

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

**APRIL 27, 2023**

**Notice of Meeting**

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

**Roll Call**

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

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

Directors Absent: None

Others Present: Eli Perez, Associate Director, Optimum Professional Property Management, Inc.  
Jenn Luckham, Community Manager, Optimum Professional Property Management, Inc.  
Richard Seaholm – 17 Navarre - Parking  
Ava Park – 21 Navarre  
Patricia Amundson – 18 Morena - Landscape

**Executive Session Disclosure §4935(a)**

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on April 27, 2023 from 6:15 p.m. to 8:30 p.m. for the following:

- Delinquencies: A/R Aging & Collection Report 03/31/23
- Hearings (14): Non-Compliance of the Governing Documents
- Legal: Traffic & Parking, Garage Use, Surveillance Policy
- Minutes: Executive Session 03/23/23

**Call to Order General Session**

President and Presiding Chair, Daniel Wells, called the General Session to order at 6:57 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:

- Richard Seaholm – 17 Navarre - Parking
- Ava Park – 21 Navarre
- Patricia Amundson – 18 Morena - Landscape

**Architectural Review Committee**

The following architectural applications were reviewed and approved as submitted by the Architectural Review Committee for the month of March: None.

**Landscape Walk – Villa Park**

The Architectural Committee engaged in a question and answers session with Villa Park Landscaping. The Board took no further action.

**Villas Park Landscape Proposal**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Villa Park Landscape dated 04/18/23 for April walk throughout the community for \$3,342.00.00 pending follow up with vendor.

**Landscape Committee**

No update at this time.

**Secretary’s Report / Minutes**

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the March 23, 2023 General Session of the Board of Directors as written.

**Treasurer’s Report / Financial Statements**

A motion was made, seconded, and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 03/31/23 as presented, subject to audit/review at fiscal year-end by a CPA.

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

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

**Draft Audit FYE 12/31/22**

A motion was made, seconded, and unanimously carried to ACCEPT the draft audit and tax returns as presented for fiscal year-ended 12/31/22 prepared by Newman, CPA.

**Whitney Petchul Invoice Statement**

The Board reviewed the current invoice statements for Whitney Petchul. No further action taken.

**Optimum Janitorial Proposal**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from Optimum Janitorial dated 03/15/23 for community-wide light fixture cleaning for \$4,565.00 as this is not cost effective at this time.

**PUR COR Contract Increase**

The Board reviewed the contract increase letter from PurCor and instructed Management to go out to bid for the monthly pest control contract.

**Patrol One - Draft Letter and Contract**

The Board reviewed and approved the parking patrol letter to be sent to the community from Patrol One.

A motion was made, seconded, and unanimously carried to APPROVE the contract from Patrol One dated 04/18/23 for \$390.60 for patrol service and \$180.00 totaling \$570.60 per month for parking program to be paid from Operating G/L 73200 (Patrol Service). Management to prepare address list to submit to Patrol One.

**1<sup>st</sup> Street Painting Proposal – Exterior Preparation and Painting of California French Doors**

A motion was made, seconded, and unanimously carried to APPROVE a NTE of \$2,000.00 for First Street Painting to prep and paint the California French Doors throughout the community for \$75.00 each to be paid from Reserves G/L #35400 (Painting).

**Tri-County Lighting Invoice – LED Strips Installation**

A motion was made, seconded, and unanimously carried to APPROVE the payment of invoice #155100 from Tri-County Lighting dated 05/02/22 for LED strips installation and doorbell transformer replacement for \$1,860.15 to be paid from Reserve G/L 34800 (Lighting).

**24HRC Proposal – Tar Paper and Stucco Repairs at 58 Navarre**

A motion was made, seconded, and unanimously carried to TABLE the proposal from 24HRC dated 02/27/23 for repairs at 58 Navarre for \$1,861.00 as this was taken care of in the Phase II Wood Project.

**24HRC Proposal – Drywall Repairs at 20 Segura**

A motion was made, seconded, and unanimously carried to TABLE the proposal from 24HRC dated 02/27/23 for repairs at 20 Segura for \$9,260.00 pending further proposals.

**Tri-Star Construction and Restoration Services Proposal – Stucco/Drywall Repairs at 35 Morena**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Tri Star Construction and Restoration Services dated 04/04/23 for repairs at 35 Morena for \$9,870.00 pending further proposals.

**South County Plumbing Proposal – 16 Morena**

A motion was made, seconded, and unanimously carried to APPROVE the proposal 21624 from South County Plumbing dated 04/04/23 to remove a section of 3” abs drain line and fittings in wall connected to roof drain over garage that is currently leaking and to install new section of 3” abs pipe and fittings correctly at 16 Morena for \$1,625.00 to be paid Operating G/L 76300 (Plumbing).

**Street Slurry Proposals (3)**

A motion was made, seconded, and unanimously carried to TABLE the three (3) proposals for street slurring throughout the community. The Board instructed management to contact vendor to provide proposal for scope of work so proposals can be compared “apples to apples”.

**Southern Cross – Community Wide Wood Repairs Update**

Management updated the Board about the wood work repairs that were being made by 24HRC. No further action taken.

**Next Meeting**

Meetings of the Board of Directors are held every month on the 4<sup>th</sup> Thursday. The Annual Membership Meeting and Election is held in January. The next meeting of the Board of Directors is scheduled for Thursday, May 25, 2023, at 6:15 p.m. Executive Session, 7:00 p.m. General Session at Optimum and Zoom.

**Adjourn General Session**

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded, and unanimously carried to ADJOURN at 8:30 p.m.

**SECRETARY'S CERTIFICATE**

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

ATTEST:

William M. Cooper  
Appointed Secretary

MAY 25, 2023  
Dated