

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

**DECEMBER 9, 2021**

**Notice of Meeting**

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

**Roll Call**

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

Directors Present: Daniel Wells, President  
Angie Dickson, Vice President  
Ali Gharavi Esfahani, Treasurer  
Jill Cooper, Secretary

Directors Absent: Cathy Lewis, Member at Large

Others Present: Jennifer White, CMCA®, Optimum Professional Property Management, Inc.  
Margaret Jung – 15 Segura

**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 9, 2021 from 6:15 p.m. to 6:59 p.m.** for the following:

- Delinquencies: A/R Aging Report 11/30/21
- Hearings (6): Non-Compliance of the Governing Documents
- Legal: Geotechnical Investigation, Vehicle Violation, Water Damage Concern Update and Drainage, Executive Committee
- Minutes: Executive Session 10/28/21

**Call to Order General Session**

President and Presiding Chair, Daniel Wells, called the General Session of the Board of Directors to order **following Executive Session at 7:04 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:

- Pool & Pool Furniture

**Architectural Committee**

A motion was made, seconded, and unanimously carried to DENY the architectural application from Mr. Ando owner of 34 Navarre dated 12/08/21 for the already installed front door and front doorknob set since the door does not aesthetically match in color and style with the community. The homeowner must resubmit a new application for a uniform front door, noting that the doorknob set does conform and can be used on the new front door.

**Landscape Committee**

A motion was made, seconded and unanimously carried to APPROVE the appointment of Sara Mathis to the Landscape Committee.

**The Villas Community Association**

**General Session Minutes**

**December 9, 2021**

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**Landscape Committee: Owner Request: Landscape Reimbursement – 18 Segura (Hovinga/Wells)**

A motion was made, seconded and unanimously carried to APPROVE the request of Dan Wells resident of 18 Segura dated 12/07/21 for reimbursement from the Association to install landscape and holiday lights at the monument area in the amount of \$363.50 to be paid from Operating G/L #70600 (Common Area: Maintenance).

**Executive Sub Committee – Racquet Club Sale**

No update at this time.

**Painting Committee**

Management provided an update to the Board with an estimated start date of January 2022 for the community wide work.

**Secretary's Report / Minutes**

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the October 28, 2021 General Session of the Board of Directors as written.

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the November 22, 2021 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 10/31/21 as presented, subject to audit/review at fiscal year-end by a CPA.

A motion was made, seconded, and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 11/30/21 as presented, subject to audit/review at fiscal year-end by a CPA.

**Audit/Tax Return Proposals FYE 12/31/21**

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 07/13/21 to conduct an audit of the Association's financial records and prepare tax returns for fiscal year-ending 12/31/21 for \$1,000.00.

**Nature Care Invoice – Monthly Landscape Maintenance**

The Board discussed the recently denied monthly landscape maintenance invoice for Nature Care and has agreed they are willing to pay two-thirds of the invoice (\$3,353.00), noting that the Board feels this is generous due to lack of maintenance and onsite crew.

**Villa Park Proposal – 3 Year Trimming Plan**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Villa Park dated 09/20/21 for the 3 year trimming plan until the January board meeting pending further review.

**Villa Park Proposal – Overseeding**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from Villa Park dated 11/11/21 to perform the overseeding for \$3,595.00 as the Board feels it is not needed at this time.

**Approve Gift Card for Landscape Foreman Jesus Castaneda**

A motion was made, seconded, and unanimously carried to APPROVE providing Jesus Castaneda a bonus of \$150.00, which will be provided by Board Member Jill Cooper. Furthermore, the Board approves the reimbursement to Jill Cooper from the Association for the bonus in the amount of \$150.00 to be paid from Operating G/L #70600 (Common Area: Maintenance), contingent upon confirmation of bonus provided to Jesus.

**The Villas Community Association**

**General Session Minutes**

**December 9, 2021**

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**Storage of Association Documents**

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

**January Board Meeting Date**

The Board discussed the January Board meeting date due to the Annual Meeting being held in January. The Board agreed to hold the meeting in consecutive with the Annual Meeting, on January 27, 2022.

**Roof Repairs at 60 Navarre – Warranty Status**

A motion was made, seconded, and unanimously carried to TABLE the discussion with regards to the warranty status of the roof repairs at 60 Navarre until the January board meeting pending receipt of additional information from Premier Roofing.

**Next Meeting**

Meetings of the Board of Directors are held every month on the 4<sup>th</sup> Thursday. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for **Thursday, January 27, 2022** at 6:15 p.m. Executive Session, 7:00 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 **8:18 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**

**01.27.22**

\_\_\_\_\_  
Appointed Secretary

\_\_\_\_\_  
Dated

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

**NOVEMBER 22, 2021**

**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 Zoom 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  
Angie Dickson, Vice President  
Ali Gharavi Esfahani, Treasurer  
Jill Cooper, Secretary  
Cathy Lewis, Member at Large

Directors Absent: None

Others Present: Jennifer White, CMCA®, 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 28, 2021 from 6:17 p.m. to 7:15 p.m.** for the following:

- Delinquencies: A/R Aging Report 09/30/21
- Hearings (8): Non-Compliance of the Governing Documents
- Legal: Geotechnical Investigation, Vehicle Violation, Water Damage Concern Update and Drainage, Executive Committee
- Minutes: Executive Session 09/23/21

**Call to Order General Session**

President and Presiding Chair, Daniel Wells, called the General Session of the Board of Directors to order **following Executive Session at 2:31 p.m.**

**Homeowner Forum**

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. The following items were presented: None

**Architect for Community Wide Repairs Proposals**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Smith Architects dated 11/22/21 to prepare the drawings/exhibits needed for City permits for the already approved community wide repairs for \$2,200.00 to be paid from Reserves G/L #35400 (Painting).

**Next Meeting**

Note: Meetings of the Board of Directors are held monthly except no meeting is held in December. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for **Thursday, December 9, 2021** at 6:15 p.m. Executive Session, 7:00 p.m. General Session at Optimum.

**The Villas Community Association**

**Special General Session Minutes**

**November 22, 2021**

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**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 **2:37 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**

**12.09.21**

\_\_\_\_\_  
Appointed Secretary

\_\_\_\_\_  
Dated

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

**OCTOBER 28, 2021**

**Notice of Meeting**

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

**Roll Call**

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

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

Directors Absent: None

Others Present: Morgan Winegar, Director CMCA®, Optimum Professional Property Management, Inc.  
Jennifer White, CMCA®, 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 28, 2021 from 6:17 p.m. to 7:15 p.m.** for the following:

- Delinquencies: A/R Aging Report 09/30/21
- Hearings (8): Non-Compliance of the Governing Documents
- Legal: Geotechnical Investigation, Vehicle Violation, Water Damage Concern Update and Drainage, Executive Committee
- Minutes: Executive Session 09/23/21

**Call to Order General Session**

President and Presiding Chair, Daniel Wells, called the General Session of the Board of Directors to order **following Executive Session at 7:00 p.m.**

**Homeowner Forum**

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. The following items were presented: None

**Architectural Committee**

A motion was made, seconded, and unanimously carried to APPROVE the notice of completion from Ms. Seltzer owner of 10 Navarre for their recently completed landscape modification.

**Landscape Committee**

No update at this time.

**Executive Sub Committee – Racquet Club Sale**

No update at this time.

**The Villas Community Association**

**General Session Minutes**

**October 28, 2021**

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**Painting Committee**

Management provided an update to the Board with an estimated start date of early January 2022 for the community wide work.

**Secretary's Report / Minutes**

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the September 23, 2021 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 09/30/21 as presented, subject to audit/review at fiscal year-end by a CPA.

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15098 in the amount of \$150,000.00 plus interest maturing 12/02/21 for a term of six (6) months at the best available rate.

A motion was made, seconded, and unanimously carried to APPROVE investing liquid funds currently in Morgan Stanley Money Market, Reserve Account G/L #14200 into one (1) Certificate of Deposit for \$150,000.00 for a term of six (6) months at the best available rate.

A motion was made, seconded, and unanimously carried to APPROVE the transfer of funds from Pacific Premier Bank Money Market, Reserve Account #14100 in the amount of \$80,000.00 to Alliance Money Market, Reserve Account G/L #14320.

**Proposed Budget, Reserve Study and Reserve Funding Plan Fiscal Year 01/01/22 to 12/31/22**

The Board reviewed proposed budget #3b prepared 10/25/21 for fiscal year 01/01/22 to 12/31/22 with an increase in assessments of \$46.00 (10.6%) from \$434.00 to \$480.00 per unit per month and monthly funding to reserves of \$25,005.79 per the reserve study **update** by Association Reserves dated 10/22/21 with reserves funded at 84.8% at beginning of new fiscal year and 89.1% in five (5) years. A motion was made, seconded, and unanimously carried to APPROVE proposed budget #3b per the Board of Directors for fiscal year 01/01/22 to 12/31/22 with an increase in assessments of \$46.00 (10.6%) from \$434.00 to \$480.00 per unit per month and monthly funding to reserves of \$25,005.79, which is less than the amount recommended of \$26,900.00 in the **update** reserve study by Association Reserves dated 10/22/21 with reserves funded at 84.8% at the beginning of the new fiscal year and 89.1% in five (5) years.

The Board of Directors is NOT currently considering a special assessment and/or obtaining a bank loan for fiscal year 01/01/22 to 12/31/22 to repair any major common area components or to fund the reserves

Furthermore, the Board APPROVE the reserve study **update** by Association Reserves dated 10/22/21 version 2 for fiscal year 01/01/22 to 12/31/22 recommending funding to reserves of \$26,900.00 per month with reserves funded at 84.8% in 2022 and projected funding at 89.1% 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 Association Reserves for fiscal year 01/01/22 to 12/31/22 with reserves funded at 85.5% in five (5) years based on the approved reserve funding amount of \$25,005.79 per month.

