

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

JANUARY 23, 2020

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 Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

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

Directors Present: Daniel Wells, President
Cathy Lewis, Vice President
Jill Cooper, Secretary
Robert Fallone, Treasurer
Angie Dickson, Member at Large

Directors Absent: None

Others Present: Morgan Winegar | Director, Optimum Professional Property Management, Inc.

Executive Session Disclosure §4935(a)

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on January 23, 2020 from 6:15 p.m. to 7:05 p.m. for the following:

- Delinquencies: A/R Aging Report 12/31/2019, Account Update
- Hearing-1: Reimbursement Assessment
- Legal: SB 323 Election Rules, Revised Resident Guide, Legal Updates, Window Replacement
- Minutes: Executive Session 12/05/2019

Call to Order General Session

President and Presiding Chair, Dan Wells, called the General Session of the Board of Directors to order following 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:

- Utility Doors
- Pest Control
- Pool Maintenance Issues

Architectural Committee:

No items were presented by the architectural committee.

Landscape Committee: Grant's Landscape Service Proposal #172

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 1/15/2020 for plant replacement from the January punch list until the March board meeting pending further review.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the December 5, 2019 General Session of the Board of Directors as written.

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11/30/19 Financial Statements

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 11/30/2019 as presented, subject to audit/review at fiscal year-end by a CPA.

Morgan Stanley CD GL #1232 Maturing 03/12/20

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, G/L #1232 in the amount of \$100,000.00 plus interest maturing 03/12/20 for a term of nine (9) months at the best available rate.

Premier Roofing & Summit Consulting G/L Histories for Roof Replacement Project

The Board discussed the roof replacement project and requested that Management include any updates, G/L histories and/or invoices in the Director's Report for review at each meeting throughout the project.

Invoice Approval – South County Plumbing Gas Service Line Repair Invoice #17311

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #17311 from South County Plumbing dated 01/14/2020 to repair the gas line at 16 Segura to bring the line into service to be paid from Reserves G/L #38950 (Contingency).

Invoice Approval – South County Plumbing gas service line repair #17068

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #17068 from South County Plumbing dated 12/09/2019 to inspect possible slab leak at 70 Navarre to be paid from Operating G/L #73600 (Plumbing: Repairs).

SB 323 – Adopt Revised Election 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 Election Rules prepared by the Association's legal counsel Whitney | Petchul to comply with SB 323 that became effective January 1, 2020 as posted on 12/06/19 effective this date.

Adopt Revised Resident Guide

A motion was made, seconded and unanimously carried to ADOPT the Revised Resident Guide prepared by the Associations' legal counsel, Whitney | Petchul to be mailed to the membership.

38/40 Navarre – Status Update from Petra Geotechnical & CPR Construction

Management advised the Board that the work has not yet been scheduled. The homeowner at 38 Navarre will contact Schumacher Masonry to schedule the work within the next two months.

South County Plumbing Correspondence re: 70 Navarre Potential Leak

Management recommended the Board send a work order to 24 Hour Restoration to request moisture detection readings at 70 Navarre due to the inability to recreate a leak in the living room by South County Plumbing.

Board Member Request for Reimbursement

A motion was made, seconded and unanimously carried to APPROVE reimbursement from the Association to Daniel Wells for plants, supplies and materials needed for the monument planting at the front of The Villas complex totaling \$299.65 since it was for the common area of the Association.

ABSTAIN: Wells

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South County Plumbing Proposal for Drain Cleaning & Repair at 29 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from South County Plumbing dated 01/21/20 to excavate and rebuild drains at 29 Navarre for \$5,975.00 to be paid from Reserves G/L #38950 (Contingency).

(2) Proposals for Concrete & Flow line Repairs at Planter Area – 14/16 Morena

The Board reviewed two (2) proposals for concrete and flow line repairs. A motion was made, seconded and unanimously carried to TABLE the proposals until the March board meeting pending further review. More specifically, Management will ensure that the scope of work is consistent.

Trash Enclosure Door Replacement – Professional Craftsmen Co. Inc. Proposal #XN52428

A motion was made, seconded and unanimously carried to TABLE the proposal provided by Professional Craftsman for \$2,375.00 for the trash enclosure door replacement until the March board meeting pending receipt of additional proposals.

Premier Roofing Proposal for Annual Flat Roof Maintenance & Cleaning

A motion was made, seconded and unanimously carried to TABLE Premier Roofing's Flat Roof and Maintenance Proposal dated 1/15/2020 for \$8,625.00 until the March board meeting pending receipt of additional proposals.

Pool Furniture Repair/Replacement

The Board discussed the need to replace the pool furniture. Board Member Cathy Lewis will be researching pool furniture and will send a few options and pricing to the Board for final review.

Storage Closet

A motion was made, seconded and unanimously carried to TABLE discussion of the storage closet to the January board meeting pending further review.

Parking Concerns

A motion was made, seconded and unanimously carried to TABLE discussion of parking concerns to the January board meeting due to time constraints.

Email Address Database

A motion was made, seconded and unanimously carried to TABLE discussion of the email address database to the January board meeting pending further review.

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §4930(d) states that the board may take action 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. Premier Roofing and Building Proposal ~ Gutter and Downspout Installation 3 Segura

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing and Building dated 01/14/20 to install a gutter and downspout at 3 Segura for \$1,728.00 to be paid from Reserves G/L #38950 (Contingency).

2. South County Plumbing Proposal ~ Pex Piping Installation 2 Morena

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A motion was made, seconded and unanimously carried to APPROVE the proposal from South County Plumbing dated 01/23/20 to install Pex piping at 2 Morena for \$6,650.00 to be paid from Reserves G/L #38950 (Contingency).

Next Meeting

NOTE: Meetings of the Board of Directors are held every other month. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for Thursday, March 26, 2020 at 6:15 p.m. Executive Session, 6:45 p.m. General Session, at Rancho Senior Center, Irvine, California.

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

Jill Cooper

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:

Jill Cooper

Appointed Secretary

03-27-2020

Dated

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

JANUARY 23, 2020

Notice of Meeting

Upon due notice given and received, the Organizational Meeting of the Board of Directors of The Villas Community Association was held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

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

Directors Present: Jill-Ann Cooper
 Angie Dickson
 Rob Fallone
 Cathy Lewis
 Daniel Wells

Directors Absent: None

Others Present: Morgan Winegar, Optimum Professional Property Management

Call to Order

The Organizational Meeting of the Board of Directors was called to order directly following the Annual Membership Meeting & Election at 8:15 p.m.

Election of Officers

A motion was made, seconded and unanimously carried to APPROVE election of the Directors to the following offices:

President	Daniel Wells
Vice President	Cathy Lewis
Secretary	Jill-Ann Cooper
Treasurer	Rob Fallone
Member at Large	Angie Dickson

Adjourn

There being no further business to come before the Board of Directors at this time in the Organizational Meeting, a motion was made, seconded and unanimously carried to ADJOURN at 8:20 p.m.

SECRETARY'S CERTIFICATE

I, Jill Cooper, 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 Organizational Meeting of the Board of Directors held on the above date as approved by the Board of Directors of The Villas Community Association.

ATTEST:

Jill Cooper
Secretary

03-27-2020

Date

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

MARCH 26, 2020

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 **via Webex teleconference**.

Roll Call

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

Directors Present: Daniel Wells, President
Cathy Lewis, Vice President
Jill Cooper, Secretary
Robert Fallone, Treasurer
Angie Dickson, Member at Large

Directors Absent: None

Others Present: Morgan Winegar | Director, Optimum Professional Property Management, Inc.

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 **March 26, 2020 from 6:20 p.m. to 6:45 p.m.** for the following:

- Delinquencies: A/R Aging Report 02/29/20, Account Update
- Legal: Window Replacement Update
- Minutes: Executive Session 01/23/20

Call to Order General Session

President and Presiding Chair, Dan Wells, called the General Session of the Board of Directors to order **following Executive Session at 6:49 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:

- Slab concerns

Architectural Committee: 28 Segura - A/C Installation

The Architectural Committee reviewed the architectural application received by the homeowner at 28 Segura. A motion was made, seconded and unanimously carried to DENY the architectural application from Ms. Lu owner of 28 Segura dated 03/02/20 to install an air conditioning system since the submittal was incomplete and did not include the necessary city permit nor a photo illustrating how the piping will enter the building.

