

# THE VILLAS COMMUNITY ASSOCIATION

Managed by Optimum Professional Property Management, Inc. (ACMF)  
ACCREDITED COMMUNITY MANAGEMENT FIRM  
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(714) 508-9070 Office / (714) 665-3000 Fax  
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## **NOTICE OF ANNUAL ELECTION RESULTS**

**DATE:** January 26, 2017  
**TO:** All Members of The Villas Community Association  
**FROM:** Your Board of Directors  
**SUBJECT:** Annual Election Results

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In accordance with California Civil Code §5120 (b), *“Within fifteen (15) days of the election, the board shall give general notice pursuant to Section 4045 of the tabulated results of the election.”*

The Annual Membership Meeting and Election of The Villas Community Association was held on January 26, 2017.

The appointed Inspectors of Election tabulated the votes and certified the results of the Election. There were 2 seats up for election on the Board of Directors. The following 2 candidates listed in alphabetical order were nominated and 2 members were elected for a 2 year term:

<b><u>Name(Alpha Order)</u></b>	<b><u>Tabulated Votes</u></b>	<b><u>Term Expires</u></b>
James Weaver	52	January 2019
Daniel Wells	54	January 2019

If you have any questions regarding the Annual Membership Meeting & Election, please contact our Senior Certified Community Association Manager, Morgen Hardigree, CCAM-ND, with Optimum Professional Property Management, Inc. at (714) 508-9070x292 or via email at [mhardigree@optimumppm.com](mailto:mhardigree@optimumppm.com).

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

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

**JANUARY 26, 2017**

**Notice of Meeting**

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 01/22/17 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

**Roll Call**

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

Directors Present:        Jim Weaver, Vice President  
                                  Dan Wells, Secretary  
                                  Elizabeth Kojian, Treasurer  
                                  Jill Cooper, Member at Large

Directors Absent:        Cathy Lewis, President

Others Present:         Morgen Hardigree, Senior CCAM-ND<sup>®</sup>, Optimum Professional Prop. Mgmt. (ACMF<sup>®</sup>)  
                                  See Sign-In Sheet

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

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on January 26, 2017 from 6:22 p.m. to 6:47 p.m. for the following:

- Delinquencies: A/R Aging dated 01/26/17 and Reconciliation Report dated 12/31/16 and one (1) Request to waive fees
- Hearings: One (1) hearing for Unauthorized Hose
- Minutes: Executive Session 12/01/16

**Call to Order General Session**

Vice President and Presiding Chair, Jim Weaver, called the General Session of the Board of Directors to order following Executive Session at 6:47 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:

- Rain Gutters
- Leaking Roof
- Sliding Glass Doors
- Pedestrian Garage Door
- Dislocated Rain Gutter
- Pool Key

**Architectural Committee Report**

Management provided a log in the Directors Report of all open architectural items. No action required.

The Committee announced to the members in attendance they are looking for ARC Committee Members if anyone was interested in volunteering for the Committee. Management will include this appointment on the next Board Agenda.

**Landscape Committee Report**

The Committee discussed with the Board the December and January Landscape Committee Inspections and allowance reports. There was no action required.

**GLS Proposals**

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the twenty one (21) proposals submitted by Grants Landscape dated 12/06/16, as the Landscape Committee agreed to take the proposals back to Grant's Landscape to have them revised to be grouped in sections rather than separated individually.

**Secretary's Report / Minutes**

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the December 1, 2016 General Session of the Board of Directors as written.

**Treasurer's Report / Financials**

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 11/30/16 and 12/31/16 with a balance of \$89,601.43 in Operating; \$5,565.25 in Sunwest Bank MMA, \$24,387.16 in Pacific Western S/A, \$274,439.26 in Pacific Western Money Market, \$248,435.14 in Popular Banking Money Market, \$214,346.01 in Morgan Stanley and \$202,278.95 in Mutual of Omaha Money Market, for a total balance of \$1,517,310.03 (less loans) in Reserves, unbilled Special Assessment reserve asset \$355,278.13 as presented, with total assets at \$1,606,911.46 subject to audit/review by a CPA at fiscal year-end.

**Annual Certified Manager Disclosure**

The following information is provided in accordance with California Business and Professions Code §11502:

- Morgen Hardigree has met the requirements and qualifies as a certified common interest development manager.
- Certification was received from the California Association of Community Managers, Inc. (CACM) on **original certification date** 12/04/06, my certification is current and is in good standing. CACM's telephone number is (949) 916-2226 and is located at 23461 South Pointe Drive, Suite 200, Laguna Hills, CA 92653.
- The location of my principal office is Optimum Professional Property Management, Inc. (ACMF), 230 Commerce, Suite 250, Irvine, CA 92602.
- I do not hold an active Real Estate License.
- The fidelity insurance of the management firm does cover the operating and reserve funds of your association.

**Revised Rules & Regulations**

After having given thirty (30) day notice and consideration of comments made by the Membership, a motion was made, seconded and unanimously carried to ADOPT the Revised Rules & Regulations previously mailed to the Membership on 12/08/16 effective 01/26/17.