**Nature Care Invoice – Monthly Landscape Maintenance**

A motion was made, seconded, and unanimously carried to DENY payment of invoice #12385 from Nature Care dated 09/01/21 for the September monthly landscape maintenance for \$5,081.00 due to lack of maintenance and onsite crew. Furthermore, the Board is willing to pay half of the invoice and instructed management to negotiate.

**Nature Care Invoice – Irrigation Repairs**

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #12180 from Nature Care dated 07/29/21 to perform irrigation repairs throughout the community for \$878.37 to be paid from Operating G/L #60800 (Irrigation).

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to DENY payment of invoice #12594 from Nature Care dated 09/09/21 to perform a mainline repair across from 31 Navarre for \$850.00 as there the same area had to be repaired again within a short amount of time.

**Delinquencies: Approval to Record Lien**

In accordance with California Civil Code §5673: A motion was made, seconded, and unanimously carried to APPROVE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as:

- APN #935-620-08 / ACCT #6320434

**Pool/Spa Skimmer Replacement Proposals (3)**

The Board reviewed three (3) proposals to replace the pool/spa skimmers. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Water Savers date 10/16/21 to replace the pool/spa skimmers for \$5,500.00 to be paid from Reserves G/L #36000 (Pool/Spa).

**Annual Roof & Gutter Maintenance Proposals**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Fontaine Weatherproofing dated 10/14/21 to perform the annual roof and gutter maintenance for \$16,375.00 to be paid from Reserves G/L #36300 (Roofs).

**Community Wide Concrete Repair Proposals (3)**

The Board reviewed three (3) proposals to perform the community wide concrete repairs. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Concrete Hazard Solutions dated 09/02/21 to perform the community wide concrete repairs for \$10,670.00 to be paid from Reserves G/L #37200 (Streets/Drives/Sidewalks).

**Carasso Construction – Wall Cap Replacement**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from Carasso Construction dated 10/17/21 to replace the wall caps with composite material for \$12,320.00 as the Board advised it is not needed at this time and does not like the aesthetics it would give to the community.

**Professional Craftsmen Proposal – Utility Door Replacement**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Professional Craftsmen dated 10/07/21 to replace some utility doors throughout the community for a cost not to exceed \$26,000.00 to be paid from Reserves G/L #32100 (Fencing, Walls, & Railings).



**The Villas Community Association**

**General Session Minutes**

**October 28, 2021**

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**Villa Park Proposal – 3 Year Trimming Plan**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Villa Park dated 09/20/21 for the 3 year trimming plan until the December board meeting pending further review.

**Premier Roofing Proposal – Clamp Ring Replacement at 58 Navarre**

A motion was made, seconded, and unanimously carried to DENY the proposal from Premier Roofing dated 10/14/21 to replace the clamp ring at 58 Navarre for \$1,392.00 as the work will be completed with the annual roof and gutter maintenance.

**Tri-County Proposal – LED Upgrade at Pool Area**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Tri-County dated 10/11/21 to upgrade the five (5) pool lights to LED for \$1,872.92.00 to be paid from Reserves G/L #34800 (Lighting).

**Inspectors of Election - Annual Membership Meeting & Election**

A motion was made, seconded, and unanimously carried to APPROVE appointment of Margaret Jung of 15 Segura, Avraham Schwartz of 62 Navarre, and Claudia Sobaih of 3 Segura to act as the Inspectors 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 20,2022 at 7:00 p.m. with registration at 6:45 p.m. at Optimum. Furthermore, Optimum Professional Property Management, Inc. is authorized to receive the ballots and will turn them over to the Inspector of Election prior to the meeting.

**November Board Meeting Date**

The Board discussed the November meeting date as the regularly scheduled meeting falls on a holiday. The Board agreed to hold the meeting on December 9, 2021.

**In Person Meetings**

The Board discussed in person meetings resuming at the Senior Center. The Board will hold all meetings for 2022 at Optimum, with the option of Zoom available to homeowners.

**Roof Repairs at 60 Navarre – Warranty Status**

A motion was made, seconded, and unanimously carried to TABLE the discussion with regards to the warranty status of the roof repairs at 60 Navarre until the December board meeting pending receipt of additional information from Premier Roofing.

**Next Meeting**

Meetings of the Board of Directors are held every month on the 4<sup>th</sup> Thursday. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for **Thursday, December 9, 2021** at 6:15 p.m. Executive Session, 7:00 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 **9:20 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**

**12.09.21**

\_\_\_\_\_  
Appointed Secretary

\_\_\_\_\_  
Dated

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

**OCTOBER 28, 2021**

**Notice of Meeting**

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

**Roll Call**

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

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

Directors Absent: None

Others Present: Morgan Winegar, Director CMCA®, Optimum Professional Property Management, Inc.  
Jennifer White, CMCA®, 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 28, 2021 from 6:17 p.m. to 7:15 p.m.** for the following:

- Delinquencies: A/R Aging Report 09/30/21
- Hearings (8): Non-Compliance of the Governing Documents
- Legal: Geotechnical Investigation, Vehicle Violation, Water Damage Concern Update and Drainage, Executive Committee
- Minutes: Executive Session 09/23/21

**Call to Order General Session**

President and Presiding Chair, Daniel Wells, called the General Session of the Board of Directors to order **following Executive Session at 7:00 p.m.**

**Homeowner Forum**

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. The following items were presented: None

**Architectural Committee**

A motion was made, seconded, and unanimously carried to APPROVE the notice of completion from Ms. Seltzer owner of 10 Navarre for their recently completed landscape modification.

**Landscape Committee**

No update at this time.

**Executive Sub Committee – Racquet Club Sale**

No update at this time.

**The Villas Community Association**

**General Session Minutes**

**October 28, 2021**

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**Painting Committee**

Management provided an update to the Board with an estimated start date of early January 2022 for the community wide work.

**Secretary's Report / Minutes**

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the September 23, 2021 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 09/30/21 as presented, subject to audit/review at fiscal year-end by a CPA.

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15098 in the amount of \$150,000.00 plus interest maturing 12/02/21 for a term of six (6) months at the best available rate.

A motion was made, seconded, and unanimously carried to APPROVE investing liquid funds currently in Morgan Stanley Money Market, Reserve Account G/L #14200 into one (1) Certificate of Deposit for \$150,000.00 for a term of six (6) months at the best available rate.

A motion was made, seconded, and unanimously carried to APPROVE the transfer of funds from Pacific Premier Bank Money Market, Reserve Account #14100 in the amount of \$80,000.00 to Alliance Money Market, Reserve Account G/L #14320.

**Proposed Budget, Reserve Study and Reserve Funding Plan Fiscal Year 01/01/22 to 12/31/22**

The Board reviewed proposed budget #3b prepared 10/25/21 for fiscal year 01/01/22 to 12/31/22 with an increase in assessments of \$46.00 (10.6%) from \$434.00 to \$480.00 per unit per month and monthly funding to reserves of \$25,005.79 per the reserve study **update** by Association Reserves dated 10/22/21 with reserves funded at 84.8% at beginning of new fiscal year and 89.1% in five (5) years. A motion was made, seconded, and unanimously carried to APPROVE proposed budget #3b per the Board of Directors for fiscal year 01/01/22 to 12/31/22 with an increase in assessments of \$46.00 (10.6%) from \$434.00 to \$480.00 per unit per month and monthly funding to reserves of \$25,005.79, which is less than the amount recommended of \$26,900.00 in the **update** reserve study by Association Reserves dated 10/22/21 with reserves funded at 84.8% at the beginning of the new fiscal year and 89.1% in five (5) years.

The Board of Directors is NOT currently considering a special assessment and/or obtaining a bank loan for fiscal year 01/01/22 to 12/31/22 to repair any major common area components or to fund the reserves

Furthermore, the Board APPROVE the reserve study **update** by Association Reserves dated 10/22/21 version 2 for fiscal year 01/01/22 to 12/31/22 recommending funding to reserves of \$26,900.00 per month with reserves funded at 84.8% in 2022 and projected funding at 89.1% 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 Association Reserves for fiscal year 01/01/22 to 12/31/22 with reserves funded at 85.5% in five (5) years based on the approved reserve funding amount of \$25,005.79 per month.

**Nature Care Invoice – Monthly Landscape Maintenance**

A motion was made, seconded, and unanimously carried to DENY payment of invoice #12385 from Nature Care dated 09/01/21 for the September monthly landscape maintenance for \$5,081.00 due to lack of maintenance and onsite crew. Furthermore, the Board is willing to pay half of the invoice and instructed management to negotiate.

**Nature Care Invoice – Irrigation Repairs**

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #12180 from Nature Care dated 07/29/21 to perform irrigation repairs throughout the community for \$878.37 to be paid from Operating G/L #60800 (Irrigation).

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to DENY payment of invoice #12594 from Nature Care dated 09/09/21 to perform a mainline repair across from 31 Navarre for \$850.00 as there the same area had to be repaired again within a short amount of time.

**Delinquencies: Approval to Record Lien**

In accordance with California Civil Code §5673: A motion was made, seconded, and unanimously carried to APPROVE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as:

- APN #935-620-08 / ACCT #6320434

**Pool/Spa Skimmer Replacement Proposals (3)**

The Board reviewed three (3) proposals to replace the pool/spa skimmers. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Water Savers date 10/16/21 to replace the pool/spa skimmers for \$5,500.00 to be paid from Reserves G/L #36000 (Pool/Spa).

**Annual Roof & Gutter Maintenance Proposals**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Fontaine Weatherproofing dated 10/14/21 to perform the annual roof and gutter maintenance for \$16,375.00 to be paid from Reserves G/L #36300 (Roofs).

**Community Wide Concrete Repair Proposals (3)**

The Board reviewed three (3) proposals to perform the community wide concrete repairs. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Concrete Hazard Solutions dated 09/02/21 to perform the community wide concrete repairs for \$10,670.00 to be paid from Reserves G/L #37200 (Streets/Drives/Sidewalks).

**Carasso Construction – Wall Cap Replacement**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from Carasso Construction dated 10/17/21 to replace the wall caps with composite material for \$12,320.00 as the Board advised it is not needed at this time and does not like the aesthetics it would give to the community.