Landscape Committee: Grant's Landscape Service Proposal #175

A motion was made, seconded and unanimously carried to APPROVE proposal 175 from Grant's Landscape dated 03/12/20 for the installation and removal of sandbags at 94 Navarre for \$150.00 to be paid from Operating G/L #60400 (Landscape Supplies).

Landscape Committee: Grant's Landscape Service Proposal #173

A motion was made, seconded and unanimously carried to APPROVE proposal #173 from Grant's Landscape dated 03/10/20 to install replacement plant material based on the March punch list for \$188.00 to be paid from Operating G/L #60300 (Landscape Replacement).

Landscape Committee: Grant's Landscape Service Proposal #174

A motion was made, seconded and unanimously carried to APPROVE proposal #174 from Grant's Landscape dated 03/10/20 to install a landscape drain and sod near 27-29 Navarre for \$708.75 to be paid from Operating G/L #60300 (Landscape Replacement).

Landscape Committee: RPW Services, Inc. Proposal for Tree Treatment

A motion was made, seconded and unanimously carried to APPROVE the proposal from RPW Services dated 03/05/20 to treat 18 Magnolias, 2 Jacarandas and 2 Carrotwood trees annually for \$1,570.00 to be paid from Reserves G/L #38950 (Contingency).

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the January 23, 2020 General Session of the Board of Directors as written.

The Board reviewed the Minutes of the January 23, 2020 Reconvened Annual Membership Meeting & Election which will be presented to the Membership for approval at the next Membership Meeting. No corrections needed.

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the January 23, 2020 Organizational Meeting of the Board of Directors as written.

01/31/2020 & 02/29/2020 Financial Statements

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 01/31/20 and 02/29/20 as presented, subject to audit/review at fiscal year-end by a CPA.

Premier Roofing & Summit Consulting G/L Histories for Roof Replacement Project

The Board reviewed the updates, G/L histories and invoices for the roof replacement project. No action necessary.

Draft Audit FYE 12/31/19

A motion was made, seconded and unanimously carried to TABLE the draft audit and tax returns as presented for fiscal year-ended 12/31/19 until the special April board meeting.

Change Order Approval – Premier Roofing Change Order

A motion was made, seconded and unanimously carried to TABLE the change order from Premier Roofing dated 01/31/20 until the April board meeting pending further review.

Invoice Approval – South County Plumbing Gas Service Line Repair Invoice #17311

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #17311 from South County Plumbing dated 01/14/20 to repair the gas line at 16 Segura to bring the line into service for \$1,550.00 to be paid from Reserves G/L #38950 (Contingency).

Invoice Approval – Great Scott Tree Service Invoice #38775

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #38775 from Great Scott Tree Service dated 10/29/19 for fall 2019 tree trimming services for \$4,985.00 to be paid from Reserves G/L #61100 (Tree Trimming).

Invoice Approval – 24 Hour Restoration Invoice #31729

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #31729 from 24 Hour Restoration dated 06/28/19 for emergency service repairs at 60 Navarre for \$2,726.58 to be paid from Reserves G/L #32350 (Remediation).

Invoice Approval – South County Plumbing Gas Service Line Repair Invoice #17372

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #17372 from South County Plumbing dated 01/22/20 for plumbing repairs at 29 Navarre for \$3,250.00 to be paid from Operating G/L #73600 (Plumbing Repairs).

Invoice Approval – 24 Hour Restoration Invoice #32850

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #32850 from 24 Hour Restoration dated 02/26/20 for build back and remodel services at 2 Morena for \$3,391.24 to be paid from Reserves G/L #32350 (Remediation).

Reconvened Annual Membership Meeting & Election Tabulated Results

The tabulated results of the Reconvened Annual Membership Meeting & Election held on January 23, 2020 to elect three (3) candidates to the Board of Directors for a two (2) year term expiring 2022, as Certified by the Inspector(s) of Election are as follows:

Jill-Ann Cooper (incumbent)	32 Votes	ELECTED – 2 Year Term Expires 2022
Angie Dickson (incumbent)	34 Votes	ELECTED – 2 Year Term Expires 2022
Cathy Lewis (incumbent)	36 Votes	ELECTED – 2 Year Term Expires 2022

Architectural Committee

In accordance with Article V.1 of the Association’s CC&Rs, there shall be not less than three (3) no more than five (5) members of the Architectural Committee. A motion was made, seconded and unanimously carried to APPROVE appointment of the Board of Directors as the Architectural Committee to include Cathy Lewis, Jill Cooper, Robert Fallone, Angie Dickson and Daniel Wells as Chair. Furthermore, Architectural Applications will be sent to the Board via email to review the application and return to Management for processing.

Approve Great Scott Tree Proposal

A motion was made, seconded and unanimously carried to APPROVE the proposal from Great Scott Tree Service dated 11/18/19 for tree trimming for \$31,225.00 to be paid from Reserves G/L #61100 (Tree Trimming).

38/40 Navarre – Status Update from Petra Geotechnical & CPR Construction

Management advised the Board that the work has not yet been scheduled. The homeowner at 38 Navarre will contact Schumacher Masonry to schedule the work within the next two months.

Roof Maintenance & Cleaning Proposals (3) – Community-Wide

The Board reviewed three (3) proposals for community-wide roof maintenance and cleaning. A motion was made, seconded and unanimously carried to TABLE the community-wide roof maintenance and cleaning proposals until the April board meeting pending further review.

Trash Enclosure Door Replacement Proposals (3)

The Board reviewed three (3) proposals for community-wide trash enclosure door replacements. A motion was made, seconded and unanimously carried to TABLE the proposals for the community-wide trash enclosure door replacements until the May board meeting pending further review.

CPR Proposal - Handrail Installation at 6 Segura

A motion was made, seconded and unanimously carried to TABLE the proposal provided by CPR Construction for handrail installation at 6 Segura for \$1,848.00 until the May board meeting pending further review.

Owner Request for Reimbursement for Window Replacement

A motion was made, seconded and unanimously carried to TABLE the owner request for reimbursement for window replacement until the May board meeting pending further review.

Premier Roofing Proposal - Roof Repair at 30 Morena

A motion was made, seconded and unanimously carried to APPROVE the proposal provided by Premier Roofing dated 03/03/2020 to repair the roof due to the homeowner installed plumbing vent at 30 Morena for \$1,287.00 to be paid from Operating G/L #36300 (Roofs). Furthermore, the owner of 30 Morena will be required to reimburse the Association as these repairs are the Homeowner's responsibility.

Petra Geotechnical Proposal - Leak Detection & Investigation at 70 Navarre

A motion was made, seconded and unanimously carried to TABLE the proposal for leak detection and investigation at 70 Navarre for \$3,695.00 until the April board meeting pending further review.

Proposals (2) for Concrete & Flow Line Repairs at Planter Area – 14/16 Morena

The Board reviewed two (2) proposals for concrete and flow line repairs in the planter area near 14/16 Morena. A motion was made, seconded and unanimously carried to APPROVE the proposal from Professional Craftsman dated 01/07/2020 to install a drain in the planter area for \$1,895.00 to be paid from Reserves G/L #38950 (Contingency).

24 Hour Construction Proposal for Remediation at 60 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from 24 Hour Construction dated 02/27/20 for remediation due to the roof leak at 60 Navarre for \$3,157.88 to be paid from Reserves G/L #32350 (Remediation).

Owner Request for Reimbursement for Electrical Repair at 104 Navarre

A motion was made, seconded and unanimously carried to DENY the request of Ujwal Patnaik owner of 104 Navarre dated 01/17/20 for reimbursement from the Association for an electrician visit in the amount of \$250.00 since the request is not the Association's responsibility.

FHA/VA Renewal Proposal

A motion was made, seconded and unanimously carried to APPROVE the renewal proposal from FHA Review dated 03/11/20 for the renewal of FHA/VA eligibility for \$890.00 to be paid from Operating G/L #75020 (Contingency).

Owner Request for Tree Limb Removal Near 16 Segura

A motion was made, seconded and unanimously carried to DENY the request of Ms. Michael owner of 16 Segura dated 03/17/20 to trim an additional branch off the eucalyptus tree near 16 Segura due to the determination of the Association's landscape vendor, Grant's Landscape, that the tree limb does not cause a safety concern and therefore does not need to be removed. However, if the homeowner would still like to

The Villas Community Association

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remove the tree limb due to personal aesthetics, Management will coordinate the removal with an Association approved vendor to be paid for by the Homeowner.