**Owner Request: Front Door Repair Reimbursement – 18 Morena (Amundson)**

A motion was made, seconded and unanimously carried to DENY the request of Pat Amundson owner of 18 Morena dated 01/06/17 for reimbursement from the Association for the repairs made to the front door bottom door sweep and the cleaning of the carpet at 18 Morena (Amundson) in the amount of \$222.75 since it was determined the repairs made were not the responsibility of the Association to perform.

**Light Post Trim Installation Proposals Update**

Management advised per a phone conversation held with Premier Roofing who repaired/installed the trex on the light posts, the work to be performed on the remaining posts that do not have a trim border could not be performed as the trim piece was no longer manufactured, and this information was relayed to the community volunteer construction manager. Furthermore, management advised that written confirmation in regards to this

**The Villas Community Association  
General Session Minutes  
January 26, 2017  
Page 3 of 4**

being relayed to the volunteer had been requested from Premier Roofing. This matter was to be tabled to the February Meeting pending written confirmation from Premier Roofing.

**Earthquake Access Valves Update**

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY further discussion of installing earthquake access valves due the cost and budget constraints.

**01/04/17 Lush Design Studio Proposal ~ Pergola**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Lush Design Studio dated 01/04/17 to provide architectural services for a new pergola structure in the pool area for \$1,500.00 to be paid from Reserves G/L #3860 (Refurb: Stucco/Light Post/ Wood).

**12/08/16 South County Proposal ~ Dedicated Circulation Loop for Shower**

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the proposal from South County Plumbing dated 12/08/16 to install a dedicated circulation loop for the shower for \$4,250.00s since the Board determined this work does not need to be performed at this time, and the shower will remain in its existing condition.

**01/06/17 PFC Proposal – Storage Door Replacement**

A motion was made, seconded and unanimously carried to TABLE the proposal from Professional Craftsman to replace two (2) sets of double storage doors with vents to the February General Session as Management advised additional proposals had been requested from other vendors.

**Recess/Reconvene General Session**

*A motion was made, seconded and unanimously carried to RECESS to the Annual Membership Meeting and Election at 7:30 p.m.*

*Vice President and Presiding Chair, James Weaver, reconvened General Session at 8:00 p.m.*

**Establish Goals 2017**

The Board established the following goals for 2017:

- Exterior Lighting and Address Number Replacement
- Pergola Installation in Pool Area
- Landscape Replacement

**Annual Membership Meeting & Election Tabulated Results**

The tabulated results of the Annual Membership Meeting & Election held on January 26, 2017 to elect two (2) directors for a two (2) year term expiring 2019 as Certified by the Inspector(s) of Election are as follows:

- |                            |          |                                    |
|----------------------------|----------|------------------------------------|
| • James Weaver (incumbent) | 52 Votes | ELECTED – 2 Year Term Expires 2019 |
| • Daniel Wells (incumbent) | 54 Votes | ELECTED – 2 Year Term Expires 2019 |

**Board Liaison**

A motion was made, seconded and unanimously carried to APPROVE the appointment of Board President, Cathy Lewis, to act as the Board Liaison to Optimum Professional Property Management in accordance with the Management Agreement.

**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,

James Weaver, Beth Kojian, Daniel Wells and Jill-ann Cooper. Furthermore, Architectural Applications will be sent to the Board via email to review the application and return to Management for processing.

**2016/2017 Legislative Update & Case Law Review (Review Only)**

The Board reviewed the correspondence submitted by Association legal counsel Berding Weil in regards to 2016/2017 Legislation and case law review that could impact the community. There was no action required at this time.

**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. **01/26/17 Fence Menders Proposal**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Fence Menders dated 01/26/17 in the amount of \$1,570.00 for the repairs needed to the fence adjacent to the Racquet Club caused by a tree that fell from the racquet club property, to be paid from Reserves G/L #3170 (Fences). Furthermore, Management was requested to submit the proposal and invoice to the Racquet Club for reimbursement, as it was their tree that damaged the fence.

**Next Meeting**

NOTE: Meetings of the Board of Directors are held monthly except November. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for Thursday, February 23, 2017 at 6:15 p.m. Executive Session, 6:45 p.m. General Session, at Rancho Senior Center, Irvine, California.

**Adjourn General Session**

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded and unanimously carried to ADJOURN at 7:17 p.m.

**SECRETARY'S CERTIFICATE**

I, Board of Directors, 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:

Board  
Appointed Secretary

2-23-17  
Dated

**THE VILLAS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JANUARY 26, 2017  
MEMBER SIGN IN SHEET**

**IF YOU ARE NOT A MEMBER OF THE ASSOCIATION (HOMEOWNER) YOU MUST OPENLY IDENTIFY YOURSELF TO THE BOARD OF DIRECTORS UPON ARRIVAL TO THE MEETING.**

*The Board of Directors welcomes your comments. Comments will be limited to 3 minutes per homeowner and each will be timed accordingly. Please remember that this is your time to be heard by the Board. If a decision is needed regarding your issue, you are requested to put it in writing to be placed on the next Agenda for consideration. Also, please address your comments to the Board as a whole, as comments to individual members are not permitted. Keep your comments brief, to the point, and do not repeat prior comments so that everyone can be heard. In the interest of time, if several people wish to address the same issue, the Board will request those with the same concern to appoint ONE person to speak collectively on their behalf.*

**Civil Code §4920/ Board Meeting Agendas**

Effective January 1, 2008 requires an agenda for each regular board meeting be published to homeowners no less than 4 days prior to the scheduled meeting. The agenda may be distributed via regular mail, by newsletter, included in a billing statement or be posted in a prominent common area location. The bill *does not* prohibit homeowners from speaking about issues during homeowner forum that are not on the agenda; however, the board is limited to comments and actions regarding these issues. Items that homeowners bring up during a meeting that are not on the agenda will be included on the following month's agenda for board discussion.