**Professional Craftsmen Proposal – Utility Door Replacement**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Professional Craftsmen dated 10/07/21 to replace some utility doors throughout the community for a cost not to exceed \$26,000.00 to be paid from Reserves G/L #32100 (Fencing, Walls, & Railings).

**The Villas Community Association**

**General Session Minutes**

**October 28, 2021**

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**Villa Park Proposal – 3 Year Trimming Plan**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Villa Park dated 09/20/21 for the 3 year trimming plan until the December board meeting pending further review.

**Premier Roofing Proposal – Clamp Ring Replacement at 58 Navarre**

A motion was made, seconded, and unanimously carried to DENY the proposal from Premier Roofing dated 10/14/21 to replace the clamp ring at 58 Navarre for \$1,392.00 as the work will be completed with the annual roof and gutter maintenance.

**Tri-County Proposal – LED Upgrade at Pool Area**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Tri-County dated 10/11/21 to upgrade the five (5) pool lights to LED for \$1,872.92.00 to be paid from Reserves G/L #34800 (Lighting).

**Inspectors of Election - Annual Membership Meeting & Election**

A motion was made, seconded, and unanimously carried to APPROVE appointment of Margaret Jung of 15 Segura, Avraham Schwartz of 62 Navarre, and Claudia Sobaih of 3 Segura to act as the Inspectors 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 20,2022 at 7:00 p.m. with registration at 6:45 p.m. at Optimum. Furthermore, Optimum Professional Property Management, Inc. is authorized to receive the ballots and will turn them over to the Inspector of Election prior to the meeting.

**November Board Meeting Date**

The Board discussed the November meeting date as the regularly scheduled meeting falls on a holiday. The Board agreed to hold the meeting on December 9, 2021.

**In Person Meetings**

The Board discussed in person meetings resuming at the Senior Center. The Board will hold all meetings for 2022 at Optimum, with the option of Zoom available to homeowners.

**Roof Repairs at 60 Navarre – Warranty Status**

A motion was made, seconded, and unanimously carried to TABLE the discussion with regards to the warranty status of the roof repairs at 60 Navarre until the December board meeting pending receipt of additional information from Premier Roofing.

**Next Meeting**

Meetings of the Board of Directors are held every month on the 4<sup>th</sup> Thursday. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for **Thursday, December 9, 2021** at 6:15 p.m. Executive Session, 7:00 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 **9:20 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**

**12.09.21**

\_\_\_\_\_  
Appointed Secretary

\_\_\_\_\_  
Dated

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

**AUGUST 26, 2021**

**Notice of Meeting**

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

**Roll Call**

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

Directors Present: Daniel Wells, President  
Angie Dickson, Vice President  
Ali Gharavi Esfahani, Treasurer  
Jill Cooper, Secretary

Directors Absent: Cathy Lewis, Member at Large

Others Present: Jennifer White, CMCA<sup>®</sup>, Optimum Professional Property Management, Inc.  
Morgan Winegar, Director CMCA<sup>®</sup>, Optimum Professional Property Management, Inc.  
Linda Melina – 12 Morena  
Javier Reyes – Villa Park

**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 **August 26, 2021 from 6:17 p.m. to 7:13 p.m.** for the following:

- Contracts: Grant's Landscape/Nature Care
- Delinquencies: A/R Aging Report 07/31/21, Request to Waive Fine
- Hearings (5): Non-Compliance of the Governing Documents
- Legal: Geotechnical Investigation, Vehicle Violation, Water Damage Concern Update and Drainage, Executive Committee
- Minutes: Executive Session 07/22/21, Special Executive Session 08/05/21

**Call to Order General Session**

President and Presiding Chair, Daniel Wells, called the General Session of the Board of Directors to order **following Executive Session at 7:16 p.m.**

**Homeowner Forum**

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. The following items were presented: None

**Architectural Committee: Architectural Application**

No applications for the Board to review at this time.

**Landscape Committee: Nature Care Proposals**

No proposals for the Board to review at this time.

**Executive Sub Committee – Racquet Club Sale**

No update at this time as the sale is at a standstill due to the City of Irvine not approving the re-zoning.



**The Villas Community Association**

**General Session Minutes**

**August 26, 2021**

**Page 2 of 4**

**Painting Committee**

A motion was made, seconded, and unanimously carried to APPROVE the appointment of Daniel Wells and Angie Dickson to the Painting Committee to assist with quality control during the community wide painting and repairs.

**Secretary's Report / Minutes**

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the July 22, 2021 General Session of the Board of Directors as written.

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the August 5, 2021 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 07/31/21 as presented, subject to audit/review at fiscal year-end by a CPA.

Furthermore, a motion was made, seconded, and unanimously carried to transfer funds from Morgan Stanley Reserve Account G/L #14200 in the amount of \$150,000.00 to Morgan Stanley to be deposited in a six (6) month Certificate of Deposit at the best available rate.

**Morgan Stanley CD Maturing 09/03/21**

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15096 in the amount of \$50,000.00 plus interest maturing 09/03/21 for a term of six (6) months at the best available rate.

**AQS Environmental Invoice – Post Abatement Testing at 12 Morena**

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #2989 from AQS Environmental dated 07/16/21 to perform the post abatement clearance at 12 Morena for \$1,690.00 to be paid from Reserves G/L #38950 (Contingency).

**Reserve Study FY 01/01/22 to 12/31/22**

A motion was made, seconded, and unanimously carried to TABLE the update reserve study from Association Reserves for fiscal year 01/01/22 to 12/31/22 until the September board meeting pending further review.

**Monthly Landscape Maintenance Proposals**

The Board reviewed four (4) proposals/contracts for routine landscape maintenance. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Villa Park dated 08/16/21 for routine landscape maintenance five (5) times per week for \$7,895.00 per month to commence October 1, 2021, contingent upon review by the Association's legal counsel. Furthermore, the contract with Grant's Landscape/Nature Care will be terminated in accordance with the terms of the contract as of September 30, 2021.

**LED Upgrade Proposals**

A motion was made, seconded, and unanimously carried to TABLE the proposals to perform the LED upgrade throughout the community until the September board meeting pending further review.

**Tri-County Lighting Proposal – Modified Inclusive Monthly Maintenance**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Tri-Counting Lighting dated 07/27/21 to have modified inclusive monthly maintenance for \$1,126.55 until September board meeting pending further review.

**First Street Painting Proposal – Utility Door Painting**

A motion was made, seconded, and unanimously carried to TABLE the proposal from First Street Painting dated 06/29/21 to paint the utility doors for a cost ranging between \$100.00 to \$360.00 until the September board meeting pending further review.

**Great Scott Proposal – Annual Tree Trimming**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Great Scott to perform the annual tree trimming until the September board meeting pending receipt of the proposal.

**Carasso Construction – Wall Cap Replacement**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Carasso Construction dated 08/23/21 to replace the wall caps with composite material until the September board meeting pending further review.

**Roof Repairs at 60 Navarre – Warranty Status**

A motion was made, seconded, and unanimously carried to TABLE the discussion with regards to the warranty status of the roof repairs at 60 Navarre until the September board meeting pending receipt of additional information from Premier Roofing.

**Professional Craftsman – Status Update Replacement of Utility Door with Fiberglass Discussion**

The Board discussed the utility doors. The matter is pending further discussion and evaluation at the upcoming property inspection.

**Utility Door Plaques**

The Board reviewed the rendering provided by Absolute Signs and approve the rendering to proceed with fabrication.

**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. Fidelity Coverage**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Berg Insurance to include Fidelity coverage with their current 2021-2022 policy, effective 08/30/21, with a policy limit of \$2 million for \$1,051.00.

**Next Meeting**

Meetings of the Board of Directors are held every month on the 4<sup>th</sup> Thursday. The Annual Membership Meeting and Election is held in January. The next meeting of the Board of Directors is scheduled for **Thursday, September 23, 2021** at 6:15 p.m. Executive Session, 7:00 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 **9:54 p.m.**

**SECRETARY'S CERTIFICATE**

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

ATTEST:

\_\_\_\_\_  
Appointed Secretary

\_\_\_\_\_  
Dated

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

**AUGUST 5, 2021**

**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 Zoom 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  
Angie Dickson, Vice President  
Jill Cooper, Secretary  
Cathy Lewis, Member at Large

Directors Absent: Ali Gharavi Esfahani, Treasurer

Others Present: Jennifer White, CMCA®, Optimum Professional Property Management, Inc.  
Morgan Winegar, Director CMCA®, Optimum Professional Property Management, Inc.  
Bill Brosnan – Carasso Construction

**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 **August 5, 2021 from 3:00 p.m. to 3:29 p.m.** for the following:

- Hearing (1): Reimbursement Assessment

**Call to Order General Session**

President and Presiding Chair, Daniel Wells, called the General Session of the Board of Directors to order **following Executive Session at 3:30 p.m.**

**Homeowner Forum**

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. The following items were presented: None

**Community Wide Wood Repair Proposals**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Carasso Construction dated 08/04/21 to perform the community wide wood repairs for a cost not to exceed \$51,000.00 to be paid from Reserves G/L #35400 (Painting).

**Next Meeting**

Note: Meetings of the Board of Directors are held monthly except no meeting is held in December. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for **Thursday, August 26, 2021** at 6:15 p.m. Executive Session, 7:00 p.m. General Session at Optimum.

