:15 p.m. General Session at the Rancho Senior Center, Irvine, California.

Adjournment

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 8:57 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:

Appointed Secretary

Dated

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

OCTOBER 25, 2012

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 10/19/12 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 five (5) member Board was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Cathy Lewis, Vice President
 Barbara Trosper, Secretary
 Jill Ann Dunn, Member at Large

Directors Absent: Elizabeth Kojian, Treasurer

Others Present: Morgen Hardigree, Senior CCAM, Optimum Professional Property Management, Inc.
 (ACMF)
 Lonie Washburn, Accord Construction Management
 8 Homeowners Present

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 10/25/12 from 6:17 p.m. to 7:38 p.m. for the following:

- Contracts: Accurate Termite, Asphalt Repairs & Replacement, Iron Fence & Gate Repairs, Sidewalk Repair, Surveying Service
- Delinquencies: A/R Aging and Reconciliation Reports 09/30/12
- Hearings: One (1) hearing resulting in non-compliance of the governing documents for reimbursement assessment
- Minutes: Executive Session 09/27/12

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order following Executive Session at 7:38 p.m.

Guest Speaker ~ Lonnie Washburn Accord Construction Management

Lonnie Washburn of Accord Construction Management was present to provide the Board with an update on the following items:

- 50-56 Flat roof replacement status
- 25 Navarre termite damage
- 68 Navarre water leak at atrium area
- 16 Morena utility door repair
- 58-64 Navarre roof tear off
- 74-80 Navarre roof tear off

**The Villas Community Association
General Session Minutes
October 25, 2012
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Issac Comacho, Accurate Termite

The Board discussed with Mr. Washburn the work performed by Accurate Termite and the 9/27/12 report from Accurate Termite

Premier Roofing

The Board discussed the work currently being performed by Premier Roofing

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:

- Eucalyptus Trees
- Tree Replacement

Landscape Committee Report

Committee was not present. Jill Ann Dunn provided a report from the Meeting held in September and that proposals were included on tonight's meeting agenda. Ms. Dunn also advised there is a Committee walk on November 2, 2012, at 9:00 a.m.

Secretary's Report

A motion was made, seconded and carried to APPROVE the Minutes of the September 27, 2012 General Session of the Board of Directors as written.

ABSTAIN: Trosper

Treasurer's Report

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending 09/30/12 as presented, subject to audit/review by a CPA at fiscal year end.

Audit/Tax Return Proposals FYE 12/31/12

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 Inouye, Shively CPA dated 08/21/12 to conduct an audit of the Association's financial records and prepare tax returns for fiscal year ending 12/31/12 for \$1,200.00.

Invoices Exceeding Managements Approval

A motion was made, seconded and unanimously carried to APPROVE payment to Accord Construction Management of invoice #TV00003, dated 10/03/12 for 12.25 hours of Contract Management time, 4.5 of Contract Management Travel time, 1 hour of Secretarial time, Copies of (B&W) 24 pages, Copies of (Color) 30 pages and 186 miles for \$2,197.30 to be paid from Reserves G/L#3300 (Contingency).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #721 dated 09/10/12 from Premier Roofing for re-roof at building 16, 98-104 Navarre, in the amount of \$34,099.00, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #723 dated 09/24/12 from Premier Roofing for re-roof at building 18, 74-80 Navarre, in the amount of \$34,099.00, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #727 dated 10/10/12 from Premier Roofing for re-roof at building 19, 58-72 Navarre, in the amount of \$34,972.00, to be paid from Reserves G/L#3130 (Flat Roofs).

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General Session Minutes
October 25, 2012
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A motion was made, seconded and unanimously carried to APPROVE payment of invoice #722 dated 09/10/12 from Premier Roofing for re-roof extras at building 16, 98-104 Navarre, in the amount of \$5,800.00, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #724 dated 09/14/12 from Premier Roofing for re-roof extras at building 18, 74-80 Navarre, in the amount of \$1,778, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #728 dated 10/10/12 from Premier Roofing for re-roof extras at building 19, 58-72 Navarre, in the amount of \$11,472.00, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #2511 dated 09/23/12 American Roof Consulting Services for Phase IV, in the amount of \$1,995.00, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #2512 dated 10/02/12 American Roof Consulting Services for Phase IV, in the amount of \$1,850.00, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #2513 dated 10/15/12 American Roof Consulting Services for Phase IV, in the amount of \$1,662.50, to be paid from Reserves G/L#3130 (Flat Roofs).

Inspectors of Election ~ Annual Membership Meeting & Election

A motion was made, seconded and unanimously carried to APPROVE the appointment of John Reese of 33 Morena, Brian Kraft of 45 Morena, and Marguerite Bivens of 86 Navarre to act as the Inspectors of Election and to certify the results of the election in accordance with the adopted Election Rules for the Annual Membership Meeting & Election to be held on January 24, 2013 with registration at 7:15 p.m. at the Rancho Senior Center. Furthermore, Optimum Property Management, Inc. is authorized to receive the ballots and will turn them over to the Inspector of Election prior to the meeting.

Roof and Gutter Cleaning Proposals (3)

The Board reviewed three (3) proposals for roof and gutter cleaning within the community. A motion was made, seconded and unanimously carried to APPROVE the proposal from PCW dated 09/20/12 to clean the tile roofs only, in the amount of \$4,555.00, to be paid from operating g/l #7655 (Roof Repairs).

48 Navarre Planter Proposals

The Board reviewed three (3) proposals for the planter/garage wall repair at 48 Navarre. A motion was made, seconded and carried to APPROVE the proposal from PCW dated 10/09/12 to repair and reseal the below grade walls adjacent to the leak are in the garages at 48 Navarre with an elastomeric membrane, in the amount of \$3,340.00, to be paid from operating g/l #7614 (Common Area Repairs).

OPPOSED: Somers

Proposals (2) for Additional Restroom Pool Repairs

The Board reviewed two (2) proposals for the additional work to be perform at the pool restroom building. A motion was made, seconded and unanimously carried to APPROVE the proposal from PCW dated 10/15/12 to perform the additional work to be performed on the pool restroom building, in the amount of \$11,285.00, to be paid from Reserves G/L #3130 (Roof Reserves).

Workers' Compensation Insurance Renewal Quote & Proposal

The Board reviewed the renewal policy quote from CID Insurance for workers' compensation insurance coverage renewing 12/02/12. A motion was made, seconded and unanimously carried to APPROVE the renewal quote from CID Insurance dated 09/21/10, Option II, basic coverage plus Board and Committee Member coverage, with a policy limit of \$1 million for a total annual premium of \$573.00 subject to rate changes to be paid from Operating.

Homeowner Request for Reimbursement – Community Newsletter

A motion was made, seconded and unanimously carried to APPROVE the request for reimbursement from the owner of 2 Navarre for the printing of the community newsletter, in the amount of 13.47, to be paid from operating g/l #8450 (Printing/Mailing/Supplies).

