

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

NOVEMBER 06, 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
Ali Gharavi Esfahani, Member at Large – *(Via Zoom)*

Directors Absent: Marilyn Curry, Treasurer

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

Executive Session Disclosure §4935(a)

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on November 06, 2023 from 6:00 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging & Collection Report 09/30/23
- Hearings (4): Non-Compliance of the Governing Documents
- Legal: New Rules – Rentals/Leases and Tenants, Traffic & Parking, Permit Parking and Guest Safelisting,
- Minutes: Executive Session 09/28/23

Call to Order General Session

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

Homeowner Forum

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

- Parking
- Safety

Villas Landscape Proposals

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Villa Park Landscape dated 10/10/23 for proposal VPL 4011-23 *revised* to remove and install plantings for 24-10 Morena for \$8,925.00 to be paid from Reserves G/L Reserve Account #34500 (Landscape).

Furthermore, a motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from Villa Park Landscape dated 10/10/23 for proposal VPL 4011-23 *revised* for irrigation modifications for \$7,400.00 as board does not want to upgrade the irrigation at this time due to expense.

The Villas Community Association

General Session Minutes

November 06, 2023

Page 2 of 5

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Villa Park Landscape dated 10/10/23 for proposal VPL 4361-23 *revised* to remove palm tree and install 1 24" box red bud "low branches" at 37 Navarre for \$700.00 to be paid from Reserves G/L Reserve Account #34500 (Landscape).

Furthermore, A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from Villa Park Landscape dated 10/10/23 for proposal VPL 4361-23 *revised* to remove (1) struggling Doronia at 90 Navarre for \$250 until the December board meeting pending further review.

Furthermore, A motion was made, seconded, and unanimously carried to APPROVE the proposal from Villa Park Landscape dated 10/10/23 for proposal VPL 4361-23 *revised* to install (1) yard of mulch at trash enclosure near 2 Navarre for \$55.00 to be paid from Operating G/L 60300 (Landscape: Replacement).

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Villa Park Landscape dated 10/10/23 for proposal VPL 4361-23 *revised* to install new plants at 10 Navarre for \$1,725.0000 to be paid from Reserves G/L Reserve Account #34500 (Landscape).

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Villa Park Landscape dated 10/10/23 for proposal VPL 4364-23 Option #2 Lawn Care throughout the property and reduce quantity to half to make the total \$2,217.50 to be paid from Operating G/L 60200 (Landscape: Extras).

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Villa Park Landscape dated 10/13/23 for proposal VPL 5109-23 to trouble shoot malfunctioning valves near 35-31 Navarre for \$660.00 to be paid from G/L Reserve Account #34200 (Irrigation).

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Villa Park Landscape dated 10/13/23 for proposal VPL 5106-23 to install new plants at front monument for \$675.00 to be paid from Operating G/L 60300 (Landscape: Replacement).

Cool Block Club Committee

Angie Dickson updated the Board on holiday festivities that will take place in December. No further action taken.

Architectural Review Committee

Architectural Log: No Action Taken.

Secretary's Report / Minutes

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the September 28, 2023 General Session of the Board of Directors as written.

Treasurer's Report / Financial Statements

A motion was made, seconded, and unanimously carried 9/30/23 as presented, subject to audit/review at fiscal year-end by a CPA.

Proposed Budget, Reserve Study and Reserve Funding Plan Fiscal Year 01/01/2024 to 12/31/24

A motion was made, seconded, and unanimously carried to APPROVE proposed budget #2 prepared 10/20/23 as presented for fiscal year 01/01/24 to 12/31/24 with assessments remaining at \$533.00 per unit/home per month and monthly funding to reserves in the amount of \$27,578.47, which is less than the amount recommended of \$29,400.00 in the onsite reserve study by Association Reserve dated 08/20/23 with reserves funded at 70.8%

The Villas Community Association

General Session Minutes

November 06, 2023

Page 3 of 5

The Board of Directors is NOT currently considering a special assessment and/or obtaining a bank loan for fiscal year 01/01/24 to 12/31/24 to repair any major common area components or to fund the reserves.

Furthermore, the Board APPROVED the onsite reserve study by Association Reserves dated 08/20/23 revision 2 for fiscal year 01/01/24 to 12/31/24 with monthly recommended funding to reserves of \$29,400.00 with reserves funded at 70.8% in 2024 and projected funding at 78.4% in five (5) years.

Components with a remaining useful life of 30 years or less listed on the Executive Summary will continue to be funded per the approved budget and repairs or replacement of these items is not currently being deferred.