Refuse/Trash Schedule & Recommendation from Waste Management

A motion was made, seconded and unanimously carried to TABLE the recommendation provided by Waste Management to increase service from four (4) days per week to five (5) days per week for an additional \$370.00 per month until the May board meeting pending further review.

Pool Furniture Repair/Replacement

A motion was made, seconded and unanimously carried to TABLE discussion of the pool furniture repair or replacement to the April board meeting pending further review.

Storage Closet

A motion was made, seconded and unanimously carried to TABLE discussion of the storage closet to the April board meeting pending further review.

Parking Concerns

A motion was made, seconded and unanimously carried to TABLE discussion of parking concerns to the April board meeting due to time constraints.

Email Address Database

A motion was made, seconded and unanimously carried to TABLE discussion of the email address database to the April board meeting pending further review.

Next Meeting

NOTE: Meetings of the Board of Directors are held every other month. The Annual Membership Meeting and Election is held in January.

The next **Special** meeting of the Board of Directors is scheduled for **Thursday, April 23, 2020** at 6:15 p.m. Executive Session, 6:45 p.m. General Session via WebEx.

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 **10:16 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:

APPROVED
Appointed Secretary

4/23/20
Dated

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

APRIL 23, 2020

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 **via Webex teleconference**.

Roll Call

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

Directors Present: Daniel Wells, President
Cathy Lewis, Vice President
Jill Cooper, Secretary
Robert Fallone, Treasurer
Angie Dickson, Member at Large

Directors Absent: None

Others Present: Morgan Winegar | Director, Optimum Professional Property Management, Inc.

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 23, 2020 from 6:18 p.m. to 7:03 p.m.** for the following:

- Delinquencies: A/R Aging Report 03/31/20, Account Update
- Hearings-2: Parking Vehicle Violation
- Legal: Window Replacement Update
- Minutes: Executive Session 03/26/20

Call to Order General Session

President and Presiding Chair, Dan Wells, called the **SPECIAL** General Session of the Board of Directors to order **following Executive Session at 7:07 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:

- Water Damage
- Parking Concerns

Architectural Committee: 28 Segura - A/C Installation

The Architectural Committee reviewed the architectural application received by the homeowner at 28 Segura. A motion was made, seconded and unanimously carried to DENY the architectural application from Ms. Lu owner of 28 Segura dated 03/02/20 to install an air conditioning system since the submittal was incomplete and did not include the necessary city permit nor a photo illustrating how the piping will enter the building.

Landscape Committee: Grant's Landscape Proposals

There were no items to be reviewed from Grant's Landscape. No further action necessary.

The Villas Community Association

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April 23, 2020

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Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the March 26, 2020 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 03/31/20 as presented, subject to audit/review at fiscal year-end by a CPA.

Premier Roofing & Summit Consulting G/L Histories for Roof Replacement Project

The Board reviewed the updates, G/L histories and invoices for the roof replacement project. No action necessary.

Draft Audit FYE 12/31/19

A motion was made, seconded and unanimously carried to ACCEPT the draft audit and tax returns as presented for fiscal year-ended 12/31/19 prepared by Newman, CPA. Additionally, the Board requested more information regarding the bad debt from the Association's CPA to be discussed at the May board meeting.

Reserve Study Proposals FY 01/01/21 to 12/31/21

A motion was made, seconded and unanimously carried to TABLE the proposals for an onsite reserve study for fiscal year 01/01/21 to 12/31/21 until the May board meeting pending receipt of additional proposals.

Culvert Drainage Concerns & Plan for Repairs – Discussion

The Board reviewed the culvert drainage concerns and asked Management to find an engineer to provide professional consultation and the scope of work for the project. Furthermore, Management will review with the Association's attorney on if the city is potentially responsible for the easements and whether the easements can be reversed.

Roof Maintenance & Cleaning Proposals (3)

The Board reviewed three (3) proposals for community-wide roof maintenance and cleaning. A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 01/15/20 for community-wide roof maintenance and cleaning to be scheduled for September 2020 for \$8,625.00 to be paid from Reserves G/L #36300 (Roofing).

CPR Proposal - Handrail Installation at 6 Segura

A motion was made, seconded and unanimously carried to DENY the proposal from CPR Construction dated 02/13/20 to fabricate and install a handrail at the entry steps to 6 Segura for \$1,848.00 since a maintenance agreement has not been drafted that would determine the maintenance responsibility moving forward.

Petra Geotechnical Proposal - Leak Detection & Investigation at 70 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Petra Geotechnical dated 03/17/20 to evaluate the source of water intrusion at 70 Navarre for \$3,695.00 to be paid from Operating G/L #75020 (Contingency).

Owner Request - Tree Limb Removal near 16 Segura

A motion was made, seconded and unanimously carried to APPROVE the request of the owner of 16 Segura dated 03/17/20 to trim the tree limb at 16 Segura using the Association's contractor, Grant's Landscaping in the amount of \$200.00 to be paid from Operating G/L #61100 (Tree Trimming). Furthermore, this invoice will be sent to the homeowner at 16 Segura for reimbursement to the Association.

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SPECIAL General Session Minutes

April 23, 2020

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10/12 Morena Water Damage Concern – Atrium Drain

The Board discussed the water damage concern with regards to the atrium drain near 10/12 Morena. As a result, the Board requested that Management schedule an inspection with the Association's vendor, 24 Hour Construction, to properly document the areas of concern and provide recommendations.

Website Domain Renewal

A motion was made, seconded and unanimously carried to APPROVE the renewal of the Association's community website domain for an annual cost of \$162.05. Furthermore, the Board APPROVED reimbursing Cathy Lewis, owner of 1 Segura in the amount of \$810.25 for the cost to renew the Association's domain name for the next five (5) years as this is an Association expense.

Pool Furniture Repair/Replacement

A motion was made, seconded and unanimously carried to TABLE discussion of the pool furniture repair or replacement to the May board meeting pending further review.

Storage Closet

A motion was made, seconded and unanimously carried to TABLE discussion of the storage closet to the May board meeting pending receipt of additional information.

Parking Concerns

The Board discussed the community's parking concerns and requested that Management create a letter to the membership regarding the parking concerns, the cost to implement a program, garage use, etc. to be reviewed at the May board meeting.

Email Address Database

A motion was made, seconded and unanimously carried to TABLE discussion of the email address database to the May board meeting pending further review.

Next Meeting

NOTE: Meetings of the Board of Directors are held every other month. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for **Thursday, May 28, 2020** at 6:15 p.m. Executive Session, 6:45 p.m. General Session via WebEx.

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 **8:45 p.m.**

SECRETARY'S CERTIFICATE

I, Jill 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:

DocuSigned by:

Jill Cooper

23D2750650FA472...

5/29/2020

Appointed Secretary

Dated

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

MAY 28, 2020

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 **via Webex teleconference**.

Roll Call

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

Directors Present: Daniel Wells, President
Cathy Lewis, Vice President
Jill Cooper, Secretary
Angie Dickson, Member at Large

Directors Absent: Robert Fallone, Treasurer

Others Present: Morgan Winegar | Director, Optimum Professional Property Management, Inc.

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 **May 28, 2020 from 6:22 p.m. to 7:32 p.m.** for the following:

- Delinquencies: A/R Aging Report 04/30/20, Account Update
- Hearings-2: Unapproved Architectural Application & Parking Vehicle Violation
- Legal-2: Window Replacement Update, Request for Reasonable Accommodations
- Minutes: Executive Session 04/23/20

Call to Order General Session

President and Presiding Chair, Dan Wells, called the General Session of the Board of Directors to order **following Executive Session at 7:32 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:

- Water Damage
- Safety Concerns

Architectural Committee: 28 Segura - A/C Installation

A motion was made, seconded and unanimously carried to APPROVE the architectural application from Ming Lu owner of 28 Segura dated 03/02/20 to install an a/c unit, as submitted.

Landscape Committee: St. Augustine Sod

The Board discussed the previously approved proposal from Grant's Landscape to install St. Augustine sod throughout the community. A motion was made, seconded and unanimously carried to APPROVE notifying Grant's Landscape to schedule the installation as soon as possible.

Secretary's Report / Minutes

The Villas Community Association

General Session Minutes

May 28, 2020

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A motion was made, seconded and unanimously carried to APPROVE the Minutes of the April 23, 2020 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 04/30/20 as presented, subject to audit/review at fiscal year-end by a CPA.