The following are exceptions to Civil Code §4920:

- Emergencies
- Items discussed on the previous month's agenda (cannot exceed 30 days)
- Brief comments or statements by the board to management in response to homeowner issues that are not on the agenda
- Brief instructions or administrative tasks to manager or staff regarding a future meeting's agenda item

Name (Please Print)	Property Address	Issue
Ari Schwartz	62 Navarre	None
LINDA MELIN	12 MORENA	WATER - <sup>manage</sup> school & W/M?
Pat Amundson	18 Morena	Water intrusion
Rob Fallone	23 Morena	None
SCOTT Hovinga	18 Segura	NA
DANA FRANKLIN	3 NAVARRE	
William Lee	9 Segura	NA
Diane Segen	56 Navarre	NA

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

**FEBRUARY 23, 2017**

**Notice of Meeting**

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 02/17/17 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

**Roll Call**

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

Directors Present:       Cathy Lewis, President  
                              Jim Weaver, Vice President  
                              Dan Wells, Secretary  
                              Elizabeth Kojian, Treasurer  
                              Jill Cooper, Member at Large

Directors Absent:       None

Others Present:         Morgen Hardigree, Senior CCAM-ND<sup>®</sup>, Optimum Professional Prop. Mgmt. (ACMF<sup>®</sup>)  
                              See Sign-In Sheet

**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 February 23, 2017 from 6:15 p.m. to 6:45 p.m. for the following:

- Delinquencies: A/R Aging dated 02/16/17 and Reconciliation Report dated 01/31/17
- Hearings: One (1) hearing for Charcoal Barbecue on Patio
- Minutes: Executive Session 01/26/17

**Call to Order General Session**

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 6:45 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
- Saucers on Pots

**Architectural Committee Report**

Management provided a log in the Directors Report of all open architectural items. No action required.

A motion was made, seconded and unanimously carried to TABLE the appointment of a member to the ARC Committee to the March meeting pending further discussion.

**Landscape Committee Report**

The Committee discussed with the Board the February 3, 2017 Landscape Committee Inspection.

**02/15/17 GLS Proposal #51**

A motion was made, seconded and unanimously carried to APPROVE proposal #51 from Grant's Landscape dated 02/15/17 for landscape renovations, with the stipulation the total cost is \$3,250.00, not \$3,400.00 as items

**The Villas Community Association**  
**General Session Minutes**  
**February 23, 2017**  
**Page 2 of 4**

addressed on the proposal had already been completed, to be paid from Reserves G/L #3840 (Refurb: Landscape).

**02/15/17 GLS Proposal #52**

A motion was made, seconded and unanimously carried to APPROVE proposal #52 from Grant's Landscape dated 02/15/17 for landscape renovations, with the stipulation the total cost is \$495.00, not \$1,043.00 as items addressed on the proposal had already been completed, to be paid from Reserves G/L #3840 (Refurb: Landscape).

**02/15/17 GLS Proposal #53**

A motion was made, seconded and unanimously carried to APPROVE proposal #53 from Grant's Landscape dated 02/15/17 for landscape renovations in the amount of \$860.00, to be paid from Reserves G/L #3840 (Refurb: Landscape).

**02/15/17 GLS Proposal #54**

A motion was made, seconded and unanimously carried to APPROVE proposal #54 from Grant's Landscape dated 02/15/17 for the installation of mulch on all new plantings, in the amount of \$225.00, to be paid from Operating G/L #7215 (Landscape Supplies).

**02/15/17 GLS Proposal #55**

A motion was made, seconded and unanimously carried to APPROVE proposal #55 from Grant's Landscape dated 02/15/17 for landscape renovations, with the stipulation the total cost is \$1,165.00. Furthermore, items one through four (1-4), in the amount of \$490.00 to be paid from Operating G/L #7215 (Landscape Supplies), and item #5, in the amount of \$675.00, to be paid from Reserves G/L #3840 (Refurb: Landscape).

**Secretary's Report / Minutes**

The Board reviewed the Minutes of the January 26, 2017 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 carried to APPROVE the Minutes of the January 26, 2017 Organizational Meeting of the Board of Directors as written.

*ABSTAIN: Cathy Lewis*

A motion was made, seconded and carried to APPROVE the Minutes of the January 26, 2017 General Session of the Board of Directors as written.