Homeowner Request for Reimbursement – Broken Window

A motion was made, seconded and unanimously carried to APPROVE the request for reimbursement from the owner of 21 Navarre for the broken window, in the amount of \$178.20, to be paid from operating g/l #7614 (Common Area Repairs).

Grant's Landscape Proposal – Removal of Problem Trees

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 10/15/12 to remove four (4) trees within the community causing hazardous problems within the community, in the amount of \$1,775.00, to the December General Session pending further discussion.

Grant's Landscape Proposal – Remove Extra-Large Aleppo Pine Trees and Plant with Pittosporum Tenufolium

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 10/15/12 to remove extra-large Aleppo Pine trees behind 100-104 Navarre damaging the pavement, in the amount of \$10,260.00, to the December General Session pending further discussion.

Grant's Landscape Proposal – Renovate Planter Areas Adjacent to 17-23 Segura

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 10/15/12 to simplify and renovate the planter areas adjacent to #17-23 Segura, in the amount of \$440.00, to the December General Session pending inspection at the November property inspection and further discussion.

Grant's Landscape Proposal – Remove six (6) Melaleuca Trees Adjacent to 7-15 Segura

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 10/15/12 to remove six (6) Melaleuca trees adjacent to 7-15 Segura, in the amount of \$2,975.00, until the renovation project is completed.

Grant's Landscape Proposal – Remove and Replace Existing Shrub Spray Head Sprinkler Nozzles Adjacent to 41-47 Morena with Bubbler Nozzles

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 10/15/12 to remove and replace the existing shrub spray head sprinkler nozzles adjacent to 41-47 Morena with bubbler nozzles, in the amount of \$350.00, to be paid from operating g/l #7220 (Irrigation Repairs).

Grant's Landscape Proposal – Grass Scalping and Over-Seed Lawn

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 10/15/12 to de-thatch, scalp and over-seed all lawn areas, in the amount of \$2,500.00, to be paid from operating g/l #7215 (Landscape Extras).

Grant's Landscape Proposal – Trim or Remove four (4) Extra Large Ficus Trees

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 10/15/12 to simplify and renovate the planter areas adjacent to #17-23 Segura, in the amount of \$440.00, to the December General Session pending inspection at the November property inspection and further discussion.

Grant's Landscape Proposal – Remove or Trim Four Extra Large Ficus Trees (Previously Tabled)

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 08/08/12 to either trim or remove the four (4) extra Ficus trees adjacent to the Pool area, to trim for \$600.00 or removal for \$2,450.00, until the December General Session pending further discussion.

Grant's Landscape Proposal – Install Plant Material After Drainage Issue has been Corrected at 48 Navarre (Previously Tabled)

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 09/17/12 to install plant material adjacent to 48 Navarre in the amount of \$495.00, to be paid from operating g/l #7225 (Landscape Replacement).

Grant's Landscape Proposal – New Color Change for Island Planter Entry Way (Previously Tabled)

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 09/17/12 to remove the lawn at the entrance island and convert the area into a shrub and flower bed to the October General Session to allow the Landscape Committee to review the proposal with Kenny at Grant's Landscape.

Parking Issues

A motion was made, seconded and unanimously carried to TABLE the decision to approve a towing company to the December General Session due to time restraints.

Next Meeting

The next meeting of the Board of Directors is scheduled on December 6, 2012 at 6:15 p.m. Executive and 7:00 p.m. General Session at the Rancho Senior Center, Irvine, California.

Adjournment

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 10:00 p.m.

SECRETARY'S CERTIFICATE

I, [REDACTED], 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:

[REDACTED]
Appointed Secretary

12/6/12
Dated

**THE VILLAS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
October 25, 2012
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 §1363.05 (f) / 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 §1363.05 (f):

- 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
JOREN & BARB TROSPER	78 NAVARRE	
Dick & Lynn Seaholm	17 Navarre	
Carol Shaver	20 Sequoia	
Margaret Dumas	86 Navarre	
Margaret Somers	34 Navarre	
Zohreh NAYERI	84-NAVARRA	
John Reed	33 MORENA	
Pat Amundson	18 Morena	

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

DECEMBER 06, 2012

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 12/02/12 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 five (5) member Board was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Cathy Lewis, Vice President
 Barbara Trospen, Secretary
 Jill Ann Dunn, Member at Large

Directors Absent: Elizabeth Kojian, Treasurer

Others Present: Cynthia Hunter, CCAM, Vice President of Association Management, Optimum Professional Property Management, Inc. (ACMF)
 Lonie Washburn, Accord Construction Management
 7 Homeowners Present

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 12/06/12 from 6:19 p.m. to 7:08 p.m. for the following:

- Contracts: Wood Replacement & Painting
- Delinquencies: A/R Aging and Reconciliation Reports 10/31/12
- Hearings: Two (2) hearings resulting in non-compliance of the governing documents for satellite dish and unapproved modification
- Minutes: Executive Session 10/25/12
- Non-Compliance: Running Vehicle in Garage

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order following Executive Session at 7:08 p.m.

Guest Speaker ~ Lonie Washburn Accord Construction Management

Lonie Washburn of Accord Construction Management was present to provide the Board and membership in attendance with an update on the proposed renovation project. There was no action required.

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:

- Peace
- Special Project Financial Figures
- Reserve Study
- Jacuzzi Temperature

**The Villas Community Association
General Session Minutes
December 06, 2012
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Landscape Committee Report

Committee was not present. Jill Ann Dunn provided a report from the Meeting held in October and the proposals that are included on tonight's meeting agenda. Ms. Dunn also advised there is a Committee walk on December 7, 2012, at 9:00 a.m.

Secretary's Report

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the October 25, 2012 General Session of the Board of Directors as written.

The Board reviewed the Minutes of the September 14, 2012 Special Membership Meeting & Vote to Amend By-Laws which will be presented to the Membership for approval at the next Membership Meeting. No corrections were needed.

Treasurer's Report

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending 10/31/12 as presented, subject to audit/review by a CPA at fiscal year end. Furthermore, management is requested to contact MorganStanley to further discuss the Association's investment accounts.

Reallocation of Reserves

A motion was made, seconded and unanimously carried to APPROVE the recommendation from Optimum Professional Property Management to reallocate the reserves in accordance with the most recent reserve study for a fee of \$250.00.

Invoices Exceeding Managements Approval

A motion was made, seconded and unanimously carried to APPROVE payment to Accord Construction Management of invoice #TV00004, dated 11/02/12 for 20.5 hours of Contract Management time, 6.75 of Contract Management Travel time, 1 hour of Secretarial time, Copies of (B&W) 384 pages, Copies of (Color) 10 pages and 230 miles for \$3,590.80 to be paid from Reserves G/L#3300 (Contingency).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #731 dated 10/22/12 from Premier Roofing for re-roof at building 20, 50-56 Navarre, in the amount of \$34,099.00, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #732 dated 10/22/12 from Premier Roofing for building 20 re-roof extras, 50-56 Navarre, in the amount of \$10,426.00, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #2514 dated 11/05/12 from American Roof Consulting Services for Phase IV, in the amount of \$2,092.50, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #739 dated 11/15/12 from Premier Roofing for building 21 re-roof, 2-16 Navarre, in the amount of \$34,972.00, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #740 dated 11/15/12 from Premier Roofing for building 21 re-roof extras, 2-16 Navarre, in the amount of \$15,550.00, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #2517 dated 11/26/12 American Roof Consulting Services for Phase IV, in the amount of \$1,995.00, to be paid from Reserves G/L#3130 (Flat Roofs).