**The Villas Community Association**

**Special General Session Minutes**

**August 5, 2021**

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**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 **4:30 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:

\_\_\_\_\_  
Appointed Secretary

\_\_\_\_\_  
Dated

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

**JULY 22, 2021**

**Notice of Meeting**

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

**Roll Call**

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

Directors Present: Daniel Wells, President  
Angie Dickson, Vice President  
Ali Gharavi Esfahani, Treasurer  
Jill Cooper, Secretary

Directors Absent: Cathy Lewis, Member at Large

Others Present: Jennifer White, CMCA®, Optimum Professional Property Management, Inc.  
Morgan Winegar, Director CMCA®, 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 22, 2021 from 6:16 p.m. to 7:49 p.m.** for the following:

- Delinquencies: A/R Aging Report 03/30/21, Request to Waive Fees
- Hearings (7): Non-Compliance of the Governing Documents
- Legal: Account Status Update, Geotechnical Investigation, Vehicle Violation, Water Damage Concern Update and Drainage, Executive Committee
- Minutes: Executive Session 06/22/21

**Call to Order General Session**

President and Presiding Chair, Daniel Wells, called the General Session of the Board of Directors to order **following Executive Session at 7:50 p.m.**

**Homeowner Forum**

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. The following items were presented: None

**Architectural Committee: Architectural Application – Rain Gutter – 35 Morena**

A motion was made, seconded, and unanimously carried to APPROVE the architectural application from Ms. Dunn, owner of 35 Morena, dated 06/28/21, to install a rain gutter, as submitted, notating the following conditions: the downspout must be installed on the exterior patio wall and drain into the landscape (away from the home), homeowner (and future homeowners) is responsible for maintaining (including, but not limited to, painting and repairs).

**Landscape Committee: Nature Care Proposals**

No proposals for the Board to review at this time.

**The Villas Community Association**

**General Session Minutes**

**July 22, 2021**

**Page 2 of 4**

**Executive Sub Committee – Racquet Club Sale**

No update at this time.

**Painting Committee**

No update at this time as First Street Painting has been approved for the community wide painting but the wood repair proposals are still under review.

**Secretary's Report / Minutes**

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the June 22, 2021 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 06/30/21 as presented, subject to audit/review at fiscal year-end by a CPA.

**Morgan Stanley CD Maturing 08/18/21**

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15094 in the amount of \$50,000.00 plus interest maturing 08/18/21 for a term of six (6) months at the best available rate.

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #11863 from Nature Care dated 07/01/21 to repair the irrigation mainline adjacent to the pool area for \$1,078.01 to be paid from Operating G/L #60800 (Irrigation: Repairs/Maintenance).

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #11862 from Nature Care dated 07/01/21 to repair the irrigation mainline under the street in front of 44 Navarre for \$1,407.14 to be paid from Operating G/L #60800 (Irrigation: Repairs/Maintenance).

**RESCIND: Rodent Pest Technologies Proposal – Annual Termite Control**

A motion was made, seconded, and unanimously carried to RESCIND prior approval as recorded in the June 24, 2021 General Session Minutes of the proposal dated 06/15/21 to perform the annual termite control for \$12,960.00 to be paid from Reserves G/L #37500 (Termite Fumigation/Treatment) as the termite infested wood areas will be addressed during the community wide repair and painting.

**Reserve Study FY 01/01/22 to 12/31/22**

A motion was made, seconded, and unanimously carried to TABLE the update reserve study from Association Reserves for fiscal year 01/01/22 to 12/31/22 until the August board meeting pending further review.

**Insurance Renewal Quote & Proposal**

The Board reviewed the renewal policy quote from Berg Insurance and a proposal from BBSI and LaBarre Oksnee for insurance coverage renewing 07/24/21. A motion was made, seconded, and carried to APPROVE the renewal quote from Berg Insurance dated 06/15/21 to include property coverage with a policy limit of \$40,950,487 and deductible of \$10,000, 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 \$31,090.00 subject to rate changes to be paid from Operating.

*Against: Esfahani*

**Berg Insurance Proposal – Earthquake Coverage**

The Board reviewed the renewal policy quote from Berg Insurance insurance coverage renewing 07/24/21. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Berg Insurance dated 06/28/21 to include Earthquake coverage with a policy limit of \$35,692,519 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 \$42,848.75 be paid from Operating.

**Monthly Landscape Maintenance Proposals**

The Board reviewed three (3) proposals for routine landscape maintenance. A motion was made, seconded, and unanimously carried to TABLE the proposals for the monthly landscape maintenance until the August board meeting pending further review.

**Community Wide Wood Repair Proposals**

A motion was made, seconded, and unanimously carried to TABLE the community wide wood repair proposals until the August board meeting pending further review.

**First Street Painting Proposal – Utility Door Painting**

A motion was made, seconded, and unanimously carried to TABLE the proposal from First Street Painting dated 06/29/21 to paint the utility doors for a cost ranging between \$100.00 to \$360.00 until the August board meeting pending further review.

**Tri-County Lighting Proposal – LED Upgrade**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Tri-Counting Lighting dated 07/09/21 to upgrade the address sign lights to LED for \$4,465.99 until the August board meeting pending further review.

**Tri-County Lighting Proposal – Modified Inclusive Monthly Maintenance**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Tri-Counting Lighting dated 01/20/20 to have modified inclusive monthly maintenance for \$1,126.55 until August board meeting pending further review.

**Sea Breeze Pool Furniture Proposal – Chair Replacement**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from Sea Breeze Pool Furniture for chair replacement as the Board will look into other options for chair replacement.

**Roof Repairs at 60 Navarre – Warranty Status**

A motion was made, seconded, and unanimously carried to TABLE the discussion with regards to the warranty status of the roof repairs at 60 Navarre until the August board meeting pending receipt of additional information from Premier Roofing.

**Professional Craftsman – Status Update Replacement of Utility Door with Fiberglass Discussion**

The Board discussed the utility doors. The matter is pending until the utility door signs are furnished.

**Utility Door Plaques**

The Board discussed the plaque coloring (background and lettering) and lettering, noting that the background color will be the building trim color and the lettering will be dark brown. The lettering order is in the process of being determined.



**The Villas Community Association**

**General Session Minutes**

**July 22, 2021**

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**Homeowner Concern: Smoke in Patio Area**

The Board discussed the smoke in the patio area concern. A compliance notice to be issued. No further action required.

**Homeowner Request: Leak Repair Reimbursement – 27 Navarre**

No action required as the homeowners request was not submitted.

**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. 24 HRC Proposal – Remediation at 12 Morena**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from 24 HRC dated 07/22/21 to perform the repairs at 12 Morena for \$4,754.78 to paid from Reserves G/L #38950 (Contingency).

**2. Viking Environmental – Abatement at 12 Morena**

A motion was made, seconded, and unanimously carried to RATIFY the APPROVAL of the proposal from Viking Environmental dated 05/21/21 to perform the abatement at 12 Morena for \$4,103.88 to be paid from Reserves G/L #38950 (Contingency).

**Next Meeting**

Meetings of the Board of Directors are held every month on the 4<sup>th</sup> Thursday. The Annual Membership Meeting and Election is held in January. The next meeting of the Board of Directors is scheduled for **Thursday, August 26, 2021** at 6:15 p.m. Executive Session, 7:00 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 **10:00 p.m.**

**SECRETARY'S CERTIFICATE**

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

ATTEST:

\_\_\_\_\_  
Appointed Secretary

\_\_\_\_\_  
Dated

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

**JUNE 24, 2021**

**Notice of Meeting**

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

**Roll Call**

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

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

Directors Absent:        None

Others Present:         Jennifer White, CMCA®, Optimum Professional Property Management, Inc.  
                                 Morgan Winegar, Director CMCA®, Optimum Professional Property Management, Inc.  
                                 Daniel Wells, 18 Segura  
                                 Butch Macedo, First Street Painting

**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 **June 24, 2021 from 6:19 p.m. to 7:12 p.m.** for the following:

- Delinquencies: A/R Aging Report 05/31/21
- Legal: Account Status Update, Geotechnical Investigation, Vehicle Violation, Water Damage Concern Update and Drainage, Nuisances, Executive Committee
- Minutes: Executive Session 09/26/19, 05/27/21

**Call to Order General Session**

President and Presiding Chair, Scott Hovinga, called the General Session of the Board of Directors to order **following Executive Session at 7:24 p.m.**

**Homeowner Forum**

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. The following items were presented: None

**Architectural Committee: Architectural Application – A/C Unit – 2 Segura**

A motion was made, seconded, and unanimously carried to APPROVE the architectural application from Ms. Kim, owner of 2 Segura, dated 06/03/21, to install an a/c unit, as submitted, notating the following conditions: the entry point from the exterior stucco into the interior of the building must be properly waterproofed, the conduit must be painted to match existing surfaces, costs involved with any interior damage caused by water intrusion from the points of entry listed herein will be the responsibility of the unit owner, and city permits must be provided for final approval.

**The Villas Community Association**

**General Session Minutes**

**June 24, 2021**

**Page 2 of 5**

**Landscape Committee: Nature Care Proposals**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from Nature Care dated 06/09/21 to aerate the lawns for \$725.00 as it not needed at this time.

**Executive Sub Committee – Racquet Club Sale**

A motion was made, seconded, and unanimously carried to APPROVE the formation of the sub-committee to meet and discuss the racquet club sale and provide their findings to the Board. Furthermore, the Board appoints the following owners to serve on the sub-committee: Dan Wells, Angie Dickson, and Kevin Kojian as Chair, who will be the direct point of contact with legal.

**Painting Committee**

No action at this time.

**Secretary’s Report / Minutes**

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the May 24, 2021 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 05/31/21 as presented, subject to audit/review at fiscal year-end by a CPA.

**Board Resolution Re: Transfers Over \$10K**

A motion was made, seconded, and unanimously carried to APPROVE the Board Resolution Re: Transfers greater than ten thousand dollars (\$10,000) or five percent (5%) of the Association’s total combined reserve and operating account deposits, whichever is lower in accordance with Civil Code Sections 5380(b) and 5502.

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #11067 from Nature Care dated 04/28/21 to repair the irrigation in front of 33 Morena for \$618.85 to be paid from Operating G/L #60800 (Irrigation: Repairs/Maintenance).

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #11131 from Nature Care dated 04/29/21 to repair the irrigation at 33 Navarre for \$538.61 to be paid from Operating G/L #60800 (Irrigation: Repairs/Maintenance).

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #11132 from Nature Care dated 04/29/21 to repair the irrigation in front of 10 Morena for \$173.78 to be paid from Operating G/L #60800 (Irrigation: Repairs/Maintenance).