*ABSTAIN: Cathy Lewis*

**Emergency Board Meeting By Email Resolution Ratified**

A motion was made, seconded and unanimously carried to RATIFY the Emergency Board Meeting By Email Resolution dated 02/13/17 approving the proposal from 24 Hour Emergency dated 02/13/17 to repair the remediation at 64 Navarre due to a roof leak for \$3,558.88 to be paid from Operating G/L #7655 (Roof).

**Treasurer's Report / Financials**

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 01/31/17 with a balance of \$64,923.47 in Operating; \$5,565.49 in Sunwest Bank MMA, \$24,961.55 in Pacific Western S/A, \$298,123.80 in Pacific Western Money Market, \$248,543.85 in Popular Banking Money Market, \$202,309.88 in Morgan Stanley and \$202,309.88 in Mutual of Omaha Money Market, for a total balance of \$1,541,622.14 (less loans) in Reserves, unbilled Special Assessment reserve asset \$342,771.72 as presented, with total assets at \$1,638,058.86 subject to audit/review by a CPA at fiscal year-end.



**Goldman Sachs CD Maturing 03/30/17**

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Godman Sachs, Reserve Account G/L #1205 in the amount of \$50,000.00 plus interest maturing 03/30/17 for a term of 12 months at the best available rate.

**Reserve Study Proposals FY 01/31/18 to 12/31/18**

The Board reviewed three (3) proposals for an onsite reserve study. A motion was made, seconded and unanimously carried to APPROVE the proposal from Association Reserves dated 01/27/17 for an onsite reserve study for fiscal year 01/31/18 to 12/31/18 for a flat rate fee of \$690.00 for the next three (3) years, with the stipulation the Board will approve the contract each year.

**01/26/17 GLS Invoice – Emergency Services \$1,800.00**

A motion was made, seconded and unanimously carried to APPROVE the invoice from GLS dated 01/26/17 for emergency services provided for the community for the removal of a fallen tree after hours, in the amount of \$1,800.00, to be paid from Reserves G/L #3300 (Contingency). Furthermore, management was requested to send the invoice to the Racquet Club for reimbursement as the tree that fell needed to be removed was on their property.

**New Homeowner Welcome Package (Escrow)**

A motion was made, seconded and unanimously carried to TABLE the “New Homeowner Welcome Package” prepared by Management that is distributed to new homeowners through escrow as presented to the March Meeting pending corrections.

**Storage Door Replacement Proposals**

The Board reviewed three (3) proposals. A motion was made, seconded and unanimously carried to APPROVE the proposal from OCBS dated 02/15/17 to replace four (4) sets of existing utility doors (8 doors total) at the electrical and equipment closets located behind dumpster enclosure #3, in the amount of \$4,707.33, to be paid from Reserves G/L #3185 (Mailboxes/Signage/Utility).

**02/14/17 Fontaine Roofing Proposal ~ 47 Morena**

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the proposal from Fontaine Roofing dated 02/14/17 to repair roof at 47 Morena in the amount of \$4,175.00 since the Board requested the work be performed by Premier Roofing. Furthermore, the Board APPROVED Premier Roofing to repair the roof at 47 Morena at a cost not to exceed \$3,200.00 to be paid from Reserves G/L #3130 (Roofs).

**Proposals (2) ~ Roof Repair at 30 Morena**

The Board reviewed two (2) proposals. A motion was made, seconded and unanimously carried to APPROVE the proposal submitted by Premier Roofing to repair the roof at 30 Morena, in the amount of \$3,184.00, to be paid from Reserves G/L #3130 (Roofs).

**01/27/17 Premier Roofing Proposal ~ 17 Morena**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 01/27/17 to repair the roof at 17 Morena, in the amount of \$1,685.00, to be paid from Reserves G/L #3130 (Roofs).

**01/27/17 Fontaine Roofing Proposal ~ 16 Segura**

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the proposal from Fontaine Roofing dated 01/27/17 for the repairs to be made on the flat roof at 16 Segura in the amount of \$1,990.00 as the Board would like the work to be performed by Premier Roofing. Furthermore, a motion was made, seconded and unanimously carried to APPROVE Premier Roofing inspect and repair the roof at 16 Segura, and to inspect the drains as they appear to be clogged and water is ponding on the roof the entire width of the structure, for a cost not to exceed \$2,000.00, to be paid from Reserves G/L #3130 (Roofs). Management was also requested to discuss this roof with Premier Roofing, as the flat roofs should be under warranty.

**Roof Maintenance Status Update**

Management discussed with the Board the preventative roof maintenance performed by Fontaine Roofing and the current conditions of the community's tile roofs. Management advised per the Reserve Study the life expectancy of the tiled roofs within the community were at zero (0) years, and they should consider obtaining proposals for the replacement of the felt underlayment on the tile roofs. Management was requested to discuss this with the reserve analyst when the on-site inspections were performed.

**02/15/17 Fontaine Roofing Change Order – Additional Tiles**

A motion was made, seconded and unanimously carried to APPROVE the change order from Fontaine Roofing dated 02/15/17 for the installation of 137 missing tiles, at \$18.00 each, for a total amount of \$2,466.00, to be paid from Reserves G/L #3130 (Roofs).