PCW Contracting Services – Change Orders for Column and Vent Replacement in Pool Restrooms

The Board reviewed Accord Construction Management report dated 11/27/12 regarding the pool restroom roof and trellis wood repairs and the changes orders submitted by PCW. A motion was made, seconded and unanimously carried to APPROVE Option #2 to eliminate the trellis in the amount of \$5,890.00, Option #4, to finish the pool building repairs included in Option #1 without the trellis repairs, with is to replace the damaged wood louvers with galvanized steel louvers, install stucco flashings at trellis beam penetrations, replace existing damaged posts and stucco pilasters, replace damaged barge fascia and perform necessary stucco repairs and paint, in the amount of \$4,985.00, to be paid from Reserves G/L #3130 (Roof Reserve) and to repair the exposed electrical wiring, with related stucco repairs and painting, in the amount of \$2,900.00, to be paid from reserves g/l #3150 (Building Repairs Reserve).

Holiday bonus for Onsite Landscaper

A motion was made, seconded and unanimously carried to APPROVE a check in the amount of \$120.00 to be made to Jesus Castaneda as a Christmas Gift from The Villas Community Association to be funded from Operating G/L #7215 Landscape Extras.

Grant's Landscape Proposal – Removal of Problem Trees

A motion was made, seconded and unanimously carried to APPROVE the following proposals from Grant's Landscape with the stipulation Grant's Landscape reduces the total cost by 15%.

- 10/15/12 proposal to remove four (4) trees within the community causing hazardous problems within the community, in the amount of \$1,775.00, to be paid from Reserves G/L #3180 (Landscape Reserve)
- 10/15/12 proposal to remove extra-large Aleppo Pine trees behind 100-104 Navarre damaging the pavement, in the amount of \$10,260.00, to be paid from Reserves G/L #3180 (Landscape Reserve)
- 10/15/12 proposal to remove six (6) Melaleuca trees adjacent to 7-15 Segura, in the amount of \$2,975.00, to be paid from Reserves G/L #3180 (Landscape Reserve)

Grant's Landscape Proposal – Renovate Planter Areas Adjacent to 17-23 Segura

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 10/15/12 to simplify and renovate the planter areas adjacent to #17-23 Segura, in the amount of \$440.00, to the next General Session pending further review and discussion.

Grant's Landscape Proposal – Remove or Trim Four Extra Large Ficus Trees (Previously Tabled)

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 08/08/12 to either trim or remove the four (4) extra Ficus trees adjacent to the Pool area, to trim for \$600.00 or removal for \$2,450.00, until the next General Session pending further discussion.

Grant's Landscape Proposal – New Color Change for Island Planter Entry Way (Previously Tabled)

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 09/17/12 to remove the lawn at the entrance island and convert the area into a shrub and flower bed to the next General Session pending further review and discussion.

Grant's Landscape Proposal – Remove and Replace the insect infested failing Large Myoporum Laetum Shrubs and Replace with Prunus Carolina

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 11/05/12 to remove and replace the insect infested failing large Myoporum Laetum shrubs and replace with Prunus Carolina the next General Session pending further review and discussion.

Grant's Landscape Proposal – Remove and Replace Plant Material throughout Community

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 11/05/12, to remove and replace the plant material throughout the community with the stipulation that you only perform item number one (1) to remove the failing Moporum Laetum and install three, one gallon agapanthus "africanis" at a cost of \$45.00 and item number five (5) to remove one medium size Cupania tree, stump grind, and restore the lawn adjacent to the pool area, in the amount of \$325.00 are approved, to be paid from operating g/l #7215 (Landscape Extras).

Grant Landscape proposal – Trim Carrotwood Tree

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape to trim the carrot woods trees within the community with the stipulation the cost of trimming of each tree is \$50.00, to be paid from operating g/l #7232 (Tree Trimming).

Parking Issues

A motion was made, seconded and unanimously carried to TABLE the decision to approve a towing company to the next General Session pending further review and discussion.

FHA Recertification Update

Management was unable to speak to the Board of Directors regarding the FHA Recertification Update due to time constraints and will be placed on the Agenda for the February 2013 General Session for further discussion.

Homeowner Communication

The Board reviewed the correspondence from a member of the community regarding the use of realtor dispensers for the dispensement of the Association's newsletter. Management was requested to obtain the cost to mail the newsletter to both owners and tenants for the Board to discuss at their next general session.

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §1363.05(4) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. 24 Hour Restoration Invoices

A motion was made, seconded and carried to APPROVE the invoice #12445 from 24 Hour Restoration dated 11/19/12 for build-back/remodel at 34 Navarre in the amount of \$876.69, to be paid from operating G/L #7620 (Plumbing Repairs).
ABSTAIN: JAMES SOMERS

A motion was made, seconded and unanimously carried to APPROVE the invoice #12404 from 24 Hour Restoration dated 11/02/12 for water extraction/proper damage emergency services at 34 Navarre in the amount of \$1,669.68, to be paid from operating G/L #7620 (Plumbing Repairs).
ABSTAIN: JAMES SOMERS

2. Delinquencies: Approval to Record Lien

In accordance with California Civil Code §1367.1(c)(2): 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 properties identified as #O963-00110-1 and O963-00135-1.

3. **Homeowner Reimbursement – 43 Morena – Plumbing Damage & Garland Restoration Proposal**

A motion was made, seconded and unanimously carried to APPROVE reimbursement to the owner of 43 Morena in the amount of \$223.32 for the damage to the ceramic tile, due to a slab leak, to be paid from operating g/l #7620 (Plumbing). Furthermore, a motion was made, seconded and unanimously carried to APPROVE the proposal #MF110812E-REV from Garland Restoration dated 11/29/12 to perform restoration services at 43 Morena, in the amount of \$2,596.60, to be paid from operating g/l #7620 (Plumbing).

4. **Homeowner Reimbursement – 41 Morena – Plumbing Damage & Garland Restoration Proposal**

A motion was made, seconded and unanimously carried to APPROVE reimbursement to the owner of 41 Morena in the amount of \$571.57 for the damage to the simulated wood flooring, due to a slab leak, to be paid from operating g/l #7620 (Plumbing). Furthermore, a motion was made, seconded and unanimously carried to APPROVE the proposal #MF110812D-REV from Garland Restoration dated 11/29/12 to perform restoration services at 41 Morena, in the amount of \$967.77, to be paid from operating g/l #7620 (Plumbing).