Additionally, a motion was made, seconded and unanimously carried to APPROVE transferring \$50,000.00 from Reserve Money Market Account (Mutual of Omaha G/L #14300) to Reserve Money Market Account (Alliance G/L #14320) at the best available rate.

Premier Roofing & Summit Consulting G/L Histories for Roof Replacement Project

The Board reviewed the updates, G/L histories and invoices for the roof replacement project and requested additional information from Premier Roofing with regards to the most recent invoice.

Maturity Request Form – G/L 15045

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15045 in the amount of \$100,000.00 plus interest maturing 05/20/20 for a term of twelve (12) months at the best available rate.

Maturity Request Form – G/L 15047

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15047 in the amount of \$50,000.00 plus interest maturing 06/15/20 for a term of six (6) months at the best available rate

Maturity Request Form – G/L 15040

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15040 in the amount of \$50,000.00 plus interest maturing 05/01/20 for a term of twelve (12) months at the best available rate

Maturity Request Form – G/L 15050

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15050 in the amount of \$75,000.00 plus interest maturing 07/05/20 for a term of twelve (12) months at the best available rate

Reserve Study Proposals FY 01/01/21 to 12/31/21

The Board reviewed three (3) proposals for an onsite reserve study. A motion was made, seconded and unanimously carried to APPROVE the proposal from Association Reserves dated 04/17/20 for an onsite reserve study for fiscal year 01/01/21 to 12/31/21 for \$720.00 flat fee for three (3) years under a loyalty plan that includes one (1) site visit and two (2) updates.

Invoice Approval

There were not invoices presented for approval. No action necessary.

Engineer Proposals for Culvert Drainage Concerns & Scope of Work

A motion was made, seconded and unanimously carried to APPROVE the proposal from Petra Geosciences dated 05/19/20 to perform a geotechnical evaluation regarding the drainage issues associated with the culvert located at the northeast corner of the community for \$1,590.00 to be paid from Operating G/L #70600 (Common Area Maintenance).

The Villas Community Association

General Session Minutes

May 28, 2020

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RPT Proposal for Termite Annual Control Service Program

A motion was made, seconded and unanimously carried to APPROVE the proposal from Rodent Pest Technologies dated 04/14/20 to inspect and treat 144 units as well as the pool area for drywood and subterranean termites with a one-year warranty along with a wood matrix for \$14,112.00 to be paid from Reserves G/L #37500 (Termite Fumigation/Treatment).

10/12 Morena Water Damage Concern – Status Update

24 Hour Construction inspected and properly documented the water damage concern due to the atrium drain near 10/12 Morena. As a result, the Board requested that Management obtain remediation proposals for both units to be reviewed at the June board meeting.

Petra Geotechnical Investigation at 70 Navarre – Status Update

The Board discussed the results of the findings provided by Petra Geotechnical with regards to water intrusion at 70 Navarre in which the vendor found a crack in the living room slab. No action necessary.

Common Area Facility Updates – COVID-19

The Board reviewed Optimum's recommendation that the Association adhere to requirements as mandated by the State and Local government agencies as well as suggested guidelines recommended by the CDC with regard to the opening of the Association's facilities in accordance with regulations set forth due to COVID-19. Furthermore, Management's recommendation is to involve their legal counsel in the development of a plan to reopen common area facilities. A motion was made, seconded and unanimously carried to APPROVE the development of a plan to re-open the Association's common area facilities. Furthermore, the Board would like to discuss the potential opening at the special general session board meeting to be held in June at a date and time to be determined.

Refuse/Trash Schedule & Recommendation from Waste Management

A motion was made, seconded and unanimously carried to TABLE the discussion of the refuse/trash schedule and recommendation from Waste Management until the July board meeting pending further review.

Trash Enclosure Door Replacement Proposals (3)

The Board reviewed three (3) proposals for trash enclosure door replacements. A motion was made, seconded and unanimously carried to TABLE the proposals until the July board meeting pending further review.

Proposal for Pool Area Repairs – Paint Pergola, Planter Walls, etc.

A motion was made, seconded and unanimously carried to TABLE the discussion of the pool area repairs until the special general session board meeting to be held in June at a date and time to be determined. Additionally, the Board has requested proposals for pool mastic to be discussed at the July board meeting.

Approve New Homeowner Welcome Package

A motion was made, seconded and unanimously carried to APPROVE the "New Homeowner Welcome Package" prepared by Management that is distributed to new homeowners through escrow as presented.

Insurance Renewal

The Board discussed the upcoming insurance renewal and advised Management that the Association would like to obtain an additional proposal for insurance for review at the July board meeting.

Establish Goals for 2020

The Board established the following goals for 2020:

- Treatment of Trees

The Villas Community Association

General Session Minutes

May 28, 2020

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- Culvert Drainage Issues
- Seal Coat Streets
- Community-wide Concrete Flat Work
- Iron Gates for Repairs and Painting
- Annual Termite Inspection and Treatment
- Community Involvement

Pool Furniture Repair/Replacement

A motion was made, seconded and unanimously carried to TABLE discussion of the pool furniture repair or replacement to the September board meeting due to COVID-19.

Storage Closet

A motion was made, seconded and unanimously carried to TABLE discussion of the storage closet to the July board meeting pending receipt of additional information.

Parking Concerns Draft Notice

The Board reviewed the draft notice regarding the community’s parking concerns, the cost to implement a program, garage use, etc. A motion was made, seconded and unanimously carried to APPROVE the parking concerns notice and mail it to all owner and tenants in the community.

Email Address Database

A motion was made, seconded and unanimously carried to TABLE discussion of the email address database to the July board meeting pending further review.

Next Meeting

NOTE: Meetings of the Board of Directors are held every other month. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for **Thursday, July 23, 2020** at 6:15 p.m. Executive Session, 6:45 p.m. General Session at Rancho Senior Center.

Adjourn General Session

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded and unanimously carried to ADJOURN at **9:20 p.m.**

SECRETARY’S CERTIFICATE

I, Jill 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:

DocuSigned by:
Jill Cooper

23D2759650FA472...

Appointed Secretary

7/29/2020

Dated

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

JULY 23, 2020

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 **via Webex teleconference**.

Roll Call

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

Directors Present: Daniel Wells, President
Cathy Lewis, Vice President
Jill Cooper, Secretary
Robert Fallone, Treasurer
Angie Dickson, Member at Large

Directors Absent: None

Others Present: Morgan Winegar | Director, Optimum Professional Property Management, Inc.

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 **July 23, 2020 from 6:20 p.m. to 7:06 p.m.** for the following:

- Delinquencies: A/R Aging Report 06/30/20, Account Update
- Non-Compliance-1: Noxious Odor Concerns
- Legal-4: Window Replacement Update, Request for Reasonable Accommodations, ADR for Vehicle Violation & Water Damage Concern Update
- Minutes: Executive Session 05/28/20

Call to Order General Session

President and Presiding Chair, Dan Wells, called the General Session of the Board of Directors to order **following Executive Session at 7:08 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 concerns
- Home business

Architectural Committee

There were no items presented by the architectural committee. No action necessary.

Landscape Committee: Grant's Landscape Proposals

A motion was made, seconded and unanimously carried to APPROVE the proposal dated 06/09/20 from Grant's Landscape for plant updates adjacent to the entrance center island for \$280.00 to be paid from Operating G/L #60300 (Landscape Replacement).

The Villas Community Association

General Session Minutes

July 23, 2020

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A motion was made, seconded and unanimously carried to APPROVE the proposal dated 06/09/20 from Grant's Landscape for plant updates in front of 102 Navarre for \$235.00 to be paid from Operating G/L #60300 (Landscape Replacement).

A motion was made, seconded and unanimously carried to APPROVE the proposal dated 07/08/20 from Grant's Landscape for plant updates across from 10-18 Morena and at 32 Morena for \$243.00 to be paid from Operating G/L #60300 (Landscape Replacement).

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the May 28, 2020 General Session of the Board of Directors as written.

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the June 12, 2020 Special 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 05/31/20 and 06/30/20 as presented, subject to audit/review at fiscal year-end by a CPA.

Additionally, a motion was made, seconded and unanimously carried to APPROVE transferring \$25,000.00 from Reserve Money Market Account (Mutual of Omaha G/L #14300) to Reserve Money Market Account (Alliance G/L #14320) at the best available rate.