**Homeowner Correspondence – Parking**

The Board reviewed the correspondence and responses to the questions from the owner of 52 Navarre in regards to the parking within the community. There was no action required.

**Light Post Trim Installation Proposals Update**

A motion was made, seconded and unanimously carried to TABLE the discussion in regards to the light post trim installation update as Premier Roofing did not have an updated status report due to the work they are performing due to the recent rains. This matter will be included on the March Agenda.

**Approve Date to turn on Heat at Pool**

The Board directed management to issue a work order to turn the pool heat on the 1<sup>st</sup> of April.

**Next Meeting**

NOTE: Meetings of the Board of Directors are held monthly except November. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for Thursday, March 23, 2017 at 6:15 p.m. Executive Session, 6:45 p.m. General Session, at Rancho Senior Center, Irvine, California.

**Adjourn General Session**

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded and unanimously carried to ADJOURN at 7:55 p.m.

**SECRETARY'S CERTIFICATE**

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

ATTEST:

Approved  
Appointed Secretary

3.23.17  
Dated

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

**MARCH 23, 2017**

**Notice of Meeting**

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 03/17/17 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

**Roll Call**

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

Directors Present: Cathy Lewis, President  
Jim Weaver, Vice President  
Dan Wells, Secretary  
Elizabeth Kojian, Treasurer  
Jill Cooper, Member at Large

Directors Absent: None

Others Present: Morgen Hardigree, Senior CCAM-ND<sup>®</sup>, Optimum Professional Prop. Mgmt. (ACMF<sup>®</sup>)  
See Sign-In Sheet

**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 23, 2017 from 6:15 p.m. to 6:45 p.m. for the following:

- Delinquencies: A/R Aging dated 03/16/17 and Reconciliation Report dated 02/28/17
- Legal: Interior Remediation
- Minutes: Executive Session 02/23/17
- Non-Compliance: Plumbing Reimbursement

**Call to Order General Session**

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 6:47 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:

- Tree stumps at tennis courts
- Trash in Front of garages and front doors
- Number of tenants within units
- Parking in garages
- Exterior Lighting Project

**Architectural Committee Report**

Management provided a log in the Directors Report of all open architectural items. No action required.

A motion was made, seconded and unanimously carried to TABLE the appointment of a member to the ARC Committee to the April meeting pending further discussion.

**Landscape Committee Report**

Landscape Committee discussed with the Board the March 3, 2017 Landscape Committee inspection. Management advised that tree trimming will commence week of May 1, 2017 and May 8, 2017.

**Secretary's Report / Minutes**

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the February 23, 2017 General Session of the Board of Directors as written.

**Treasurer's Report / Financials**

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 02/28/17 with a balance of \$61,541.80 in Operating; \$5,565.70 in Sunwest Bank MMA, \$30,722.72 in Pacific Western S/A, \$320,457.37 in Pacific Western Money Market, \$248,639.01 in Popular Banking Money Market, \$314,401.26 in Morgan Stanley and \$202,337.82 in Mutual of Omaha Money Market, for a total balance of \$1,546,356.34 (less loans) in Reserves, unbilled Special Assessment reserve asset \$336,497.69 as presented, with total assets at \$1,652,640.64 subject to audit/review by a CPA at fiscal year-end.

**Transfer Funds in Excess of the FDIC Limit**

A motion was made, seconded and unanimously carried to transfer funds from Pacific Western Bank Money Market Reserve Account G/L #1520 in the amount of \$175,000.00 as follows: \$50,000.00 to be transferred to six (6) month Certificate of Deposit, \$50,000.00 to be transferred to a six (6) month Certificate of Deposit, and \$75,000.00 to be deposited into a three (3) month Certificate of Deposit, all at Morgan Stanley, at the best available rate.

**Draft Audit FYE 12/31/16**

A motion was made, seconded and unanimously carried to ACCEPT the draft audit and tax returns as presented for fiscal year-ended 12/31/16 prepared by Newman & Associates, CPA.

**New Homeowner Welcome Package (Escrow)**

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

**Proposed Pergola Plan**

A motion was made, seconded and unanimously carried to APPROVE the proposed plans as submitted by William Lushbaugh AIA of Lush Design Studio for the construction of a new pergola to be submitted to the city of Irvine Planning Department. Furthermore, the Board is requesting Mr. Lushbaugh cover the decorated wood around the saddle and to obtain the proposed color stains for the wood from CPR.

**Major Sweeping Service Requested Increase**

A motion was made, seconded and unanimously carried to APPROVE the requested increase from Major Sweeping Service dated 03/14/17 to increase the sweeping service charge from \$90.00 per sweep to \$100.00 per sweep with service two (2) times per month for a total of \$200.00 per month effective January 2017.

**South County Plumbing Proposal- Hydro Jet Drain 88 Navarre**

A motion was made, seconded and unanimously carried to APPROVE the proposal from South County Plumbing dated 03/10/17 to hydrojet drain outside of the patio at 88 Navarre for \$750.00 to be paid from Operating G/L #7620 (Plumbing).