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #11133 from Nature Care dated 04/29/21 to repair the irrigation in front of 11 Morena for \$153.96 to be paid from Operating G/L #60800 (Irrigation: Repairs/Maintenance).

**The Villas Community Association**

**General Session Minutes**

**June 24, 2021**

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**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #11227 from Nature Care dated 05/11/21 to repair the irrigation in front of 35 Morena for \$55.74 to be paid from Operating G/L #60800 (Irrigation: Repairs/Maintenance).

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #11257 from Nature Care dated 05/17/21 to repair the irrigation in front of 35 Morena for \$174.46 to be paid from Operating G/L #60800 (Irrigation: Repairs/Maintenance).

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #11244 from Nature Care dated 05/13/21 to repair the irrigation in front of 88 Navarre for \$535.25 to be paid from Operating G/L #60800 (Irrigation: Repairs/Maintenance).

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #11328 from Nature Care dated 05/24/21 to repair the irrigation in front of 26 Segura for \$198.52 to be paid from Operating G/L #60800 (Irrigation: Repairs/Maintenance).

**AQS Environmental Invoice – Asbestos Abatement at 10 Morena**

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #2954 from AQS Environmental dated 05/26/21 to perform the asbestos testing for 10 Morena for \$1,847.50 to be paid from Reserves G/L #38950 (Contingency).

**Director Resignation**

The Board acknowledged the verbal resignation from Board President, Scott Hovinga, resigning from the Board of Directors effective 06/24/21.

**Appointment of Director**

A motion was made, seconded, and unanimously carried to APPROVE the appointment of Daniel Wells, resident of 18 Segura, to the Board of Directors effective immediately to fill the vacancy created by the resignation of Scott Hovinga on 06/24/21 to serve the remainder of the term expiring January 2023. Furthermore, Daniel Wells is elected to the office of President.

**Architectural Review Committee**

A motion was made, seconded, and unanimously carried to APPROVE the appointment of the Daniel Wells to the Architectural Review Committee.

**Monthly Landscape Maintenance Proposals**

The Board reviewed three (3) proposals for routine landscape maintenance. A motion was made, seconded, and unanimously carried to TABLE the proposals for the monthly landscape maintenance until the July board meeting pending further review.

**Rodent Pest Technologies Proposal – Annual Termite Control**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Rodent Pest Technologies dated 06/15/21 to perform the annual termite control for \$12,960.00 to be paid from Reserves G/L #37500 (Termite Fumigation/Treatment).

**The Villas Community Association**

**General Session Minutes**

**June 24, 2021**

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**Community Wide Painting Proposals**

The Board reviewed three (3) proposals for community wide painting. A motion was made, seconded, and unanimously carried to APPROVE the proposal from First Street Painting dated 06/23/21 to perform the community wide painting for a cost not to exceed \$275,000.00 to be paid from Reserves G/L #35400 (Painting). Furthermore, the main body color will remain Cottage White, with the possibility of adding an additional front door color.

**Community Wide Wood Repair Proposals**

A motion was made, seconded, and unanimously carried to TABLE the community wide wood repair proposals until the July board meeting pending further review.

**Roof Repairs at 60 Navarre – Warranty Status**

A motion was made, seconded, and unanimously carried to TABLE the discussion with regards to the warranty status of the roof repairs at 60 Navarre until the July board meeting pending receipt of additional information from Premier Roofing.

**Smith Architects Proposal – Dumpster Expansion Design**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from Smith Architects dated 06/09/21 to provide a dumpster expansion design for a cost not to exceed \$6,500.00 as the expansion is not needed at this time and the Board will continue to monitor the trash issues with Waste Management.

**CPR Construction Proposal – Dumpster Enclosure Expansion**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the pending proposal from CPR Construction for the dumpster enclosure expansion as it is not needed at this time and the Board will continue to monitor the trash issues with Waste Management.

**Professional Craftsman – Status Update Replacement of Utility Door with Fiberglass Discussion**

The Board discussed the utility doors. The matter is pending until the utility door signs are furnished.

**Utility Door Numbers Proposals**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Absolute Signs dated 06/18/21 to create 24 signs for the utility doors for \$693.20 to be paid from Operating G/L #70600 (Common Area: Maintenance).

**24 HRC Proposal – Remediation at 10 Morena**

A motion was made, seconded, and unanimously carried to RESCIND prior approval as recorded in the May 27, 2021 General Session Minutes of the proposal from 24 HRC dated 05/25/21 to perform the repairs at 10 Morena for \$5,185.40 to be paid from Reserves G/L #38950 (Contingency).

A motion was made, seconded, and unanimously carried to RATIFY APPROVAL of the proposal from 24 HRC dated 06/15/21 to perform the repairs at 10 Morena for \$7,288.13 to be paid from Reserves G/L #38950 (Contingency).

**Storage of Association Documents**

A motion was made, seconded, and unanimously carried to TABLE the storage of Association documents discussion until the October board meeting pending further review.

**The Villas Community Association**

**General Session Minutes**

**June 24, 2021**

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**Annual Barbecue**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the annual barbecue for the remainder of 2021 and to re-evaluate in 2022.

**In Person Meetings**

A motion was made, seconded, and unanimously carried to APPROVE the remaining board meetings for 2021 to be held via Zoom for homeowner attendance.

**Parking Concerns**

The Board discussed the parking concerns throughout the community. No action required.

**Utility Expenses**

The Board discussed the utility expenses. No action required.

**Next Meeting**

Meetings of the Board of Directors are held every month on the 4<sup>th</sup> Thursday. The Annual Membership Meeting and Election is held in January. The next meeting of the Board of Directors is scheduled for **Thursday, July 22, 2021** at 6:15 p.m. Executive Session, 7:00 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 **9:54 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**

**07.22.21**

\_\_\_\_\_  
Appointed Secretary

\_\_\_\_\_  
Dated

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

**MAY 27, 2021**

**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, California.**

**Roll Call**

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

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

Directors Absent:        None

Others Present:         Morgan Winegar, CMCA ®, Senior Executive Director, Optimum Professional Property Management, Inc.  
                                  Jennifer White, CMCA ®, Optimum Professional Property Management, Inc.  
                                  Linda Melin – 12 Morena (*Via Zoom*)  
                                  Joanne Seltzer – 10 Navarre (*Via Zoom*)

**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 27, 2021 from 6:25 p.m. to 7:47 p.m.** for the following:

- Delinquencies: A/R Aging Report 04/30/21, Fee Waiver Request
- Hearing/Non-Compliance (2): Non-Compliance of the Governing Documents
- Legal (5): Account Status Update, Geotechnical Investigation, Vehicle Violation, Water Damage Concern Update and Drainage, Fee Agreement
- Minutes: Executive Session 04/22/21

**Call to Order General Session**

President and Presiding Chair, Scott Hovinga, called the General Session of the Board of Directors to order **following Executive Session at 7:49 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: None.

**Architectural Committee: Architectural Application – Landscape/Hardscape – 10 Navarre**

A motion was made, seconded, and unanimously carried to APPROVE the architectural application from Ms. Seltzer, owner of 10 Navarre, dated 04/12/21 to install landscape and hardscape at the outdoor patio, as submitted, noting that the homeowner met with a member of the Architectural Committee to discuss the drainage inquiry. Homeowner advised sprinklers will not be installed, the plants will have a drip irrigation, and water will not be near the stucco. Board accepted the homeowner's response.

**The Villas Community Association**

**General Session Minutes**

**May 27, 2021**

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**Architectural Committee: Architectural Application – Ring Doorbell – 16 Navarre**

A motion was made, seconded, and unanimously carried to APPROVE the architectural application from Ms. Hei Yen Lin, owners of 16 Navarre, dated 05/13/21, with conditions, for the previously installed Ring doorbell, notating the following conditions: Neighbor Statement must be submitted, any repairs made as a result due to the damage from the installation of the Ring doorbell will be at the homeowner's expense, and contingent upon Management not receiving any complaints regarding privacy.

**Architectural Committee: Architectural Application – Hose Installation – 35 Navarre**

A motion was made, seconded, and carried to APPROVE the architectural application from Mr. Chronley, owner of 35 Navarre, dated 04/15/21, for the previously installed hose hook, as submitted.

*Abstain: Esfahani*

**Landscape Committee: Nature Care Proposals**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Nature Care dated 05/12/21 to install landscape at 15 Segura for \$185.00 to be paid from Operating G/L #60200 (Landscape: Extras).

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Nature Care dated 05/12/21 to install landscape throughout the community for \$430.00 to be paid from Operating G/L #60200 (Landscape: Extras).

**Landscape Committee: Owner Request: Landscape Reimbursement – 18 Segura (Hovinga/Wells)**

A motion was made, seconded and unanimously carried to APPROVE the request of Dan Wells resident of 18 Segura dated 05/27/21 for reimbursement from the Association to install landscape at the monument area in the amount of \$201.82 to be paid from Operating G/L #70600 (Common Area: Maintenance).

**Executive Committee**

A motion was made, seconded, and unanimously carried to APPROVE the fee agreement from Berding | Weil dated 05/19/21 to represent the Association regarding the redevelopment of the Racquet Club sale, notating that the hourly rate varies from \$125.00 to \$550.00.

**Formation of Painting Committee**

A motion was made, seconded and unanimously carried to APPROVE the formation of a Painting Committee for the purpose of reviewing the proposals/specifications for the community wide wood repairs and full exterior painting. Furthermore, the Board appoints the following owner to serve on the committee: Kevin Kojian as Chair.

**Secretary's Report / Minutes**

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the April 22, 2021 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 04/30/21 as presented, subject to audit/review at fiscal year-end by a CPA.

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to TABLE the invoice #11067 from Nature Care dated 04/28/21 to repair the irrigation in front of 33 Morena for \$618.85 until the June board meeting pending further review.



**The Villas Community Association**

**General Session Minutes**

**May 27, 2021**

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**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to TABLE the invoice #11131 from Nature Care dated 04/29/21 to repair the irrigation at 33 Navarre for \$538.61 until the June board meeting pending further review.