And, a motion was made, seconded and unanimously carried to APPROVE transferring \$50,000.00 from Reserve Money Market Account (Pacific Premier Bank G/L #14100) to Reserve Money Market Account (Alliance G/L #14320) at the best available rate.

Morgan Stanley CD Maturing 07/29/20

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15052 in the amount of \$50,000.00 plus interest maturing 07/29/20 for a term of six (6) months at the best available rate.

Morgan Stanley CD Maturing 07/30/20

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15053 in the amount of \$50,000.00 plus interest maturing 07/30/20 for a term of six (6) months at the best available rate.

Morgan Stanley CD Maturing 08/26/20

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15075 in the amount of \$100,000.00 plus interest maturing 08/26/20 for a term of nine (9) months at the best available rate.

Approve Draft Reserve Study Onsite FY 01/01/21 to 12/31/21

A motion was made, seconded and unanimously carried to TABLE the reserve study onsite by Association Reserves until the September board meeting pending further review.

The Villas Community Association

General Session Minutes

July 23, 2020

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24HRC Proposal – Build Back at 3 Segura

A motion was made, seconded and unanimously carried to APPROVE the proposal from 24HRC dated 06/25/20 for build back services in the master bedroom at 3 Segura for \$2,092.89 to be paid from Operating G/L #70600 (Common Area Maintenance).

Engineer Proposals for Culvert Drainage Concerns & Scope of Work – Status Update

The Board discussed the results of the findings provided by Petra Geotechnical with regards to the culvert drainage concerns at the northeast corner of the community. The Board has requested that Petra Geotechnical provide a scope of work for Management to provide to vendors in order to get competitive bids for review at the September board meeting.

Window Concerns at 1 Segura

A motion was made, seconded and carried to APPROVE the request from the owner of 1 Segura (Lewis) dated 05/29/20 for reimbursement in the amount of \$3,589.00 for window replacement provided the homeowner of 1 Segura (Lewis) agrees to a Waiver and Release of All Claims agreement executed by the owners to be paid from Operating G/L #75020 (Contingency).

ABSTAIN: Lewis

Approve Renewal Quote for Insurance Renewal 07/24/20

The Board reviewed the renewal policy quote from Berg Insurance and a proposal from LaBarre Oksnee Insurance for insurance coverage renewing 07/24/20. A motion was made, seconded and unanimously carried to APPROVE the renewal quote dated 06/03/20 to include property coverage with a policy limit of \$38,327,818.00 and deductible of \$10,000.00, liability coverage with a policy limit of \$1 million, umbrella coverage with a policy limit of \$15 million, and Directors & Officers coverage with a policy limit of \$1 million for a total annual premium of \$23,999.00 subject to rate changes to be paid from Operating.

Approve Earthquake Insurance Renewal 07/24/20

The Board reviewed the renewal policy quote from Berg Insurance for Earthquake insurance coverage renewing 07/24/20. A motion was made, seconded and unanimously carried to APPROVE the proposal from Berg Insurance dated 06/25/20 to include Earthquake coverage with a policy limit of \$34,880,575.00 and deductible of 20%. Furthermore, the Board approves the terms of the agreement from Berg Insurance to finance the annual premium with an annual premium of \$34,950.13 to be paid from Operating.

Petra Geotechnical Investigation at 70 Navarre – Status Update

The Board reviewed the investigation report provided by Petra Geotechnical with regards to 70 Navarre which noted that there was a crack in the slab in the living room at this residence. A motion was made, seconded and unanimously carried to APPROVE the proposal from CPR dated 07/23/20 for repairs the 20 ft. crack in the living room at 70 Navarre for \$2,164.00 to be paid from Operating G/L #70600 (Common Area Maintenance).

Trash Enclosure Door Replacement Proposals (3)

The Board reviewed three (3) proposals for trash enclosure door replacements throughout the community. A motion was made, seconded and unanimously carried to APPROVE the proposal from Professional Craftsman dated 07/06/20 to replace the trash enclosure doors with a Smart Panel style door for \$4,295.00 to be paid from Reserves G/L #97200 (Streets/Drives/ Sidewalks).

Professional Craftsman Proposal for Replacement of Utility Door with Fiberglass

A motion was made, seconded and unanimously carried to TABLE the proposal from Professional Craftsman dated 01/30/20 to replace the utility doors with fiberglass doors for \$1,895.00 until the September board meeting pending further review.

The Villas Community Association

General Session Minutes

July 23, 2020

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CPR Construction Proposal to Install Hand Rails near 6 Segura

A motion was made, seconded and unanimously carried to TABLE the proposal from CPR Construction dated 03/19/20 to install handrails in the common area near 6 Segura for \$1,848.00 until the September board meeting pending further review.

Enforcement & Fine Policy – Review and Revise

A motion was made, seconded and unanimously carried to APPROVE the revised Enforcement and Fine Policy that reflects the updated fine amounts for the first violation from \$100.00 to 150.00, second violation from \$200.00 to \$300.00 and the third and subsequent violation from \$300.00 to \$400.00 to be mailed for the twenty-eight (28) day review and comment period prior to adoption scheduled for 09/24/20.

Aquatrends Proposal for Mastic Replacement at the Pool/Spa Area

A motion was made, seconded and unanimously carried to APPROVE the proposal from Aquatrends dated 07/14/20 to replace pool, spa and deck joint mastic for \$2,315.00 to be paid from Reserves G/L #96000 (Pool/Spa).

Pool Furniture Repair/Replacement

A motion was made, seconded and unanimously carried to TABLE discussion of the pool furniture repair or replacement to the September board meeting due to COVID-19.

Storage Closet - Discussion

A motion was made, seconded and unanimously carried to TABLE discussion of the storage closet to the September board meeting pending receipt of additional information.

Email Address Database

A motion was made, seconded and unanimously carried to TABLE discussion of the email address database to the September board meeting pending further review.

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §4930(d) states that the board may take action 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:

Next Meeting

NOTE: Meetings of the Board of Directors are held every other month. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for **September 24, 2020** at 6:15 p.m. Executive Session, 6:45 p.m. General Session at Rancho Senior Center.

Adjourn General Session

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded and unanimously carried to ADJOURN at **9:50 p.m.**

The Villas Community Association

General Session Minutes

July 23, 2020

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SECRETARY'S CERTIFICATE

I, Jill 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:

DocuSigned by:
Jill Cooper
23D2750660FA472...

Appointed Secretary

10/2/2020

Dated

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

SEPTEMBER 24, 2020

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 **via Webex teleconference**.

Roll Call

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

Directors Present: Daniel Wells, President
 Cathy Lewis, Vice President
 Jill Cooper, Secretary
 Ali Gharavi Esfahani, Treasurer
 Angie Dickson, Member at Large

Directors Absent: NONE

Others Present: Morgan Winegar | Director, Optimum Professional Property Management, Inc.

Executive Session Disclosure §4935(a)

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on **September 24, 2020 from 6:20 p.m. to 7:35 p.m.** for the following:

- Contract: Optimum Monthly Meetings
- Delinquencies: A/R Aging Report 07/31/20, Account Update
- Legal-8: Window Replacement Update, Request for Reasonable Accommodations, ADR for Vehicle Violation & Water Damage Concern Update and Drainage
- Minutes: Executive Session 07/23/20

Call to Order General Session

President and Presiding Chair, Dan Wells, called the General Session of the Board of Directors to order **following Executive Session at 7:40 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:

- Window replacement
- Abatement

Architectural Committee

There were no items presented by the architectural committee. No action necessary.

Landscape Committee: Grant's Landscape Proposals

A motion was made, seconded and unanimously carried to APPROVE the proposal dated 08/03/20 from Grant's Landscape for fall lawn scalp and over-seeding for \$1,530.00 to be paid from Operating G/L #60400 (Landscape Supplies).

The Villas Community Association

General Session Minutes

September 24, 2020

Page 2 of 6

A motion was made, seconded and unanimously carried to APPROVE the proposal dated 08/12/20 from Grant's Landscape for plant replacements at 26 Navarre for \$525.00 to be paid from Reserves G/L #34200 (Landscape Irrigation).