Next Meeting

The next meeting is the Annual Membership & Election Meeting to be held on Thursday, January 24, 2013, at 7:30 p.m. at the Rancho Senior Center, Irvine, California. The next meeting of the Board of Directors is scheduled for February 28, 2013 at 6:15 p.m. Executive and 7:00 p.m. General Session at the Rancho Senior Center, Irvine, California.

Adjournment

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 8:56 p.m.

SECRETARY'S CERTIFICATE

I, [REDACTED], 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:

[REDACTED]
Appointed Secretary

1/24 / 2013
Dated

THE VILLAS COMMUNITY ASSOCIATION
(Association name)

RESOLUTION RE: ADDITION OF ITEM TO POSTED AGENDA

BOARD MEETING DATE 12-6-12

The Board of Directors hereby resolves that the facts/circumstances indicated below exist, and that the Board has openly identified the referenced item to the Association Members in attendance at the meeting.

(Choose and complete box I, II or III below)

I. **Emergency Situation**

An *emergency situation* exists because there are circumstances a) that could not have been reasonably foreseen by the Board, b) that require immediate attention and possible action by the Board, and c) that, of necessity, make it impracticable to provide notice.

A. **Director Vote** (Requires that a majority of Board members present agree that an "emergency situation" exists):

No. of Directors Present _____ No. of Directors Agreed _____

B. **Emergency Situation – Brief Explanation:**

II. **Need for Immediate Action**

The *need for immediate action* exists because there is a) a need to take immediate action, and b) the need came to the attention of the Board after the agenda was posted/distributed.

A. **Director Vote:**

i. (check box): **More than two-thirds of Directors present at the meeting.**
(requires agreement of at least two-thirds of Directors present that a "need for immediate action" exists)

ii. (check box): **Less than two-thirds of Directors present at the meeting.**
(requires unanimous agreement of Directors present that a "need for immediate action" exists)

Total No. of Directors 5 No. of Directors Present 4 No. of Directors Agreed 4

B. **Need for Immediate Action – Brief Explanation:**

Remainder \$571.57 41 MONESA to plumbing for flooring

III. **Previous Agenda**

The matter on which the Board has taken action appeared on an agenda that was posted/distributed for a prior meeting of the Board that occurred *not more than thirty (30) calendar days* before today's Board meeting.

A. **Meeting Date Confirmation:**

Date of prior meeting: _____ No. of days since prior meeting: _____ (not more than 30 days)

B. **Agenda Item:** _____

I, Barbara Hosp, Secretary of the Board of Directors of the Association, certify that the foregoing resolution was duly and regularly adopted by the Board at the above-referenced meeting of the Board, and passed by the referenced and required vote of the Board members present thereat.

Date: 12/6/12 Signature: _____

Note: This document is to be attached to the minutes of the referenced Board meeting. Further, the minutes should reference this resolution, as well as any further Board resolutions or actions related to the non-agenda item referenced herein.

**GARLAND RESTORATION, INC.**

610 Richfield Rd
Placentia CA. 92870
(714) 666-0190 PH.
(714) 666-0290 FAX
Fed Tax Id #33-1022112

Client: The Villas Comm. Assoc./Optimum Prop. Mgmt. Home: (949) 422-1724
/Virginia Cassara
Property: 41 Morena
Irvine, CA 92612

Operator Info:
Operator: KARIN

Estimator: Karin Evans Business: (800) 548-1186

Business: 610 Richfield Road
Placentia, CA 92870

Reference: Cynthia Hunter Business: (714) 508-9070
Company: Optimum P.M.

Business: 17731 Irvine Blvd. #212
Irvine, CA 92780

Type of Estimate: Reconstruction
Date Entered: 11/29/2012 Date Assigned:

Price List: CAOG5B_NOV12
Restoration/Service/Remodel
Estimate: MF110812D-REV-

Garland Restoration, Inc. inspected damages located at the above mentioned loss site. Enclosed, please find a description of recommended services and charges for restoration.

We appreciate this opportunity to be of assistance to you. Should you have any questions regarding this matter, please do not hesitate to call.

Respectfully Submitted,

Karin Evans
Garland Restoration, Inc.



GARLAND RESTORATION, INC.

610 Richfield Rd
 Placentia CA. 92870
 (714) 666-0190 PH.
 (714) 666-0290 FAX
 Fed Tax Id #33-1022112

MF110812D-REV-

Kitchen LxWxH 11' 9" x 7' 6" x 8'
Missing Wall: 1 - 11'9" X 8'0" Opens into Exterior Goes to Floor/Ceiling
Missing Wall: 1 - 7'6" X 8'0" Opens into Exterior Goes to Floor/Ceiling
Subroom 1: Offset LxWxH 3' 3" x 2' x 8'
Missing Wall: 1 - 3'3" X 8'0" Opens into Kitchen Goes to Floor/Ceiling

DESCRIPTION	QNTY	UNIT COST	TOTAL
(Material Only) Toe kick - pre-finished wood - 1/2"	9.00 LF @	4.73 =	42.57
Cabinetry - Labor Minimum	1.00 EA @	199.83 =	199.83
Laminate - simulated wood flooring - Standard grade	94.63 SF @	6.04 =	571.57

Grand Total Areas:

186.00 SF Walls	94.63 SF Ceiling	280.63 SF Walls and Ceiling
94.63 SF Floor	10.51 SY Flooring	23.25 LF Floor Perimeter
120.00 SF Long Wall	76.00 SF Short Wall	23.25 LF Ceil. Perimeter
0.00 Floor Area	0.00 Total Area	0.00 Interior Wall Area
0.00 Exterior Wall Area	0.00 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

GARLAND RESTORATION, INC.



610 Richfield Rd
Placentia CA. 92870
(714) 666-0190 PH.
(714) 666-0290 FAX
Fed Tax Id #33-1022112

Summary

Line Item Total				813.97
Overhead	@	10.0% x	813.97	81.40
Profit	@	10.0% x	813.97	81.40
Replacement Cost Value				<u>\$976.77</u>
Net Claim				<u><u>\$976.77</u></u>

Karin Evans

GARLAND RESTORATION, INC.



610 Richfield Rd
Placentia CA. 92870
(714) 666-0190 PH.
(714) 666-0290 FAX
Fed Tax Id #33-1022112

Recap by Room

Estimate: MF110812D-REV-

Kitchen	813.97	100.00%
<hr/>		
Subtotal of Areas	813.97	100.00%
<hr/>		
Total	813.97	100.00%



GARLAND RESTORATION, INC.

610 Richfield Rd
 Placentia CA. 92870
 (714) 666-0190 PH.
 (714) 666-0290 FAX
 Fed Tax Id #33-1022112

Recap by Category

O&P Items			Total Dollars	%
CABINetry			242.40	24.82%
FLOOR COVERING - WOOD			571.57	58.52%
Subtotal			813.97	83.33%
Overhead	@	10.0%	81.40	8.33%
Profit	@	10.0%	81.40	8.33%
O&P Items Subtotal			976.77	100.00%

THE VILLAS COMMUNITY ASSOCIATION
(Association name)

RESOLUTION RE: ADDITION OF ITEM TO POSTED AGENDA

BOARD MEETING DATE 12-6-12

The Board of Directors hereby resolves that the facts/circumstances indicated below exist, and that the Board has openly identified the referenced item to the Association Members in attendance at the meeting.