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to TABLE the invoice #11132 from Nature Care dated 04/29/21 to repair the irrigation in front of 10 Morena for \$173.78 until the June board meeting pending further review.

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to TABLE the invoice #11133 from Nature Care dated 04/29/21 to repair the irrigation in front of 11 Morena for \$153.96 until the June board meeting pending further review.

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to TABLE the invoice #11227 from Nature Care dated 05/11/21 to repair the irrigation in front of 35 Morena for \$55.74 until the June board meeting pending further review.

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to TABLE the invoice #11257 from Nature Care dated 05/17/21 to repair the irrigation in front of 35 Morena for \$174.46 until the June board meeting pending further review.

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to TABLE the invoice #11244 from Nature Care dated 05/13/21 to repair the irrigation in front of 88 Navarre for \$535.25 until the June board meeting pending further review.

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to TABLE the invoice #11328 from Nature Care dated 05/24/21 to repair the irrigation in front of 26 Segura for \$198.52 until the June board meeting pending further review.

**Viking Environmental Invoice – Asbestos Abatement at 10 Morena**

A motion was made, seconded, and unanimously carried to APPROVE the invoice from Viking Environmental dated 10/15/20 to perform the asbestos abatement for 10 Morena for \$7,833.89 to be paid from Reserves G/L #38950 (Contingency).

**Insurance Renewal 07/24/21**

The Board discussed the upcoming insurance renewal and advised Management they would like to obtain additional proposals for review.

**Aqua-Tek Proposal – Skimmer Lid Replacement**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Aqua-Tek dated 05/10/21 to replace the skimmer lids at the pool and spa area for \$57.90 to be paid from Reserves G/L #36000 (Pool/Spa).

**Professional Craftsmen Proposal – Pump Room Door Replacement**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Professional Craftsmen dated 05/11/21 to replace the pump room doors for \$2,095.00 to be paid from Reserves G/L #36000 (Pool/Spa), notating that the doors are not to have a gap at the bottom.

**Monthly Landscape Maintenance Proposals**

The Board reviewed three (3) proposals for routine landscape maintenance. A motion was made, seconded, and unanimously carried to TABLE the proposals for the monthly landscape maintenance proposals until the June board meeting pending further review.

**Community Wide Painting Proposals**

A motion was made, seconded, and unanimously carried to TABLE the community wide painting proposals until the June board meeting pending further review.

**Community Wide Wood Repair Proposals**

A motion was made, seconded, and unanimously carried to TABLE the community wide wood repair and painting proposals until the June board meeting pending further review.

**Roof Repairs at 60 Navarre – Warranty Status**

A motion was made, seconded, and unanimously carried to TABLE the discussion with regards to the warranty status of the roof repairs at 60 Navarre until the June board meeting pending receipt of additional information from Premier Roofing.

**CPR Construction Proposal – Dumpster Enclosure Expansion**

A motion was made, seconded, and unanimously carried to TABLE the proposal from CPR Construction for the dumpster enclosure expansion until the June board meeting pending receipt of proposal from an architect who can appropriately outline the scope of work and placement of such enclosure.

**Wireless Camera for Dumpster Enclosure**

The Board discussed the possibility of wireless cameras at certain dumpster disclosures. A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the installation of wireless cameras at certain dumpster disclosures as the cameras are not feasible at this time.

**Professional Craftsman – Status Update Replacement of Utility Door with Fiberglass Discussion**

The Board discussed the utility doors. Management to obtain a proposal to number the utility doors accordingly, notating street initial to be included in numbering. The matter is pending until the door numbers have been addressed.

**Utility Door Numbers Proposals**

A motion was made, seconded, and unanimously carried to TABLE the proposals to install utility door numbers until the June board meeting pending further review.

**Storage of Association Documents**

A motion was made, seconded, and unanimously carried to TABLE the storage of Association documents discussion until the June board meeting pending further review.

**Annual Barbecue**

A motion was made, seconded, and unanimously carried to TABLE the annual barbecue discussion until the June board meeting pending further review.

**The Villas Community Association**

**General Session Minutes**

**May 27, 2021**

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**Pool Furniture Placement**

A motion was made, seconded, and carried to APPROVE placing the pool furniture back out at the pool.

*Against: Dickson, Esfahani*

**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. **24 HRC Proposal: Repairs at 10 Morena**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from 24 HRC dated 05/25/21 to perform the repairs at 10 Morena for \$5,185.40 to be paid from Reserves G/L #38950 (Contingency).

**Next Meeting**

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 **June 24, 2021** at 6:15 p.m. Executive Session, 7:00 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 **9:41 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**

**June 24, 2021**

\_\_\_\_\_  
Appointed Secretary

\_\_\_\_\_  
Dated

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

**APRIL 22, 2021**

**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, California.**

**Roll Call**

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

Directors Present:        Scott Hovinga, President  
                                  Angie Dickson, Vice President  
                                  Ali Gharavi Esfahani, Treasurer *(Via Web-ex)*  
                                  Jill Cooper, Secretary *(Via Web-ex)*  
                                  Cathy Lewis, Member at Large *(Via Web-ex)*

Directors Absent:        None

Others Present:         Morgan Winegar, CMCA ®, Senior Executive Director, Optimum Professional Property Management, Inc.  
                                  Jennifer White, CMCA ®, Optimum Professional Property Management, Inc.  
                                  Linda Melin – 12 Morena *(Via Web-ex)*  
                                  Joanne Seltzer – 10 Navarre *(Via Web-ex)*  
                                  Dan Wells – 18 Segura

**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 22, 2021 from 6:20 p.m. to 7:53 p.m.** for the following:

- Delinquencies: A/R Aging Report 03/31/21
- Hearing/Non-Compliance (2): Non-Compliance of the Governing Documents
- Legal (5): Account Status Update, Geotechnical Investigation, Vehicle Violation, Water Damage Concern Update and Drainage, Executive Committee
- Minutes: Executive Session 03/25/21 & 04/08/21

**Call to Order General Session**

President and Presiding Chair, Scott Hovinga, called the General Session of the Board of Directors to order **following Executive Session at 7:53 p.m.**

**Homeowner Forum**

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. The following items were presented: None.

**Architectural Committee: Architectural Application – Solar Panels – 10 Navarre**

A motion was made, seconded, and unanimously carried to APPROVE the architectural application from Ms. Seltzer, owner of 10 Navarre, dated 04/12/21, with conditions, to install solar panels, notating the following conditions: Homeowner to work with Premier Roofing once solar panels have been installed to confirm no penetration to the roof so as not to void the roof warranty. Must include the vendor sign-off when submitting

the Notice of Completion. Homeowner to also follow all conditions and requirements of the solar panel policy regarding rooftop installation as follows:

- Owner shall notify each owner of a unit in the building under the roof upon which the solar energy system is proposed to be installed and complete a neighbor notification form to be submitted with his/her architectural application.
- The location of the solar energy system shall be limited to that portion of roof located directly above the applicant/owner's residence.
- Owner shall maintain a homeowner liability insurance policy in the amount of One Million Dollars (\$1,000,000) and shall name the Association as an additional insured with right to notice of cancellation; Owner shall provide Association with a certificate of such insurance prior to installation of the solar energy system and every year thereafter.
- Owner shall be responsible for all costs of damage to the common area, exclusive use common area, or separate interests resulting from the installation maintenance, repair, removal or replacement of Owner's solar energy system.
- Owner shall be responsible for all costs of maintenance, repair and replacement of the solar energy system until it is removed and for the restoration of the common area, exclusive use common area, or separate interests after removal.
- Owner shall disclose to prospective buyers of his/her unit the existence of any solar energy system of the owner and the related responsibilities of the owner under this Policy and governing law, including (at the time this Policy is adopted), Section 4746 of the California Civil Code.
- At such times that Association is required to conduct major roof repairs or replacement, Owner shall remove the solar energy system at Owner's cost.
- Owner must submit a written request to the Board of Directors and receive architectural approval prior to the replacement, material alteration, expansion or removal of the solar energy system.
- Owner shall enter into a recordable improvement agreement with the Association setting forth the aforementioned provisions, which agreement shall be recorded against owner's property and bind successor owners, the cost of which (including preparation and recording costs) shall be paid for by the owner, in an amount not to exceed \$600.
- The installer of the solar energy system shall enter into an indemnity agreement with the Association at Owner's sole cost and expense.

**Architectural Committee: Architectural Application – Landscape/Hardscape – 10 Navarre**

A motion was made, seconded, and unanimously carried to TABLE the architectural application from Ms. Seltzer, owner of 10 Navarre, dated 04/12/21 to install landscape and hardscape at the outdoor patio, until the May board meeting pending further review.

**Architectural Committee: Architectural Application – Door Handle – 10 Navarre**

A motion was made, seconded, and unanimously carried to APPROVE the architectural application from Ms. Seltzer, owner of 10 Navarre, dated 04/19/21 to install a new door handle, as submitted.

**Architectural Committee: Architectural Application – Window Replacement – 24 Navarre**

A motion was made, seconded, and unanimously carried to APPROVE the architectural application from Ms. Nixon and Ms. Curry, owners of 24 Navarre, dated 04/15/21, with conditions, to install new windows, notating the following conditions: Improvement Agreement must be completed, submitted, and recorded against the property prior to the installation of the new windows.

**Architectural Committee: Architectural Application – Camera/Hose Installation – 35 Navarre**

A motion was made, seconded, and carried to APPROVE the architectural application from Mr. Chronley, owner of 35 Navarre, dated 04/15/21, with conditions, for the previously installed camera on the exterior wood and

## **The Villas Community Association**

### **General Session Minutes**

**April 22, 2021**

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hose hook, notating the following conditions: Hose hook has not officially been approved and is pending further review.

*Abstain: Esfahani*

#### **Landscape Committee: Grant's Landscape Proposals**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Grants Landscape dated 03/29/21 to install sod throughout the community for \$1,850.00 to be paid from Operating G/L #60200 (Landscape: Extras), contingent upon confirming locations on next Landscape Committee walk.