**DryMaster Proposal - Remediation 64 Navarre**

A motion was made, seconded and unanimously carried to TABLE the proposal from DryMaster dated 03/01/17 to build-back after remediation at 64 Navarre for \$10,665.00 to the April General Session pending Management obtaining additional proposals and further discussion.

**Light Post Trim Installation Proposals Update**

A motion was made, seconded and unanimously carried to TABLE discussion of the light post trim installation update until the April board meeting since Premier Roofing did not have an updated status report due to the work they are performing due to the recent rains.

**Next Meeting**

NOTE: Meetings of the Board of Directors are held monthly except November. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for Thursday, April 27, 2017 at 6:15 p.m. Executive Session, 6:45 p.m. General Session, at Rancho Senior Center, Irvine, California.

**Adjourn General Session**

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded and unanimously carried to ADJOURN at 7:50 p.m.

**SECRETARY'S CERTIFICATE**

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

ATTEST:

Approved By Board  
Appointed Secretary

4.27.17  
Dated

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

**APRIL 27, 2017**

**Notice of Meeting**

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 04/20/17 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

**Roll Call**

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

Directors Present: Cathy Lewis, President  
Jim Weaver, Vice President  
Dan Wells, Secretary  
Elizabeth Kojian, Treasurer

Directors Absent: Jill Cooper, Member at Large

Others Present: Morgen Hardigree, Senior CCAM-ND<sup>®</sup>, Optimum Professional Prop. Mgmt. (ACMF<sup>®</sup>)  
See Sign-In Sheet

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

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on April 27, 2017 from 6:15 p.m. to 6:50 p.m. for the following:

- Delinquencies: A/R Aging dated 04/20/17 and Reconciliation Report dated 03/31/17
- Hearings: One (1) Hearing in regards to dumping at community dumpster, and three (3) non-compliance issues regarding architectural modifications and noise nuisance
- Legal: Interior Remediation
- Minutes: Executive Session 03/23/17

**Call to Order General Session**

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 6:54 p.m.

**Homeowner Forum**

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

**Architectural Committee Report**

Management provided a log in the Directors Report of all open architectural items. Management was requested to send an architectural application to the owner of 32 Segura to be returned for the installation of the front screen door.

**Landscape Committee Report**

Landscape Committee discussed with the Board the April 7, 2017 Landscape Committee inspection.

**GLS Proposal Quote #57 – Final Landscape Renovations**

A motion was made, seconded and unanimously carried to APPROVE the proposal #57 from Grant's Landscape dated 04/10/17 for landscape renovations with the stipulation the total cost for the work to be performed is \$350.00 not \$525.00 as originally proposed since items 1, 5 and 6 were performed at no cost to the community, to be paid from Reserves G/L #3840 (Refurb: Landscape).

**GLS Proposal: Tree Removal at 88 Navarre**

A motion was made, seconded and unanimously carried to DENY the proposal from Grant's Landscape dated 02/17/17 to remove the tree at 88 Navarre since the tree will be removed by Great Scott Tree Service.

A motion was made, seconded and carried to APPROVE the proposal from Great Scott Tree Service to remove three (3) Eucalyptus trees between 86 and 88 Navarre for \$1,785.00 to be paid from Reserves G/L #3180 (Irrigation / Landscape).

*OPPOSED: Jim Weaver*

**GLS Proposal ~ Lawn Transition**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 04/17/17 for annual lawn transition of over seeded rye grass at a cost not to exceed \$1,000.00 to be paid from Operating G/L #7215 (Landscape Supplies).

**Secretary's Report / Minutes**

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the March 23, 2017 General Session of the Board of Directors as written.

**Treasurer's Report / Financials**

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 03/31/17 with a balance of \$93,102.68 in Operating; \$5,565.70 in Sunwest Bank MMA, \$30,496.41 in Pacific Western S/A, \$327,410.27 in Pacific Western Money Market, \$248,744.40 in Popular Banking Money Market, \$314,703.95 in Morgan Stanley and \$202,368.76 in Mutual of Omaha Money Market, for a total balance of \$1,572,050.27 (less loans) in Reserves, unbilled Special Assessment reserve asset \$318,585.36 as presented, with total assets at \$1,685,397.25 subject to audit/review by a CPA at fiscal year-end.

**Addition of Investment CD's**

Management was requested to confirm the direction given at March's meeting in regards to transferring funds and opening new CDs was completed.

A motion was made, seconded and unanimously carried to APPROVE the recommendation of Vincent J. Daigneault of Morgan Stanley Wealth Management to open a new account G/L #1525 in the amount of \$75,000.00 to be transferred to a twelve (12) month Certificate of Deposit at the best available rate.

**Reimbursement to Landscape Committee Member**

A motion was made, seconded and carried to APPROVE the request for reimbursement to Board Member and Landscape Committee Member Daniel Wells for plants installed at the monument in the amount of \$64.43 to be paid from Operating G/L #7215 (Landscape Supplies).

*ABSTAIN: Daniel Wells*

**Reserve Study On-Site Inspection – Scheduling of Date**

The Board agreed to meet on-site with Sean Andersen of Association Reserves on Friday, May 19, 2017 at 9:00 a.m. at the pool area to inspect the community for the on-site reserve study.