(Choose and complete box I, II or III below)

I. Emergency Situation

An *emergency situation* exists because there are circumstances a) that could not have been reasonably foreseen by the Board, b) that require immediate attention and possible action by the Board, and c) that, of necessity, make it impracticable to provide notice.

A. **Director Vote** (Requires that a majority of Board members present agree that an "emergency situation" exists):

No. of Directors Present _____ No. of Directors Agreed _____

B. **Emergency Situation – Brief Explanation:**

II. Need for Immediate Action

The *need for immediate action* exists because there is a) a need to take immediate action, and b) the need came to the attention of the Board after the agenda was posted/distributed.

A. **Director Vote:**

i. (check box): **More than two-thirds of Directors present at the meeting.**
(requires agreement of at least two-thirds of Directors present that a "need for immediate action" exists)

ii. (check box): **Less than two-thirds of Directors present at the meeting.**
(requires unanimous agreement of Directors present that a "need for immediate action" exists)

Total No. of Directors 5 No. of Directors Present 4 No. of Directors Agreed 4

B. **Need for Immediate Action – Brief Explanation:**

REINTS. \$223.32 43 MORE FOR FLOORING

III. Previous Agenda

The matter on which the Board has taken action appeared on an agenda that was posted/distributed for a prior meeting of the Board that occurred *not more than thirty (30) calendar days* before today's Board meeting.

A. **Meeting Date Confirmation:**

Date of prior meeting: _____ No. of days since prior meeting: _____ (not more than 30 days)

B. **Agenda Item:** _____

I, Barba Hoop, Secretary of the Board of Directors of the Association, certify that the foregoing resolution was duly and regularly adopted by the Board at the above-referenced meeting of the Board, and passed by the referenced and required vote of the Board members present thereat.

Date: 12/6/12 Signature: _____

Note: This document is to be attached to the minutes of the referenced Board meeting. Further, the minutes should reference this resolution, as well as any further Board resolutions or actions related to the non-agenda item referenced herein.



GARLAND RESTORATION, INC.

610 Richfield Rd
Placentia CA. 92870
(714) 666-0190 PH.
(714) 666-0290 FAX
Fed Tax Id #33-1022112

Client: The Villas Comm. Assoc./Optimum Prop. Mgmt.
/Tenant

Home: (949) 422-1724

Property: 43 Morena
Irvine, CA 92612

Operator Info:

Operator: KARIN

Estimator: Karin Evans

Business: (800) 548-1186

Business: 610 Richfield Road
Placentia, CA 92870

Reference: Cynthia Hunter
Company: Optimum P.M.

Business: (714) 508-9070

Business: 17731 Irvine Blvd. #212
Irvine, CA 92780

Type of Estimate: Reconstruction

Date Entered: 11/29/2012

Date Assigned:

Price List: CAOG5B_NOV12
Restoration/Service/Remodel

Estimate: MF110812E-REV

Garland Restoration, Inc. inspected damages located at the above mentioned loss site. Enclosed, please find a description of recommended services and charges for restoration.

We appreciate this opportunity to be of assistance to you. Should you have any questions regarding this matter, please do not hesitate to call.

Respectfully Submitted,

Karin Evans
Garland Restoration, Inc.

GARLAND RESTORATION, INC.



610 Richfield Rd
 Placentia CA. 92870
 (714) 666-0190 PH.
 (714) 666-0290 FAX
 Fed Tax Id #33-1022112

MF110812E-REV

Kitchen

LxWxH 14' 3" x 11' x 8'

DESCRIPTION	QNTY	UNIT COST	TOTAL
Toe kick - pre-finished wood - 1/2"	2.50 LF @	11.09 =	27.73
(Material Only) Cabinet panels - side, end, or back - High grade	20.00 SF @	10.29 =	205.80
Carpenter - Finish, Trim / Cabinet - per hour	8.00 HR @	79.93 =	639.44
To install new cabinet back under th sink and inside the full height cabinet into the existing cabinets			
Drywall patch / small repair, ready for paint	9.00 EA @	63.02 =	567.18
Drywall Installer / Finisher - per hour	3.00 HR @	70.81 =	212.43
Additional labor for difficult access			
Mask and prep for paint - plastic, paper, tape (per LF)	50.50 LF @	0.93 =	46.97
Seal/prime then paint more than the ceiling twice (3 coats)	270.75 SF @	0.89 =	240.97
(Material Only) Ceramic tile - Standard grade	8.00 SF @	2.67 =	21.36
Tile / Marble - Labor Minimum	1.00 EA @	201.96 =	201.96
			2285

Grand Total Areas:

404.00 SF Walls	156.75 SF Ceiling	560.75 SF Walls and Ceiling
156.75 SF Floor	17.42 SY Flooring	50.50 LF Floor Perimeter
114.00 SF Long Wall	88.00 SF Short Wall	50.50 LF Ceil. Perimeter
0.00 Floor Area	0.00 Total Area	0.00 Interior Wall Area
0.00 Exterior Wall Area	0.00 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



GARLAND RESTORATION, INC.

610 Richfield Rd
Placentia CA. 92870
(714) 666-0190 PH.
(714) 666-0290 FAX
Fed Tax Id #33-1022112

Summary

Line Item Total				2,163.84
Overhead	@	10.0% x	2,163.84	216.38
Profit	@	10.0% x	2,163.84	216.38
Replacement Cost Value				<u>\$2,596.60</u>
Net Claim				<u>\$2,596.60</u>

Karin Evans



GARLAND RESTORATION, INC.

610 Richfield Rd
Placentia CA. 92870
(714) 666-0190 PH.
(714) 666-0290 FAX
Fed Tax Id #33-1022112

Recap by Room

Estimate: MF110812E-REV

Kitchen	2,163.84	100.00%
<hr/>		
Subtotal of Areas	2,163.84	100.00%
<hr/>		
Total	2,163.84	100.00%

GARLAND RESTORATION, INC.



610 Richfield Rd
 Placentia CA. 92870
 (714) 666-0190 PH.
 (714) 666-0290 FAX
 Fed Tax Id #33-1022112

Recap by Category

O&P Items			Total Dollars	%
CABINETRY			872.97	33.62%
DRYWALL			779.61	30.02%
PAINTING			287.94	11.09%
TILE			223.32	8.60%
Subtotal			2,163.84	83.33%
Overhead	@	10.0%	216.38	8.33%
Profit	@	10.0%	216.38	8.33%
O&P Items Subtotal			2,596.60	100.00%

THE VILLAS COMMUNITY ASSOCIATION
(Association name)

RESOLUTION RE: ADDITION OF ITEM TO POSTED AGENDA

BOARD MEETING DATE 12-6-12

The Board of Directors hereby resolves that the facts/circumstances indicated below exist, and that the Board has openly identified the referenced item to the Association Members in attendance at the meeting.