#### **Secretary's Report / Minutes**

A motion was made, seconded and carried to APPROVE the Minutes of the March 25, 2021 General Session of the Board of Directors as written.

*Abstain: Esfahani*

#### **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 03/31/21 as presented, subject to audit/review at fiscal year-end by a CPA.

#### **Draft Audit FYE 12/31/20**

A motion was made, seconded and unanimously carried to ACCEPT the draft audit and tax returns for fiscal year-ended 12/31/20 prepared by Newman, CPA.

#### **AQS Invoice – Destructive Testing at 10 Morena**

A motion was made, seconded. and unanimously carried to APPROVE payment of invoice #2913 from AQS for destructive testing at 10 Morena for \$1,670.00 to be paid from Operating G/L #70600 (Common Area: Maintenance).

#### **24 HRC Invoice – Microbial Remediation at 22 Segura**

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #34513 from 24 HRC for microbial remediation at 22 Segura for \$3,691.10 to be paid from Operating G/L #70600 (Common Area: Maintenance), contingent upon Board reviewing complete documentation.

#### **CD Ladder Recommendation from Morgan Stanley**

A motion was made, seconded, and unanimously carried to APPROVE the CD ladder recommendation dated 04/08/21 from the Associations financial adviser at Morgan Stanley.

#### **Landscape Committee**

A motion was made, seconded and unanimously carried to APPROVE the formation of a Landscape Committee for the purpose of identifying landscape deficiencies within the community and providing recommendations to the Board of Directors. Furthermore, the Board appoints the following owners to serve on the committee: Jill Cooper, Margaret Jung, and Daniel Wells as Chair.

#### **Architectural Guidelines and Colors Information**

The Board discussed the architectural guidelines and colors information when it comes to exterior painting. It was notated that for garage doors, metal doors are to be painted almond in color and wood garage doors are to be painted Cottage White, to match the building color.

#### **Pool and Spa Maintenance Proposals**

The Board reviewed three (3) proposals for routine pool and spa maintenance. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Aqua-Tek dated 04/21/21 for routine pool and spa

**The Villas Community Association**

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maintenance two (2) times a week in the Winter months for \$400.00 per month and three (3) times a week during the Summer months for \$500.00, as of May 7, 2021. Furthermore, the contract with Aquatrends was terminated by Aqua Trends, due to concerns with some members of the Association and their antagonistic behavior, as of May 6, 2021.

**Community Wide Wood Repair and Painting**

A motion was made, seconded, and unanimously carried to TABLE the community wide wood repair and painting until the May board meeting pending further review.

**Roof Repairs at 60 Navarre – Warranty Status**

A motion was made, seconded, and unanimously carried to TABLE the discussion with regards to the warranty status of the roof repairs at 60 Navarre until the May board meeting pending receipt of additional information from Premier Roofing.

**Waste Management – Extra Recycle Pick-Up Cost**

A motion was made, seconded, and unanimously carried to APPROVE increasing the recycle pick-up with Waste Management from once a week to twice a week for an additional \$151.50 per month. Furthermore, if the additional service does not resolve the concerns with the overflowing recycle bins, the Association will revert back to once per week service at the initial rate of \$86.57.

**CPR Construction Proposal – Dumpster Enclosure Expansion**

A motion was made, seconded, and unanimously carried to TABLE the proposal from CPR Construction for the dumpster enclosure expansion until the May board meeting pending receipt of proposal from an architect who can appropriately outline the scope of work and placement of such enclosure.

**Premier Roofing Proposal – Gutter and Downspout Installation at 35 Morena**

A motion was made, seconded, and unanimously carried to DENY the proposal from Premier Roofing dated 04/07/21 for gutter and downspout installation at 35 Morena for \$1,987.00 as it was determined that this is homeowner responsibility, as this was not included when originally built. The homeowner can submit an architectural application for review should they wish to proceed.

**South County Plumbing Proposal – Water Heater Replacement**

A motion was made, seconded and unanimously carried to APPROVE the proposal from South County Plumbing dated 04/12/21 to replace the water heater at the pool area for \$2,620.00 to be paid from Reserves G/L #36000 (Pool/Spa), noting the new water heater has a 1-year warranty on all parts and labor and includes a 6 year tank warranty.

**Professional Craftsman – Status Update Replacement of Utility Door with Fiberglass Discussion**

The Board discussed the utility doors. Management to obtain a proposal to number the utility doors accordingly, notating street initial to be included in numbering. The matter is pending until the door numbers have been addressed.

**Absolute Signs Proposal – Utility Door Numbers**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Absolute Signs for the utility door numbers until the May board meeting pending receipt of proposal.

**Storage of Association Documents**

A motion was made, seconded, and unanimously carried to TABLE the storage of Association documents discussion until the May board meeting pending further review.

**The Villas Community Association**

**General Session Minutes**

**April 22, 2021**

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**Annual Barbecue**

A motion was made, seconded, and unanimously carried to TABLE the annual barbecue discussion until the May 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. **24 HRC Proposal: Repairs at 22 Segura**

A motion was made, seconded and unanimously carried to APPROVE the proposal from 24 HRC dated 04/21/21 to perform the repairs at 22 Segura, due to a leak, for \$2,843.57 to be paid from Operating G/L #70600 (Common Area: Maintenance).

**Next Meeting**

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 **May 27, 2021** at 6:15 p.m. Executive Session, 7:00 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 **10:26 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**

**05.27.21**

\_\_\_\_\_  
Appointed Secretary

\_\_\_\_\_  
Dated



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

**MARCH 25, 2021**

**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, California.**

**Roll Call**

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

Directors Present:        Scott Hovinga, President  
                                 Angie Dickson, Vice President  
                                 Jill Cooper, Secretary (*Via Web-ex*)  
                                 Cathy Lewis, Member at Large (*Via Web-ex*)

Directors Absent:        Ali Gharavi Esfahani, Treasurer

Others Present:         Morgan Winegar, CMCA | Director, Optimum Professional Property Management, Inc.  
                                 Jennifer White | Optimum Professional Property Management, Inc.  
                                 Linda Melin – 12 Morena (*Via Web-ex*)  
                                 Dan Wells – 18 Segura

**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 25, 2021 from 6:25 p.m. to 7:01 p.m.** for the following:

- Delinquencies: A/R Aging Report 02/28/21
- Hearing: Reimbursement Assessment
- Legal-5: Account Status Update, Geotechnical Investigation, Vehicle Violation, Water Damage Concern Update and Drainage, Executive Committee
- Minutes: Executive Session 03/04/21

**Call to Order General Session**

President and Presiding Chair, Scott Hovinga, called the General Session of the Board of Directors to order **following Executive Session at 7:05 p.m.**

**Homeowner Forum**

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. The following items were presented: None.

**Architectural Committee: Architectural Application Review - 10 Navarre Architectural Applications**

A motion was made, seconded and unanimously carried to DENY the architectural application from Ms. Seltzer, owner of 10 Navarre dated 02/24/21 to install solar panels since the application is incomplete as conflicting information has been provided. Owner will need to resubmit an application with a complete set of plans.

**Landscape Committee: Grant's Landscape Proposals**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape dated 03/09/21 to install landscape throughout the community for \$250.00 to be paid from Operating G/L #60200 (Landscape: Extras).

**The Villas Community Association**

**General Session Minutes**

**March 25, 2021**

**Page 2 of 3**

**Secretary's Report / Minutes**

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the March 4, 2021 General Session of the Board of Directors as written.

The Board reviewed the Minutes of the March 4, 2021 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 March 4, 2021 Organizational Meeting 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 02/28/21 as presented, subject to audit/review at fiscal year-end by a CPA.

A motion was made, seconded and unanimously carried to APPROVE transferring funds from Pacific Premier MMA G/L #14100 in the amount of \$150,000.00 to Morgan Stanley to be deposited into Certificate of Deposits at the best available rate.

Furthermore, a motion was made, seconded and unanimously carried to RESCIND prior approval as recorded in the March 4, 2021 General Session Minutes for transferring \$100,000.00 from Pacific Premier MMA G/L #14100 to Morgan Stanley to be deposited into Certificate of Deposits at the best available rate.

**Draft Audit FYE 12/31/20**

A motion was made, seconded and unanimously carried to TABLE the draft audit and tax returns for fiscal year-ended 12/31/20 prepared by Newman, CPA until the April board meeting pending further review.

**Invoice Approval**

None at this time.

**Delinquencies: Approval to Record Lien**

In accordance with California Civil Code §5673: A motion was made, seconded and carried to APPROVE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as APN #935-830-65 / ACCT #96320261, subject to legal determining allocation amount.

*Abstain: Cooper*

**Reconvened Annual Membership Meeting & Election Tabulated Results**

The tabulated results of the Reconvened Annual Membership Meeting & Election held on March 4, 2021 to elect two (2) directors for a two (2) year term expiring 2023 as follows:

- |                                    |          |                                    |
|------------------------------------|----------|------------------------------------|
| • Ali Gharavi Esfahani (incumbent) | 40 Votes | ELECTED – 2 Year Term Expires 2023 |
| • Scott Hovinga                    | 40 Votes | ELECTED – 2 Year Term Expires 2023 |

**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, Ali Gharavi Esfahani, Angie Dickson, and Scott Hovinga as Chair. Furthermore, Architectural Applications will be sent to the Board via email to review the application and return to Management for processing.

**The Villas Community Association**

**General Session Minutes**

**March 25, 2021**

**Page 3 of 3**

**Community Wide Wood Repair and Painting**

A motion was made, seconded and unanimously carried to TABLE the community wide wood repair and painting until the April board meeting pending further review.

**Roof Repairs at 60 Navarre – Warranty Status**

A motion was made, seconded and unanimously carried to TABLE the discussion with regards to the warranty status of the roof repairs at 60 Navarre until the April board meeting pending receipt of additional information from Premier Roofing.

**Trash Schedule Recommendation from Waste Management**

A motion was made, seconded and unanimously carried to TABLE the trash discussion until the April board meeting pending further review and receipt of proposal.