A motion was made, seconded and unanimously carried to APPROVE the proposal dated 09/11/20 from Grant's Landscape for installation of a pigmy palm at 37 Morena for \$170.00 if the homeowner at 37 Morena (Kojian) agrees to pay the invoice in full as it a personal request and not an Association responsibility item.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the July 23, 2020 General Session of the Board of Directors as written.

Treasurer's Report / Financial Statements

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 07/31/20 and 08/31/20 as presented, subject to audit/review at fiscal year-end by a CPA.

Morgan Stanley CD G/L #15058

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15058 in the amount of \$100,000.00 plus interest maturing 09/21/20 for a term of six (6) months at the best available rate.

Morgan Stanley CD G/L #15067

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15067 in the amount of \$50,000.00 plus interest maturing 10/30/20 for a term of nine (9) months at the best available rate.

Morgan Stanley CD G/L #15065

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15065 in the amount of \$75,000.00 plus interest maturing 10/16/20 for a term of twelve (12) months at the best available rate.

Morgan Stanley CD G/L #15060

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15060 in the amount of \$75,000.00 plus interest maturing 10/14/20 for a term of twelve (12) months at the best available rate.

Morgan Stanley CD G/L #15055

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15055 in the amount of \$100,000.00 plus interest maturing 10/19/20 for a term of thirteen (13) months at the best available rate.

Proposed Budget, Reserve Study and Reserve Funding Plan Fiscal Year 01/01/21 to 12/31/21

The Board reviewed proposed budget #1 prepared 09/17/20 for fiscal year 01/01/21 to 12/31/21 with an increase in assessments of \$24.00 (5.7%) from \$420.00 to \$444.00 per unit per month and monthly funding to reserves of \$26,000.00 per the reserve study onsite by Association Reserves dated 09/14/20 with reserves funded at 83.5% at beginning of new fiscal year and 90.3% in five (5) years. A motion was made, seconded and carried to APPROVE a budget revised by the Board of Directors for fiscal year 01/01/21 to 12/31/21 with an increase in assessments of \$14.00 (3.3%) from \$420.00 to \$434.00 per unit per month and monthly funding to reserves of \$26,000.00, which is the amount recommended of \$26,000.00 in the reserve study onsite by Association Reserves dated 09/14/20.

NOTE: The Board of Directors is NOT currently considering a special assessment and/or obtaining a bank loan for fiscal year 01/01/21 to 12/31/21 to repair any major common area components or to fund the reserves. Furthermore, the Board APPROVED the reserve study onsite by Association Reserves dated 09/14/20 revision 1 for fiscal year 01/01/21 to 12/31/21 with monthly recommended funding of \$26,000.00 with reserves funded at 83.5% in 2021 and projected funding at 90.3% 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 by Foresight Financial Services for fiscal year 01/01/21 to 12/31/21 with reserves funded at 90.3% in five (5) years based on the approved reserve funding amount of \$26,000.00.

OPPOSE: Dickson

24 Hour Construction Invoice – Remediation at 70 Navarre

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #33400 from 24 Hour Construction dated 06/23/20 for remediation at 70 Navarre for \$3,449.20 to be paid from Operating G/L #75020 (Contingency).

Appointment of Director

A motion was made, seconded and unanimously carried to APPROVE the appointment of Ali Gharavi Esfahani, owner of 33 Navarre, to the Board of Directors effective immediately to fill the vacancy created by the resignation of Rob Fallone on 08/03/20 to serve the remainder of the term expiring January 2021. Furthermore, Ali Gharavi Esfahani is elected to the office of Treasurer.

Appoint Member to Architectural Review Committee due to Resignation of Rob Fallone

A motion was made, seconded and unanimously carried to APPROVE appointment of Ali Gharavi Esfahani to the Architectural Committee effective immediately to fill the vacancy created by the resignation of Rob Fallone on 08/03/20.

Election of Officer/Treasurer

A motion was made, seconded and unanimously carried to APPROVE the election of Director, Ali Gharavi Esfahani to the office of Treasurer effective immediately.

Inspectors of Election - Annual Membership Meeting & Election

A motion was made, seconded and unanimously carried to APPROVE appointment of Avi Schwartz of 62 Navarre 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 28, 2021 at 7:00 p.m. with registration at 6:45 p.m. at Optimum Professional Property Management. Furthermore, Optimum Professional Property Management is authorized to receive the ballots and will turn them over to the Inspector of Election prior to the meeting.

Adopt the Revised Fine Policy

After having given twenty-eight (28) days-notice and consideration of comments made by the Membership, a motion was made, seconded and unanimously carried to ADOPT the Revised Fine Policy previously posted for the Membership on 08/27/20, effective 09/24/20.

Approve Proposal for Tree Trimming – Great Scott

A motion was made, seconded and unanimously carried to APPROVE the proposal from Great Scott Tree Service dated 09/09/20 for annual tree trimming for 2021 for \$22,845.00 to be paid from Operating G/L #61100 (Tree Trimming).

Engineer Proposals for Culvert Drainage Concerns & Scope of Work – Status Update

A motion was made, seconded and unanimously carried to APPROVE the proposal from Total Engineering dated 07/29/20 to improve the drain inlet at the end of the drainage culvert and to provide an additional proposal for repairs for \$2,800.00 to be paid from Operating G/L #75020 (Contingency).

Trash Schedule Recommendation from Waste Management

A motion was made, seconded and unanimously carried to TABLE the recommendation from Waste Management to either increase service days or add an additional bin due to the overage in the dumpsters every week. The Board asked Management to request a later pickup on Saturdays to help alleviate the problem.

Large Item Dumping Concerns

A motion was made, seconded and unanimously carried to TABLE the discussion about the large items being dumped inappropriately until the October board meeting pending further review.

Approve Board Member Reimbursement for Landscape Supplies

A motion was made, seconded and carried to APPROVE the request of Dan Wells owner of 18 Segura for reimbursement from the Association for landscape supplies for the common area in the amount of \$100.00 since it was determined the supplies were for the common area to be paid from Operating G/L #82800 (Miscellaneous Administration).

ABSTAIN: Wells

Approve Gift Card for Landscape Foreman Jesus Castaneda

A motion was made, seconded and unanimously carried to APPROVE the request of Dan Wells owner of 18 Segura for reimbursement from the Association for a monetary holiday bonus of \$150.00 for Jesus Castaneda, the Landscape Foreman, since this is an Association expense to be paid from Operating G/L #82800 (Miscellaneous Administration).

Owner Request for Reimbursement for Window Replacement – 60 Navarre

A motion was made, seconded and unanimously carried to APPROVE the request of Simone Hofford owner of 60 Navarre for reimbursement from the Association for window replacement at 60 Navarre (Hofford) in the amount not to exceed \$2,126.00 based on the Association's proposal from CPR Construction since it was determined the repair is the Association's responsibility.

24 HRC Proposal for Interior Repairs at 60 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from 24 HRC dated 08/27/20 for emergency services and interior repairs at 60 Navarre (Hofford) in the amount not to exceed \$6,000.00 to be paid from Operating G/L #75020 (Contingency).

Petra Geotechnical Investigation at 70 Navarre – Status Update

The Board discussed the status updated provided by Petra Geotechnical with regards to 70 Navarre and the additional request for gutter installation. The Board requested that Management discuss this with the Association's legal counsel, Dirk Petchul and provide the Board with a recommendation.

Petra Geotechnical Investigation at 38 Navarre – Status Update

The Board reviewed information provided by Petra Geotechnical with regards to drainage at 38 and 40 Navarre and requested that the Association's legal counsel, Dirk Petchul review the condo plan with the representative from Petra Geotechnical and provide the Board with a recommendation.

Plumbing & Remediation Proposals for Ratification for 35 Morena

A motion was made, seconded and unanimously carried to APPROVE to ratify the proposal dated 08/25/20 from South County Plumbing to reroute the hot water line up to 50ft. for \$2,450.00 to be paid from Operating G/L #73600 (Plumbing Repairs). A motion was made, seconded and unanimously carried to APPROVE to ratify the proposal dated 09/25/20 from South County Plumbing to repair the cracked kitchen drain for \$1,100.00 to be paid from Operating G/L #73600 (Plumbing Repairs). Additionally, a motion was made, seconded and unanimously carried to APPROVE to ratify the proposal dated 08/17/20 from Viking Environmental for asbestos abatement for \$1,942.55 to be paid from Operating G/L #73600 (Plumbing Repairs).