(Choose and complete box I, II or III below)

I. Emergency Situation

An *emergency situation* exists because there are circumstances a) that could not have been reasonably foreseen by the Board, b) that require immediate attention and possible action by the Board, and c) that, of necessity, make it impracticable to provide notice.

A. Director Vote (Requires that a majority of Board members present agree that an "emergency situation" exists):

No. of Directors Present _____ No. of Directors Agreed _____

B. Emergency Situation – Brief Explanation:

II. Need for Immediate Action

The *need for immediate action* exists because there is a) a need to take immediate action, and b) the need came to the attention of the Board after the agenda was posted/distributed.

A. Director Vote:

- i. (check box): More than two-thirds of Directors present at the meeting.
(requires agreement of at least two-thirds of Directors present that a "need for immediate action" exists)
- ii. (check box): Less than two-thirds of Directors present at the meeting.
(requires unanimous agreement of Directors present that a "need for immediate action" exists)

Total No. of Directors 5 No. of Directors Present 4 No. of Directors Agreed 3

B. Need for Immediate Action – Brief Explanation:

24 Hour RESTORATION INVOICES Operating Plumber
34 NAVARRO

III. Previous Agenda

The matter on which the Board has taken action appeared on an agenda that was posted/distributed for a prior meeting of the Board that occurred *not more than thirty (30) calendar days* before today's Board meeting.

A. Meeting Date Confirmation:

Date of prior meeting: _____ No. of days since prior meeting: _____ (not more than 30 days)

B. Agenda Item: _____

I, Bonnie Huse, Secretary of the Board of Directors of the Association, certify that the foregoing resolution was duly and regularly adopted by the Board at the above-referenced meeting of the Board, and passed by the referenced and required vote of the Board members present thereat.

Date: 12/6/12 Signature: _____

Note: This document is to be attached to the minutes of the referenced Board meeting. Further, the minutes should reference this resolution, as well as any further Board resolutions or actions related to the non-agenda item referenced herein.

INVOICE

24 Hour Restoration

PO Box 7124 Laguna Niguel, CA 92607-7124

Date	Invoice #
11/19/2012	12445

Bill To:

The Villas Community Association
 C/O Optimum Property Management
 17731 Irvine Boulevard, Suite 212
 Tustin, CA 92780

Property Served:

James & Maryann Somers
 34 Navarre
 Irvine, CA 92602
 949-653-6208

RECEIVED

NOV 26 2012

Due By: 12/4/2012

W.O. # Supervisor Terms
 Cynthia Hunter JC Net 15

OPTIMUM Claim #

SERVICE SUMMARY	RATE	SERVICE DATE	AMOUNT DUE
Build-back/Remodel - selective or complete remodel to property.	876.69	11/2/2012	876.69
<p><input checked="" type="checkbox"/> OPERATING <input type="checkbox"/> RESERVES</p> <p>ASSN # _____</p> <p>GA # _____ \$ _____</p> <p>G/L # _____ \$ _____</p> <p>G/L # _____ \$ _____</p> <p>BY _____ DATE _____</p>			

24 Hour Restoration® provides Emergency & Restoration Services that include water damage, fire damage, mold & sewage remediation, environmental protection, biohazard removal & cleanup, crawl-space cleanup, reconstruction, and general contracting services. Your "all-in-one" general contractor with IICRC's AMRT, WRT, & MICP classifications. We repair properties in Orange County, San Diego & Los Angeles from our facilities in Laguna Hills. CA License # 895339. We are on-call 24 hours a day, every day of the year, and offer rush service. We ensure fair and accurate pricing and invoicing. Providing project photos, moisture readings/reports for Insurance & liability claims management. TAX ID: 59-3837341

Make Checks payable to 24 Hour Emergency Restoration - P.O.Box 7124, Laguna Niguel, CA 92607-7124	Total Due	\$876.69
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Phone # Fax # payment@24-r.com
 949-269-2793 949-269-2180 www.24hourRestoration.com

Balance Due	\$876.69
--------------------	----------

INVOICE

24 Hour Restoration

PO Box 7124 Laguna Niguel, CA 92607-7124

Date	Invoice #
11/2/2012	12404

Bill To:

The Villas Community Association
 C/O Optimum Property Management
 17731 Irvine Boulevard, Suite 212
 Tustin, CA 92780

Property Served:

James & Maryann Somers
 34 Navarre
 Irvine, CA 92602
 949-653-6208

RECEIVED

NOV 09 2012

OPTIMUM

Due By: 11/17/2012

W.O. # 11211-5721 Supervisor JG Terms Net 15 Claim #

SERVICE SUMMARY	RATE	SERVICE DATE	AMOUNT DUE
Water Extraction - Property Damage Emergency: Emergency Response Services were performed to mitigate any further loss to property.	1,669.68	11/5/2012	1,669.68
<input type="checkbox"/> OPERATING <input type="checkbox"/> RESERVES ASSN # _____ G/L # _____ \$ _____ G/L # _____ \$ _____ G/L # _____ \$ _____ BY _____ DATE _____			

24 Hour Restoration® provides Emergency & Restoration Services that include water damage, fire damage, mold & sewage remediation, environmental protection, biohazard removal & cleanup, crawl-space cleanup, reconstruction, and general contracting services. Your "all-in-one" general contractor with IICRC's AMRT, WRT, & MICP classifications. We repair properties in Orange County, San Diego & Los Angeles from our facilities in Laguna Hills. CA License # 895339. We are on-call 24 hours a day, every day of the year, and offer rush service. We ensure fair and accurate pricing and invoicing. Providing project photos, moisture readings/reports for Insurance & liability claims management. TAX ID: 59-3837341

Make Checks payable to 24 Hour Emergency Restoration - P.O.Box 7124, Laguna Niguel, CA 92607-7124	Total Due	\$1,669.68
---	------------------	------------

Phone # 949-269-2793 Fax # 949-269-2180 payment@24-r.com www.24hourRestoration.com

Balance Due	\$1,669.68
--------------------	------------

THE VILLAS COMMUNITY ASSOCIATION
(Association name)

RESOLUTION RE: ADDITION OF ITEM TO POSTED AGENDA

BOARD MEETING DATE 12-6-12

The Board of Directors hereby resolves that the facts/circumstances indicated below exist, and that the Board has openly identified the referenced item to the Association Members in attendance at the meeting.

(Choose and complete box I, II or III below)

I. Emergency Situation

An *emergency situation* exists because there are circumstances a) that could not have been reasonably foreseen by the Board, b) that require immediate attention and possible action by the Board, and c) that, of necessity, make it impracticable to provide notice.

A. Director Vote (Requires that a majority of Board members present agree that an "emergency situation" exists):

No. of Directors Present _____ No. of Directors Agreed _____

B. Emergency Situation – Brief Explanation:

II. Need for Immediate Action

The *need for immediate action* exists because there is a) a need to take immediate action, and b) the need came to the attention of the Board after the agenda was posted/distributed.