**DryMaster Invoice – 3 Segura**

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #2017-2994 from DryMaster dated 03/22/17 for remediation services performed at 3 Segura for \$1,675.44 to be paid from Reserves G/L # 3130 (Roof).

**Fontaine Roofing Proposal ~ 3 Segura**

A motion was made, seconded and unanimously carried to DENY the proposal from Fontaine Roofing dated 04/03/17 to repair roof tiles at 3 Segura for \$2,195.00.

A motion was made, seconded and unanimously carried to APPROVE the work to be performed by Premier Roofing at a cost not to exceed \$1,640.00 to be paid from Reserves G/L #3130 (Roof).

**Proposals (3) Interior Repairs – 3 Segura**

The Board reviewed three (3) proposals. A motion was made, seconded and unanimously carried to APPROVE the proposal from DryMaster dated 03/17/17 to complete interior repairs at 3 Segura for \$1,803.47 to be paid from Reserves G/L #3130 (Roof).

**60 Navarre**

**03/29/17 24Hour Restoration Invoice**

A motion was made, seconded and unanimously carried to APPROVE the invoice #18530 from 24Hour Restoration dated 03/29/17 for the remediation services performed at 60 Navarre due to a roof and window leaks, in the amount of \$3,028.16, to be paid from Reserves G/L # 3130 (Roof).

**Interior Proposals (2)**

The Board reviewed two (2) proposals for interior repairs at 60 Navarre. A motion was made, seconded and unanimously carried to APPROVE the proposal from 24Hour Restoration to complete the interior repairs due to a leaking roof and windows, in the amount of \$5,517.73, to be paid from Reserves G/L #3860 (Refurb: Stucco/wood/light posts). Furthermore, the owners of 60 Navarre were in attendance to advise they had left-over flooring in the garage for the contractors to use, and that the installation of the flooring must match existing pattern.

Additionally, management was directed to request a work order from Premier Roofing for the inspection of the tile roof at 60 Navarre and the flat roof, as the flat roof is under warranty, and it was reported to be leaking, and to contact Fontaine Roofing as there was no report from them on the final closure letter sent to the community for the preventative roof maintenance at 60 Navarre, and have them provide the report.

**Premier Roofing Invoice - 64 Navarre**

The Board reviewed invoice #2142 from Premier Roofing dated 03/21/17 for work performed on flat roof at 64 Navarre at no charge since the roof is under warranty.

**Interior Repairs - 64 Navarre**

The Board reviewed three (3) proposals to repair interior damage at 64 Navarre due to roof leak. A motion was made, seconded and unanimously carried to APPROVE payment to the owner of 64 Navarre (Colesworthy) in the amount of \$8,668.00 for interior repairs that need to be made with the stipulation the owner of 64 Navarre signs a "Hold-Harmless" Agreement releasing the Association from any further liability in regards to the roof leak and interior damage at 64 Navarre to be paid from Reserves G/L #3860 (Stucco/Light Post/Wood).

**Fontaine Roofing Proposal ~ Water Test 19 Segura**

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the proposal from Fontaine Roofing dated 04/03/17 for water testing at 19 Segura in the amount of \$675.00 since the windows installed are modified windows that were installed by the owners, and the Association is not responsible for the maintenance of these windows. Management was requested to notify the owners as well.

**Fontaine Roofing Proposals - Additional Repairs Outside Scope of Work**

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the proposal from Fontaine Roofing dated 02/11/17 for additional repairs needed, i.e. satellite dish removal, rain gutter repairs, skylight, etc. in the amount of \$17,155.00 since the majority of the work is the homeowner responsibility. Furthermore, Management was requested to contact PCW for proposals for the rain gutter repairs needed that are the Association responsibility.



**Fontaine Roofing Closure Letter**

The Board reviewed the Report from Fontaine Roofing dated 02/11/17 in regards to work performed at the community during the Preventative Roof Maintenance. Management was requested to contact Fontaine Roofing and ask them why the date of the report is 02/11/17, but it was sent to management in early April, and to advise them 60-64 Navarre is missing from the report, and to confirm all building/addresses are on the report.

**Pool Leak Detection Reports & Proposals for Repair**

The Board reviewed the reports from Water Savers Company dated 04/02/17 and the proposals submitted for the needed repairs from Aquatrends in regards to the leaks at the pool due to the leaking return line and skimmers. A motion was made, seconded and unanimously carried to TABLE the proposals from Aquatrends to the May General Session and requested management contact a competitive vendor to review the report for a second opinion and bid comparison.

**Proposals (2) for Drain Repairs - 88 Navarre**

The Board reviewed two (2) proposals for the relocation of the drain pipes near 88 Navarre. A motion was made, seconded and unanimously carried to TABLE the proposals to the May General Session to allow management to clarify with South County Plumbing their proposal, as South County Plumbing had contacted management to advise there may be a larger drain closer to the unit the pipe could be tied into.