South County Plumbing Invoice & Report for 52 Navarre – Status Update

The Board reviewed the report provided by South County Plumbing regarding the possible slab leak at 52 Navarre and requested that Management submit a workorder to Petra Geotechnical to inspect this area and provide a recommendation.

Owner Request Concrete Repair – 19 Segura

A motion was made, seconded and unanimously carried to DENY the homeowner's request at 19 Segura to repair the concrete outside the front door at 19 Segura since this repair is the homeowner's responsibility.

Professional Craftsman Proposal for Replacement of Utility Door with Fiberglass

A motion was made, seconded and unanimously carried to TABLE the proposal from Professional Craftsman dated 01/30/20 to replace the utility doors with fiberglass doors for \$1,895.00 until the October board meeting pending further review.

Parking Concerns - Discussion

A motion was made, seconded and unanimously carried to TABLE discussion of parking concerns to the October board meeting pending further review.

Pool Furniture Repair/Replacement

A motion was made, seconded and unanimously carried to TABLE discussion of the pool furniture repair or replacement to the October board meeting pending further review.

Storage Closet - Discussion

A motion was made, seconded and unanimously carried to TABLE discussion of the storage closet to the October board meeting pending receipt of additional information.

Email Address Database

A motion was made, seconded and unanimously carried to TABLE discussion of the email address database to the September board meeting pending further review.

ITEMS NEEDING IMMEDIATE ACTION

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

The Villas Community Association

General Session Minutes

September 24, 2020

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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. Board Meeting Location

A motion was made, seconded and unanimously carried to APPROVE holding the October 22, 2020 Board meeting at Optimum Professional Property Management.

Next Meeting

NOTE: Meetings of the Board of Directors are held every month. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for **October 22, 2020** at 6:15 p.m. Executive Session, 6:45 p.m. General Session at Optimum.

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 **10:20 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:

APPROVED

10/22/20

Appointed Secretary

Dated

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

OCTOBER 22, 2020

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 in Irvine, CA.**

Roll Call

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

Directors Present: Daniel Wells, President
Cathy Lewis, Vice President
Jill Cooper, Secretary
Ali Gharavi Esfahani, Treasurer
Angie Dickson, Member at Large

Directors Absent: NONE

Others Present: Morgan Winegar | Director, Optimum Professional Property Management, Inc.

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 **October 22, 2020 from 6:17 p.m. to 7:10 p.m.** for the following:

- Delinquencies: A/R Aging Report 09/30/20, Account Update
- Legal-8: Window Replacement Update, Request for Reasonable Accommodations, ADR for Vehicle Violation & Water Damage Concern Update and Drainage
- Minutes: Executive Session 09/24/20

Call to Order General Session

President and Presiding Chair, Dan Wells, called the General Session of the Board of Directors to order **following Executive Session at 7:10 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:

- Transparency
- Technology Issues

Architectural Committee

There were no items presented by the architectural committee. No action necessary.

Landscape Committee: Grant's Landscape Proposals

A motion was made, seconded and unanimously carried to TABLE the proposal dated 10/05/20 from Grant's Landscape for miscellaneous plantings from the October landscape walk for \$350.00 until the November board meeting pending further review.

A motion was made, seconded and unanimously carried to APPROVE the proposal dated 10/05/20 from Grant's Landscape for plant replacements near 24 Morena for \$200.00 to be paid from Operating G/L #60300 (Landscape Replacement).

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the September 24, 2020 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 09/30/20 as presented, subject to audit/review at fiscal year-end by a CPA.

Morgan Stanley CD G/L #15080

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Townebank, Reserve Account G/L #15080 in the amount of \$50,000.00 plus interest maturing 11/30/20 for a term of six (6) months at the best available rate.

Morgan Stanley CD G/L #15070

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Branch B&T, Reserve Account G/L #15070 in the amount of \$50,000.00 plus interest maturing 11/12/20 for a term of twelve (12) months at the best available rate.

Aquatrends Rate Increase Letter

The Board reviewed correspondence provided by Aquatrends dated 09/08/20 notifying the Board of the monthly pool maintenance rate increase of 3%, from \$408 in the summer (May-Sept) to \$420 and from \$270 in the winter (Oct-April) to \$281, to commence on January 1, 2021. No action necessary.

Viking Environmental Invoice – Asbestos Abatement at 35 Morena

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #7640 from Viking Environmental dated 09/11/20 for asbestos abatement at 35 Morena for \$2,241.79 to be paid from Operating G/L #75020 (Contingency).

AQS Environmental Invoice – Mold Inspection with Asbestos Survey at 10 Morena

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #2780 from AQS Environmental dated 09/28/20 for mold inspection with asbestos survey at 10 Morena for \$1,645.00 to be paid from Operating G/L #75020 (Contingency).

Aquatrends Invoice – Replace Pool Filter

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #91040-1 from Aquatrends dated 10/09/20 to replace the pool filter for \$1,630.79 to be paid from Operating G/L #55300 (Pool Supplies).

24 HRC Invoice – Mold & Microbial Remediation

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #33676 from 24HRC dated 08/27/20 for mold and microbial services at 60 Navarre for \$3,157.88 to be paid from Operating G/L #75020 (Contingency).

Engineer Proposals for Culvert Drainage Concerns & Scope of Work – Status Update

The Board reviewed the scope of work provided by Petra Geotechnical with regards to the culvert drainage and asked Management to submit the scope of work in order to request a proposal from three (3) vendors to complete the necessary repairs.

Approve COVID-19 Rules for Permanent Use

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 COVID 19 Association Pool Reopening Policy and Written Disinfection Plan prepared by the Association's legal counsel Whitney Petchul effective this date.

Proposal for Wood Repair Scope of Work/Specifications (2)

The Board reviewed two (2) proposals for wood repair scope of work and specifications. A motion was made, seconded and unanimously carried to APPROVE the proposal from CPR Construction dated 10/12/20 to perform a site inspection in order to prepare a scope of work for the community-wide wood repairs for \$4,215.00 to be paid from Reserves G/L #35400 (Painting).

Proposals for Concrete Replacement at 26 Navarre (2)

The Board reviewed two (2) proposals for concrete replacement at 26 Navarre. A motion was made, seconded and unanimously carried to APPROVE the proposal from Concrete Hazard Solutions dated 10/08/20 to remove and replace the concrete in front of the entry at 26 Navarre for \$3,520.00 to be paid from Reserves G/L #37200 (Streets/Drives/Sidewalks).

Trash Schedule Recommendation from Waste Management

A motion was made, seconded and unanimously carried to TABLE the recommendation from Waste Management to either increase service days or add an additional bin due to the overage in the dumpsters every week until the December Board meeting.

Large Item Dumping Concerns

The Board reviewed the large item dumping concerns provided by Waste Management and requested that the representative from Waste Management call into the Board meeting in December 2020.

Owner Request for Reimbursement for Window Replacement – 60 Navarre

The Board reviewed the previously approved owner request for reimbursement for window replacement at 60 Navarre and requested that Management follow up with the homeowner with regards to the necessary architectural application.

Premier Roofing Proposal for Flat Roof Repairs at 60 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 11/07/20 to repair the roof at 60 Navarre for \$2,685.00. However, the Board would like Management to request that the cost for these repairs be waived as the roof material is still under warranty through the manufacturer.

Viking Environmental Abatement Proposal – 10 Morena

A motion was made, seconded and unanimously carried to APPROVE the proposal from Viking Environmental dated 10/15/20 for asbestos abatement at 10 Morena to be paid from Operating G/L #70600 (Common Area Maintenance). Additionally, the Board requested that Management request reimbursement from the homeowner for this cost since it was determined that this cost is homeowner responsibility.

CPR Proposal for Additional Slab Repair at 70 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from CPR Construction dated 10/14/20 to repair a crack in the concrete in the front room at 70 Navarre for \$1,933.00 to be paid from Reserve G/L #38950 (Contingency).

Petra Geotechnical Investigation at 38 Navarre – Status Update

The Board discussed the Petra Geotechnical Investigation at 38 Navarre. There were no new updates. No action necessary.

South County Plumbing Invoice & Report for 52 Navarre – Status Update

The Board discussed the South County Plumbing report at 52 Navarre. There were no new updates. No further action necessary.

November Meeting Date

A motion was made, seconded and unanimously carried to APPROVE holding the November Board meeting on December 3, 2020 at Optimum Professional Property Management.