Furthermore, the Board ADOPTED the Reserve Funding Plan presented by Association Reserves that shows reserves funded at 70.8% in 2024 and 78.4% in five (5) years based on the approved reserve funding amount of \$29,400.00 per month for fiscal year 01/01/24 to 12/31/24.

Items With Zero Useful Life - Current Reserve Study

The Board reviewed all items with zero remaining useful life identified in the update reserve study by Association Reserves dated 08/20/23 for fiscal year 01/01/24 to 12/31/24 and determined that funding is available to repair or replace all noted items when repair or replacement is needed.

Patio Guys Proposal

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Patio Guys dated 10/02/23 to repair two resling pool chairs for \$506.12 to be paid from G/L Operating Account #70600 (Common Area: Maintenance).

Association Records Disposal/Purging

A motion was made, seconded, and unanimously carried to APPROVE for either Director Cooper or Dickson to review the 75 boxes in storage with the Optimum representative present at \$75.00 per hour with an additional cost of \$10.00 per box to pull out for review, \$10.00 per box to put back after review, and \$9.58 per box to destroy. Furthermore, Directors Cooper and Dickson are authorized to provide the final decision on boxes to be destroyed. Additionally, management to provide three (3) dates of availability in November/December.

Tri Star Construction Invoice

A motion was made, seconded, and unanimously carried to APPROVE the invoice from Tri-Star Construction dated 10/12/23 to perform build back services at 5 Morena for \$4,865.00 to be paid from G/L Reserves Account #38950 (Contingency).

Villas Storage Lockers

The Board reviewed the spreadsheet for the assigned lockers. No further action was taken.

Off-Site Meeting

The Board discussed off-site meeting locations. No further action was taken.

Inspectors of Election - Annual Membership Meeting & Election

A motion was made, seconded, and unanimously carried to APPROVE appointment of William Leek of 9 Segura to act as the Inspector of Election and certify the results of the election in accordance with the adopted Election Rules for the Annual Membership Meeting & Election to be held on January 25, 2024 at 7:00 p.m. with registration at 6:45 p.m. at Optimum Professional Property Management. 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.

The Villas Community Association

General Session Minutes

November 06, 2023

Page 4 of 5

Approve Gift Card for Landscape Foreman Jesus Castaneda

A motion was made, seconded and unanimously carried to APPROVE providing Jesus Castaneda a bonus of \$200.00, which will be provided by Board Member Angie Dickson. Furthermore, the board approved reimbursement to Angie Dickson from the association for the bonus in the amount of \$200.00 to be paid from Operating G/L #70600 (Common Area: Maintenance) contingent upon confirmation of bonus provided to Jesus.

South County Plumbing Invoice

A motion was made, seconded, and unanimously carried to APPROVE the invoice from South County Plumbing dated 10/30/23 to clear drains at 17 Morena for \$1,730.00 to be paid from G/L Reserves Account #73600 (Plumbing: Repairs).

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

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

ITEMS NEEDING IMMEDIATE ACTION

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

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

1. Adopt Proposed New Rule – Rentals, Leases and Tenants

After having given twenty-eight (28) day notice and consideration of comments made by the Membership, a motion was made, seconded, and unanimously carried to ADOPT the New Rule for Rentals, Leases and Tenants mailed to the Membership on 11/06/23 effective this date.

2. Adopt Proposed New Rule - Permit & Guest Parking Rules

After having given twenty-eight (28) day notice and consideration of comments made by the Membership, a motion was made, seconded, and unanimously carried to ADOPT the New Rule for Permit and Guest Parking mailed to the Membership on 11/06/23 effective this date.

3. Proposed New Rule – Parking and Traffic Rules

After having given twenty-eight (28) day notice and consideration of comments made by the Membership, a motion was made, seconded, and unanimously carried to ADOPT the New Rule for Parking and Traffic Rules mailed to the Membership on 11/06/23 effective this date.

The Villas Community Association

General Session Minutes

November 06, 2023

Page 5 of 5

Next Meeting

Meetings of the Board of Directors are held every month on the 4th Thursday. The Annual Membership Meeting and Election is held in January. The next meeting of the Board of Directors is scheduled for Thursday, December 07, 2023, at 6:00 p.m. Executive Session, 7:00 p.m. General Session at Optimum and Zoom.

Adjourn General Session

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded, and unanimously carried to ADJOURN at 8:00 p.m.

SECRETARY'S CERTIFICATE

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

ATTEST:

Jill-Ann M. Cooper
Appointed Secretary

1/25/2024
Dated