**Professional Craftsman – Status Update Replacement of Utility Door with Fiberglass Discussion**

The Board discussed the utility doors. Management to obtain a proposal to number the utility doors accordingly, notating street initial to be included in numbering.

**Annual Barbecue**

A motion was made, seconded and unanimously carried to TABLE the annual barbecue discussion until the April board meeting pending further review.

**Next Meeting**

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 **April 22, 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 **8:56 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**

**05.27.21**

\_\_\_\_\_  
Appointed Secretary

\_\_\_\_\_  
Dated

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

**MARCH 4, 2021**

**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, 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  
Ali Gharavi Esfahani, Treasurer (*Via Web-ex*)  
Jill Cooper, Secretary  
Angie Dickson, Member at Large

Directors Absent: None

Others Present: Morgan Winegar, CMCA | Director, Optimum Professional Property Management, Inc.  
Jennifer White | Optimum Professional Property Management, Inc.  
Linda Melin – 12 Morena (*Via Web-ex*)  
Joann Seltzer – 10 Navarre (*Via Web-ex*)  
Scott Hovinga – 18 Segura (*Via Web-ex*)  
Denise Belvins – 21 Segura (*Via Web-ex*)  
Stanley Lindsey & Margaret Jung – 15 Segura (*Via Web-ex*)

**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 4, 2021 from 6:15 p.m. to 7:00 p.m.** for the following:

- Delinquencies: A/R Aging Report 01/31/21, Account Update
- Legal-5: Window Replacement, Vehicle Violation, Water Damage Concern Update and Drainage & Executive Committee Formation
- Minutes: Executive Session 01/28/21

**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 7:00 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 Review - 10 Navarre Architectural Applications**

The Board discussed the solar panels architectural application for 10 Navarre. The Board advised the homeowner needs to submit the following for a complete submittal: construction to scale drawings for the solar

panels, indicating the change in vents. The homeowner to work with Premier Roofing regarding any roof penetrations. A decision to be rendered at the March 25<sup>th</sup> Board Meeting.

**Architectural Committee: Architectural Application Review – 21 Segura Architectural Application**

A motion was made, seconded and unanimously carried to CONDITIONALLY APPROVE the architectural application from Ms. Blevins, owner of 21 Segura dated 02/04/21 to install an air conditioning unit at the front of the unit, noting that all city permits are to be received prior to the start of work, that Premier Roofing is to be contracted to complete repairs to flashings and any necessary repairs so as to maintain the roof warranty, and that all piping and conduit/cover are to be painted to match the existing surface color.

**Landscape Committee: Grant's Landscape Proposals**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape dated 01/08/20 to replace plant material at 25/27 Morena, due to the gas line leak and repairs, for \$615.00 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 28, 2021 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 01/31/21 as presented, subject to audit/review at fiscal year-end by a CPA.

A motion was made, seconded, and unanimously carried to APPROVE closing Popular Bank Reserve Account G/L #14310, once the final special assessment check is received at the end of March 2021, and deposit all remaining funds into Pacific Premier Bank Reserve Account G/L #14100.

Furthermore, a motion was made, seconded, and unanimously carried to APPROVE transferring funds from Morgan Stanley MMA Reserve Account G/L #14200 in the amount of \$450,000.00 to Morgan Stanley and transferring \$100,000.00 from Pacific Premier MMA G/L #14100 to Morgan Stanley to be deposited into Certificate of Deposits at the best available rate and to achieve a laddering effect.

**Reserve Study Proposals FY 01/01/22 to 12/31/22**

The Board reviewed three (3) proposals for an update reserve study. A motion was made, seconded and unanimously carried to APPROVE the proposal from Association Reserves dated 03/02/21 for an update reserve study for fiscal year 01/01/22 to 12/31/22 for \$720.00.

**AQS Environmental Services Invoice – Discussion/Mold Testing/Reporting**

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #2879 AQS Environmental Services dated 02/08/21 for discussion, mold testing, and reporting for \$2,317.50 to be paid from Reserves G/L #38950 (Contingency).

**Reconvened Annual Membership Meeting & Election Tabulated Results**

The tabulated results of the Reconvened Annual Membership Meeting & Election held on March 4, 2021 to elect two (2) directors for a two (2) year term expiring 2023 as follows:

- Ali Gharavi Esfahani (incumbent) 40 Votes ELECTED – 2 Year Term Expires 2023
- Scott Hovinga 40 Votes ELECTED – 2 Year Term Expires 2023

## **The Villas Community Association**

### **General Session Minutes**

**March 4, 2021**

**Page 3 of 4**

#### **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, Ali Gharavi Esfahani, Angie Dickson, and Scott Hovinga as Chair. Furthermore, Architectural Applications will be sent to the Board via email to review the application and return to Management for processing.

#### **Community Wide Wood Repair and Painting**

A motion was made, seconded and unanimously carried to TABLE the community wide wood repair and painting until the March board meeting pending further review.

#### **Roof Repairs at 60 Navarre – Warranty Status**

A motion was made, seconded and unanimously carried to TABLE the discussion with regards to the warranty status of the roof repairs at 60 Navarre until the March board meeting pending receipt of additional information from Premier Roofing.

#### **Trash Schedule Recommendation from Waste Management**

The Board discussed possibilities for solving the overflow contamination issues throughout the community. Management to look into the possibility of finding another waste company to perform service.

#### **Professional Craftsman – Status Update Replacement of Utility Door with Fiberglass Discussion**

The Board discussed the utility doors and advised that 2 of the utility doors to be reserved for Association use only. The Board advised Management that the utility doors should be numbered accordingly, notating street initial to be included in numbering. Management to reach out to legal counsel to confirm process and rules for streamlining utility door usage with homeowners.

#### **Optimum Professional Property Management – Financial Overview Training**

No action needed as the Board attended the financial overview training earlier that day.

#### **Pool Furniture Repair/Replacement**

The Board discussed the concerns regarding COVID-19 and the condition of the current pool furniture. The Board determined that the furniture will not be placed out for use at this time due to COVID-19 and the condition of the furniture is acceptable at this time.

#### **Next Meeting**

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 **March 25, 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 **8:20 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**

**03.25.21**

\_\_\_\_\_  
Appointed Secretary

\_\_\_\_\_  
Dated

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

**MARCH 4, 2021**

**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 Optimum Professional Property Management, 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  
                                  Ali Gharavi Esfahani (Via Webex)  
                                  Scott Hovinga (Via Webex)  
                                  Cathy Lewis

Directors Absent:       None

Others Present:         Morgan Winegar, CMCA, Optimum Professional Property Management, Inc.  
                                  Jennifer White, CAM, Optimum Professional Property Management, Inc.

**Call to Order**

The Organizational Meeting of the Board of Directors was called to order directly following the Annual Membership Meeting & Election at 9:00 p.m.

**Election of Officers**

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

President	Scott Hovinga
Vice President	Angie Dickson
Secretary	Jill-Ann Cooper
Treasurer	Ali Gharavi Esfahani
Member at Large	Cathy Lewis

**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 9:10 p.m.

**SECRETARY'S CERTIFICATE**

I, \_\_\_\_\_, 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:

**APPROVED**

**03.25.21**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date



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

**JANUARY 23, 2020**

**Notice of Meeting**

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

**Inspectors of Election**

The Board of Directors appointed the following Inspector(s) of Election on 09/26/19 to count the votes and certify the results of the election:

Avi Schwartz, 62 Navarre

**Management Representatives/Others Present**

The following were present:

Morgan Winegar, Director, Optimum Professional Property Management, Inc.  
See Sign in Sheet

**Confirmation of Quorum**

The Association's Bylaws require 25% (36 of 144) of the members be represented either in person or by Secret Ballot to establish quorum for the Annual Membership Meeting and Election. The Inspector(s) of Election reported that a quorum had been established with forty-two (42) members represented.

**Call To Order Annual Membership Meeting & Election**

The Annual Membership Meeting and Election was called to order by the Inspector(s) of Election at 7:15 p.m.

**Approval of Prior Year's Annual Membership Meeting Minutes**

A motion was made, seconded and unanimously carried by the members present to waive reading the minutes of the Annual Membership Meeting and Election held on January 24, 2019 and APPROVE them as written.

**Purpose of Meeting**

The purpose of the meeting is to elect three (3) candidates to the Board of Directors for a two (2) year term expiring 2022 and approve IRS Revenue Ruling 70-604.

**Nomination of Candidates for the Board of Directors from the Floor**

A motion was made, seconded and unanimously carried by the membership to APPROVE opening the floor for nominations. There were no nominations from the floor.

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

**Candidates for the Board of Directors**

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

1. Jill-Ann Cooper (incumbent)
2. Angie Dickson (incumbent)
3. Cathy Lewis (incumbent)

**Close Registration**

**The Villas Community Association  
Annual Membership Meeting & Election Minutes  
January 22, 2020  
Page 2**

A motion was made, seconded and unanimously carried by the membership to APPROVE closing registration at 7:25 p.m.

**Voting Procedures**

Cumulative voting is not allowed, therefore, it was explained to the membership that there are three (3) seats up for election to the Board of Directors and that each unit is entitled to cast the number of votes equal to the positions open which is three (3) per unit and no individual candidate may be given more than one (1) vote.

**Balloting**

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

**Revenue Ruling IRS 70-604**

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

**Election Results – Board of Directors**

Following tabulation of the votes by the Inspector(s) of Election, the Inspector(s) certified and announced the following results of the election:

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

**Adjourn**

There being no further business to come before the membership at this time, a motion was made, seconded and unanimously carried by the members present to ADJOURN to the Organizational Meeting at 8:15 p.m.

**SECRETARY'S CERTIFICATE**

I, \_\_\_\_\_, duly appointed and certified Secretary of The Villas Community Association do hereby certify that the foregoing is a true and correct copy of the Minutes of the Annual Membership Meeting and Election held on the above date as approved by the membership of The Villas Community Association.

ATTEST:

**APPROVED BY BOARD OF DIRECTORS**

**03.04.21**

\_\_\_\_\_  
Appointed Secretary

\_\_\_\_\_  
Date