Professional Craftsman Proposal for Replacement of Utility Door with Fiberglass

A motion was made, seconded and unanimously carried to APPROVE the proposal from Professional Craftsman dated 01/30/20 to replace four sets of utility doors with fiberglass doors near dumpster 5, behind 5 and 7 Segura for \$7,580.00 to be paid from Reserves G/L #38950 (Contingency).

Parking Concerns - Discussion

The Board reviewed parking concerns regarding residents not utilizing their garages for parking vehicles. The Board will continue to monitor to ensure there is sufficient parking throughout the community.

Pool Furniture Repair/Replacement

A motion was made, seconded and unanimously carried to TABLE discussion of the pool furniture repair or replacement to the March 2021 board meeting pending further review.

Storage Closet - Discussion

The Board discussed the storage closets throughout the community and determined that they would like the storage closets to be numbered, require homeowners to register the closet they contain at a first come, first serve basis, only one closet per owner and to divide the double closets equally and provide equal access to the shared closets.

Email Address Database

The Board discussed the email address database and requested that Management continue to update the email list and remove this Agenda item.

Next Meeting

NOTE: Meetings of the Board of Directors are held every month. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for **December 3, 2020** at 6:15 p.m. Executive Session, 6:45 p.m. General Session at Optimum.

Adjourn General Session

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded and unanimously carried to ADJOURN at **9:10 p.m.**

The Villas Community Association

General Session Minutes

October 22, 2020

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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:

APPROVED BY BOARD OF DIRECTORS

03.04.21

Appointed Secretary

Dated

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

DECEMBER 3, 2020

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 in Irvine, CA.**

Roll Call

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

Directors Present: Daniel Wells, President
Cathy Lewis, Vice President
Ali Gharavi Esfahani, Treasurer
Angie Dickson, Member at Large

Directors Absent: Jill Cooper, Secretary

Others Present: Morgan Winegar | Director, Optimum Professional Property Management, Inc.

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 **December 3, 2020 from 6:15 p.m. to 7:07 p.m.** for the following:

- Delinquencies: A/R Aging Report 10/31/20, Account Update
- Legal-7: Request for Reasonable Accommodations, Window Replacement, Vehicle Violation, Water Damage Concern Update and Drainage & Communication Concerns
- Minutes: Executive Session 10/22/20

Call to Order General Session

President and Presiding Chair, Dan Wells, called the General Session of the Board of Directors to order **following Executive Session 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:

- Water intrusion matters
- Solar panels

Architectural Committee: Architectural Application: Window Replacement at 60 Navarre

A motion was made, seconded and unanimously carried to APPROVE the architectural application from Ms. Dygetrt owner of 60 Navarre dated 11/03/20 for window replacement at 60 Navarre, as submitted. Additionally, the Board requested that the homeowner complete the Covenant Agreement for the window replacement and have it notarized in order to properly document the architectural updates.

Landscape Committee: Grant's Landscape Proposals

A motion was made, seconded and unanimously carried to APPROVE the proposal dated 11/16/20 from Grant's Landscape for plant replacements in the planter near 30-31 Morena for \$300.00 to be paid from Operating G/L #60300 (Landscape Replacement).

The Villas Community Association

General Session Minutes

December 3, 2020

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Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the October 22, 2020 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 10/31/20 as presented, subject to audit/review at fiscal year-end by a CPA.

Audit/Tax Return Proposals FYE 12/31/20

The Board reviewed four (4) proposals for an audit and tax preparation at fiscal year-end. A motion was made, seconded and unanimously carried to APPROVE the proposal from Newman & Associates, Inc. dated 07/09/20 to conduct an audit of the Association's financial records and prepare tax returns for fiscal year-ending 12/31/20 for \$800.00.

24 HRC Invoice – Build Back/Remodel Services at 60 Navarre

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #34001 from 24 HRC dated 11/19/20 for build back and remediation at 60 Navarre for \$5,961.85 to be paid from Reserves G/L #38950 (Contingency).

Premier Roofing Invoice – Community-wide Flat Roof Maintenance & Gutter Cleaning

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #3144 from Premier Roofing for community-wide flat roof maintenance and gutter cleaning for \$11,125.00 to be paid from Operating G/L # 74100 (Roof Repairs).

CPR Invoice – Window Repairs at 60 Navarre

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #1203 from CPR Construction for window repairs at 60 Navarre for \$2,126.00 to be paid from Reserves G/L # 38950 (Contingency).

Engineer Proposals for Culvert Drainage Concerns & Scope of Work – Status Update

The Board reviewed three (3) proposals for drainage culvert repairs. A motion was made, seconded and unanimously carried to APPROVE the proposal from CPR Construction dated 11/23/20 for culvert drainage repairs for \$4,110.00 to be paid from Reserves G/L # 38950 (Contingency).

Wood Repair Scope of Work/Specifications

The Board discussed the current wood repair scope and noted that CPR is currently performing the inspection in order to determine the scope of work as approved at the October board meeting.

South County Plumbing Proposal for Hydro-jetting Main Line at 10 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal dated 11/11/20 from South County Plumbing to hydro-jet the main line near 10 Navarre for \$1,275.00 to be paid from Operating G/L #73600 (Plumbing Repairs).

Great Scott Proposal for Tree Removal Near Dumpster #2

A motion was made, seconded and unanimously carried to DENY the proposal from Great Scott to remove the tree near dumpster #2 since the Board would like to keep the tree in place if possible. Furthermore, a motion was made, seconded and unanimously carried to APPROVE the proposal from Concrete Hazard Solutions for concrete grinding near dumpster #2 for a cost not to exceed \$375.00 to be paid from Operating G/L # 70600 (Common Area Maintenance).

Roof Repairs at 60 Navarre – Warranty Status

Management provide the Board with warranty for several roofs out at the community but there was no warranty located for 60 Navarre. Management will contact Premier Roofing for assistance in locating the warranty for this location and provide more information for the board at the January 2021 board meeting.

Trash Schedule Recommendation from Waste Management

The Board reviewed recommendations from Waste Management to either increase service days or add an additional bin due to the overage in the dumpsters every week and determined that neither solution offered any benefit to the Association. The Board requested that Management look into whether the Association is able to hire an alternative vendor for trash pickup to be discussed at the January 2021 board meeting.

Owner Request for Reimbursement for Window Replacement – 60 Navarre

The Board reviewed the previously approved owner request for reimbursement for window replacement at 60 Navarre and requested that Management follow up with the homeowner with regards to the homeowner's completion of the architectural agreement as well as getting the agreement notarized.

Petra Geotechnical Investigation at 38 Navarre – Status Update

The Board discussed the Petra Geotechnical Investigation at 38 Navarre. There were no new updates. No action necessary.

January Meeting Date

A motion was made, seconded and unanimously carried to APPROVE holding the January Board meeting on January 28, 2021.

Professional Craftsman Proposal for Replacement of Utility Door with Fiberglass

The Board directed Management to notify Professional Craftsman that the row of doors being replaced will be those at the end of Segura. Management requested the Board provide any contact information or owner information they may have regarding those storage closets so we can proceed with the work and notify the residents.

Parking Concerns - Discussion

There were no parking concerns discussed. No action necessary

Pool Furniture Repair/Replacement

A motion was made, seconded and unanimously carried to TABLE discussion of the pool furniture repair or replacement to the March 2021 board meeting pending further review.

Storage Closet - Discussion

A motion was made, seconded and unanimously carried to TABLE the discussion of storage closets to the January 2021 board meeting pending further review.

Email Address Database

A motion was made, seconded and unanimously carried to TABLE the discussion of email addresses to the January 2021 board meeting pending further review.

ITEMS NEEDING IMMEDIATE ACTION

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

The Villas Community Association

General Session Minutes

December 3, 2020

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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. Owner Request: Winter Plantings – 18 Segura (Wells)

A motion was made, seconded and carried to APPROVE the request of Daniel Wells owner of 18 Segura dated 10/01/09 for reimbursement from the Association for winter plantings for the Association common area in the amount of \$274.07 to be paid from Operating G/L # 60300 (Landscape Replacements).

ABSTAIN: Wells

Next Meeting

NOTE: Meetings of the Board of Directors are held every month. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for **January 28, 2021** at 6:15 p.m. Executive Session, 6:45 p.m. General Session at Optimum.

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, _____, 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:

APPROVED BY BOARD OF DIRECTORS

03.04.21

Appointed Secretary

Dated