A. Director Vote:

i. (check box): More than two-thirds of Directors present at the meeting.
(requires agreement of at least two-thirds of Directors present that a "need for immediate action" exists)

ii. (check box): Less than two-thirds of Directors present at the meeting.
(requires unanimous agreement of Directors present that a "need for immediate action" exists)

Total No. of Directors 5 No. of Directors Present 4 No. of Directors Agreed 3

B. Need for Immediate Action – Brief Explanation:

LIEQS #110-1 + 135-1 APPROVAL TO PLACE LIEQS

III. Previous Agenda

The matter on which the Board has taken action appeared on an agenda that was posted/distributed for a prior meeting of the Board that occurred *not more than thirty (30) calendar days* before today's Board meeting.

A. Meeting Date Confirmation:

Date of prior meeting: _____ No. of days since prior meeting: _____ (not more than 30 days)

B. Agenda Item: _____

I, Babu Joseph, Secretary of the Board of Directors of the Association, certify that the foregoing resolution was duly and regularly adopted by the Board at the above-referenced meeting of the Board, and passed by the referenced and required vote of the Board members present thereat.

Date: 12/6/12 Signature: _____

Note: This document is to be attached to the minutes of the referenced Board meeting. Further, the minutes should reference this resolution, as well as any further Board resolutions or actions related to the non-agenda item referenced herein.

**THE VILLAS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
December 6, 2012
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 §1363.05 (f) / 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 §1363.05 (f):

- 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
Jouad & Saad TROSPHER	78 Navarre	
Gerhard STEHR	32 Morena	Peace
PINKERTON, EILEEN	57 MORENA	RESERVE STUDY
VA Cassore	41 "	jauzzi temp
Therese Hunter	43 "	
Therese Somers	34 Navarre	—
Margaret Brown	86 Navarre	

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

DECEMBER 06, 2012

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 12/02/12 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 five (5) member Board was established with the following Directors in attendance:

Directors Present: James B. Somers, President
Cathy Lewis, Vice President
Barbara Trospen, Secretary
Jill Ann Dunn, Member at Large

Directors Absent: Elizabeth Kojian, Treasurer

Others Present: Cynthia Hunter, CCAM, Vice President of Association Management, Optimum Professional Property Management, Inc. (ACMF)
Lonie Washburn, Accord Construction Management
7 Homeowners Present

Executive Session Disclosure 1363.05

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 12/06/12 from 6:19 p.m. to 7:08 p.m. for the following:

- Contracts: Wood Replacement & Painting
- Delinquencies: A/R Aging and Reconciliation Reports 10/31/12
- Hearings: Two (2) hearings resulting in non-compliance of the governing documents for satellite dish and unapproved modification
- Minutes: Executive Session 10/25/12
- Non-Compliance: Running Vehicle in Garage

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order following Executive Session at 7:08 p.m.

Guest Speaker ~ Lonie Washburn Accord Construction Management

Lonie Washburn of Accord Construction Management was present to provide the Board and membership in attendance with an update on the proposed renovation project. There was no action required.

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:

- Peace
- Special Project Financial Figures
- Reserve Study
- Jacuzzi Temperature

**The Villas Community Association
General Session Minutes
December 06, 2012
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Landscape Committee Report

Committee was not present. Jill Ann Dunn provided a report from the Meeting held in October and the proposals that are included on tonight's meeting agenda. Ms. Dunn also advised there is a Committee walk on December 7, 2012, at 9:00 a.m.

Secretary's Report

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the October 25, 2012 General Session of the Board of Directors as written.

The Board reviewed the Minutes of the September 14, 2012 Special Membership Meeting & Vote to Amend By-Laws which will be presented to the Membership for approval at the next Membership Meeting. No corrections were needed.

Treasurer's Report

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending 10/31/12 as presented, subject to audit/review by a CPA at fiscal year end. Furthermore, management is requested to contact MorganStanley to further discuss the Association's investment accounts.

Reallocation of Reserves

A motion was made, seconded and unanimously carried to APPROVE the recommendation from Optimum Professional Property Management to reallocate the reserves in accordance with the most recent reserve study for a fee of \$250.00.

Invoices Exceeding Managements Approval

A motion was made, seconded and unanimously carried to APPROVE payment to Accord Construction Management of invoice #TV00004, dated 11/02/12 for 20.5 hours of Contract Management time, 6.75 of Contract Management Travel time, 1 hour of Secretarial time, Copies of (B&W) 384 pages, Copies of (Color) 10 pages and 230 miles for \$3,590.80 to be paid from Reserves G/L#3300 (Contingency).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #731 dated 10/22/12 from Premier Roofing for re-roof at building 20, 50-56 Navarre, in the amount of \$34,099.00, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #732 dated 10/22/12 from Premier Roofing for building 20 re-roof extras, 50-56 Navarre, in the amount of \$10,426.00, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #2514 dated 11/05/12 from American Roof Consulting Services for Phase IV, in the amount of \$2,092.50, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #739 dated 11/15/12 from Premier Roofing for building 21 re-roof, 2-16 Navarre, in the amount of \$34,972.00, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #740 dated 11/15/12 from Premier Roofing for building 21 re-roof extras, 2-16 Navarre, in the amount of \$15,550.00, to be paid from Reserves G/L#3130 (Flat Roofs).

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #2517 dated 11/26/12 American Roof Consulting Services for Phase IV, in the amount of \$1,995.00, to be paid from Reserves G/L#3130 (Flat Roofs).

PCW Contracting Services – Change Orders for Column and Vent Replacement in Pool Restrooms

The Board reviewed Accord Construction Management report dated 11/27/12 regarding the pool restroom roof and trellis wood repairs and the changes orders submitted by PCW. A motion was made, seconded and unanimously carried to APPROVE Option #2 to eliminate the trellis in the amount of \$5,890.00, Option #4, to finish the pool building repairs included in Option #1 without the trellis repairs, with is to replace the damaged wood louvers with galvanized steel louvers, install stucco flashings at trellis beam penetrations, replace existing damaged posts and stucco pilasters, replace damaged barge fascia and perform necessary stucco repairs and paint, in the amount of \$4,985.00, to be paid from Reserves G/L #3130 (Roof Reserve) and to repair the exposed electrical wiring, with related stucco repairs and painting, in the amount of \$2,900.00, to be paid from reserves g/l #3150 (Building Repairs Reserve).

Holiday bonus for Onsite Landscaper

A motion was made, seconded and unanimously carried to APPROVE a check in the amount of \$120.00 to be made to Jesus Castaneda as a Christmas Gift from The Villas Community Association to be funded from Operating G/L #7215 Landscape Extras.

Grant's Landscape Proposal – Removal of Problem Trees

A motion was made, seconded and unanimously carried to APPROVE the following proposals from Grant's Landscape with the stipulation Grant's Landscape reduces the total cost by 15%.

- 10/15/12 proposal to remove four (4) trees within the community causing hazardous problems within the community, in the amount of \$1,775.00, to be paid from Reserves G/L #3180 (Landscape Reserve)
- 10/15/12 proposal to remove extra-large Aleppo Pine trees behind 100-104 Navarre damaging the pavement, in the amount of \$10,260.00, to be paid from Reserves G/L #3180 (Landscape Reserve)
- 10/15/12 proposal to remove six (6) Melaleuca trees adjacent to 7-15 Segura, in the amount of \$2,975.00, to be paid from Reserves G/L #3180 (Landscape Reserve)

Grant's Landscape Proposal – Renovate Planter Areas Adjacent to 17-23 Segura

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 10/15/12 to simplify and renovate the planter areas adjacent to #17-23 Segura, in the amount of \$440.00, to the next General Session pending further review and discussion.

Grant's Landscape Proposal – Remove or Trim Four Extra Large Ficus Trees (Previously Tabled)

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 08/08/12 to either trim or remove the four (4) extra Ficus trees adjacent to the Pool area, to trim for \$600.00 or removal for \$2,450.00, until the next General Session pending further discussion.

Grant's Landscape Proposal – New Color Change for Island Planter Entry Way (Previously Tabled)

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 09/17/12 to remove the lawn at the entrance island and convert the area into a shrub and flower bed to the next General Session pending further review and discussion.

Grant's Landscape Proposal – Remove and Replace the insect infested failing Large Myoporum Laetum Shrubs and Replace with Prunus Carolina

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Proposal dated 11/05/12 to remove and replace the insect infested failing large Myoporum Laetum shrubs and replace with Prunus Carolina the next General Session pending further review and discussion.

Grant's Landscape Proposal – Remove and Replace Plant Material throughout Community

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 11/05/12, to remove and replace the plant material throughout the community with the stipulation that you only perform item number one (1) to remove the failing Moporum Laetum and install three, one gallon agapanthus "africanis" at a cost of \$45.00 and item number five (5) to remove one medium size Cupania tree, stump grind, and restore the lawn adjacent to the pool area, in the amount of \$325.00 are approved, to be paid from operating g/l #7215 (Landscape Extras).

Grant Landscape proposal – Trim Carrotwood Tree

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape to trim the carrot woods trees within the community with the stipulation the cost of trimming of each tree is \$50.00, to be paid from operating g/l #7232 (Tree Trimming).

Parking Issues

A motion was made, seconded and unanimously carried to TABLE the decision to approve a towing company to the next General Session pending further review and discussion.

FHA Recertification Update

Management was unable to speak to the Board of Directors regarding the FHA Recertification Update due to time constraints and will be placed on the Agenda for the February 2013 General Session for further discussion.

Homeowner Communication

The Board reviewed the correspondence from a member of the community regarding the use of realtor dispensers for the dispensement of the Association's newsletter. Management was requested to obtain the cost to mail the newsletter to both owners and tenants for the Board to discuss at their next general session.

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §1363.05(4) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. 24 Hour Restoration Invoices

A motion was made, seconded and carried to APPROVE the invoice #12445 from 24 Hour Restoration dated 11/19/12 for build-back/remodel at 34 Navarre in the amount of \$876.69, to be paid from operating G/L #7620 (Plumbing Repairs).
ABSTAIN: JAMES SOMERS

A motion was made, seconded and unanimously carried to APPROVE the invoice #12404 from 24 Hour Restoration dated 11/02/12 for water extraction/proper damage emergency services at 34 Navarre in the amount of \$1,669.68, to be paid from operating G/L #7620 (Plumbing Repairs).
ABSTAIN: JAMES SOMERS

2. Delinquencies: Approval to Record Lien

In accordance with California Civil Code §1367.1(c)(2): 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 properties identified as #O963-00110-1 and O963-00135-1.

3. **Homeowner Reimbursement – 43 Morena – Plumbing Damage & Garland Restoration Proposal**

A motion was made, seconded and unanimously carried to APPROVE reimbursement to the owner of 43 Morena in the amount of \$223.32 for the damage to the ceramic tile, due to a slab leak, to be paid from operating g/l #7620 (Plumbing). Furthermore, a motion was made, seconded and unanimously carried to APPROVE the proposal #MF110812E-REV from Garland Restoration dated 11/29/12 to perform restoration services at 43 Morena, in the amount of \$2,596.60, to be paid from operating g/l #7620 (Plumbing).

4. **Homeowner Reimbursement – 41 Morena – Plumbing Damage & Garland Restoration Proposal**

A motion was made, seconded and unanimously carried to APPROVE reimbursement to the owner of 41 Morena in the amount of \$571.57 for the damage to the simulated wood flooring, due to a slab leak, to be paid from operating g/l #7620 (Plumbing). Furthermore, a motion was made, seconded and unanimously carried to APPROVE the proposal #MF110812D-REV from Garland Restoration dated 11/29/12 to perform restoration services at 41 Morena, in the amount of \$967.77, to be paid from operating g/l #7620 (Plumbing).

Next Meeting

The next meeting is the Annual Membership & Election Meeting to be held on Thursday, January 24, 2013, at 7:30 p.m. at the Rancho Senior Center, Irvine, California. The next meeting of the Board of Directors is scheduled for February 28, 2013 at 6:15 p.m. Executive and 7:00 p.m. General Session at the Rancho Senior Center, Irvine, California.

Adjournment

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 8:56 p.m.

SECRETARY'S CERTIFICATE

I, [REDACTED], 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:

[REDACTED]
Appointed Secretary

1/24 / 2013
Dated

**THE VILLAS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
December 6, 2012
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 §1363.05 (f) / 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 §1363.05 (f):

- 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
Jouad & Saad TRDSPER	78 Navarre	
Gerhard STEHR	32 Morena	Peace
PINKERTON, EILEEN	57 MORENA	RESERVE STUDY
VA Cassore	41 "	jauzzi temp
Hunter	43 "	
Therese Somers	34 Navarre	—
Margaret Bivas	86 Navarre	

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 26, 2012

TO: All Members of The Villas Community Association

FROM: Your Board of Directors

SUBJECT: Annual Election Results

In accordance with California Civil Code §1363.03 (g), *“Within fifteen (15) days of the election, the board shall publicize the results of the election in a communication directed to all members.”*

The Annual Membership Meeting and Election of The Villas Community Association was held on January 26, 2012.

The appointed Inspectors of Election tabulated the votes and certified the results of the Election. There were five (5) seats up for election on the Board of Directors. The following eight (8) candidates listed in alphabetical order were nominated and five (5) members were elected for a one (1) year term:

<u>Name(Alpha Order)</u>	<u>Tabulated Votes</u>	<u>Term Expires</u>
Jill-Ann M. Dunn-Cooper	51	(Withdrew Candidacy)
Tim Hunter	40	
Elizabeth Kojian	74	January 2013
Cathy Lewis	54	January 2013
Annette Ritchie	27	
Dick Seaholm	62	January 2013
James B. Somers	65	January 2013
Barbara Troser	51	January 2013

If you have any questions regarding the Annual Membership Meeting & Election, please contact our Community Association Manager with Optimum Property Management, Inc. at (714) 508-9070.

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