**Proposals (2) Fire Extinguisher Certification**

The Board reviewed two (2) proposals for the annual certification of the community fire extinguishers. A motion was made, seconded and unanimously carried to APPROVE the proposals from Mobile Fire Extinguisher dated 03/20/17 for the certification of the fire extinguishers, as well as the six (6) year maintenance recharge, in the amount of \$752.36, to be paid from operating Reserves G/L #7555 (Fire Extinguishers).

**Work Order Reports for all Water Leaks 2016-2017**

The Board reviewed the work order history report for all reported leaks regarding water, i.e. plumbing, roof, window, stucco, etc. for 2016-2017. There was no action required.

**OCBS Proposal – Block Wall Cap Repairs**

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the proposal from OCBS dated 04/20/17 to replace the block wall cap adjacent to the tennis courts from the Racquet Club in the amount of \$762.00 since the Board determined the work was not needed at this time.

**Annual Barbecue**

The Board agreed the date of the community's annual barbecue will be Saturday, August 26, 2017, and would continue to think of themes for this year's event. Management was requested to keep this topic on the Agenda until the event is held.

**Light Post Trim Installation Proposals Update**

Management was requested to obtain revised proposals for the installation of the trim on the community light posts for the Board to review at their May Meeting, as the Board would like to get this project finished, and it appeared that Premier Roofing would not be completing the project.

**Next Meeting**

NOTE: Meetings of the Board of Directors are held monthly except November. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for Thursday, May 25, 2017 at 6:15 p.m. Executive Session, 6:45 p.m. General Session, at Rancho Senior Center, Irvine, California.

Adjourn General Session

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded and unanimously carried to ADJOURN at 8:25 p.m.

SECRETARY'S CERTIFICATE

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

ATTEST:

Approved  
Appointed Secretary

7.27.17  
Dated

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

**JUNE 22, 2017**

**Notice of Meeting**

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool at least four (4) days prior to the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

**Roll Call**

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

Directors Present:      Cathy Lewis, President  
                                 Jim Weaver, Vice President  
                                 Dan Wells, Secretary  
                                 Elizabeth Kojian, Treasurer  
                                 Jill Cooper, Member at Large

Directors Absent:      None

Others Present:      Morgen Hardigree, Senior CCAM-ND<sup>®</sup>, Optimum Professional Prop. Mgmt. (ACMF<sup>®</sup>)  
                                 See Sign-In Sheet

**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 27, 2017 from 6:16 p.m. to 6:45 p.m. for the following:

- Delinquencies: A/R Aging dated 06/15/17 and Reconciliation Report dated 05/31/17
- Hearings: Two (2) Hearings in regards to charcoal barbecue and reimbursement assessment
- Minutes: Executive Session 04/27/17
- Non-Compliance: Window Screen

**Call to Order General Session**

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 6:47 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:

- Damage to landscape by Racquet Club

**Architectural Committee Report**

Management provided a log in the Directors Report of all open architectural items. Management was requested to add storm screen doors to the guidelines for screen and garage doors.

**Landscape Committee Report**

Landscape Committee discussed with the Board the May 5<sup>th</sup> and June 2nd Landscape Committee inspections. No action required.

**GLS Revised Proposal Quote #57 – Final Landscape Renovations**

Landscape Committee advised this proposal had already been approved and no action was required.

**GLS Proposal - May Landscape Walk Action Items**

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A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 05/08/17 to complete action items from May Landscape Committee meeting, with stipulation they install two (2) bubbler sprinkler at 42 Morena for \$367.00 to be paid from Operating G/L #7225 (Landscape Replacement).

**GLS Proposal - June Landscape Walk Action Items**

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 06/05/17 to complete action items from June Landscape Walk for \$1,271.00 to the July board meeting pending additional review.

**IRWD Notice of Proposed Water Rate Change**

The Board reviewed the notice from IRWD advising of an increase in the water rates. No action required.

**Secretary's Report / Minutes**

A motion was made, seconded and unanimously carried to TABLE the Minutes of the April 27, 2017 General Session of the Board of Directors until the July board meeting pending corrections.

**Treasurer's Report / Financials**

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 05/31/17 with a balance of \$96,354.75 in Operating; \$5,566.40 in Sunwest Bank MMA, \$40,313.81 in Pacific Western S/A, \$154,611.70 in Pacific Western Money Market, \$248,951.93 in Popular Banking Money Market, \$489,711.36 in Morgan Stanley and \$202,429.65 in Mutual of Omaha Money Market, for a total balance of \$1,573,615.95 (less loans) in Reserves, unbilled Special Assessment reserve asset \$300,545.11 as presented, with total assets at \$1,681,623.54 subject to audit/review by a CPA at fiscal year-end.

**Bank of Baroda CD Maturing 06/29/17**

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Bank of Baroda, Reserve Account G/L #1207 in the amount of \$100,000.00 plus interest maturing 06/29/17 for a term of nine (9) months at the best available rate.

**Sunwest Bank CD Maturing 07/20/17**

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Sunwest Bank, Reserve Account G/L #1201 in the amount of \$200,301.03 plus interest maturing 07/20/17 for a term of nine (9) months at the best available rate.

**Insurance Renewal Quote & Proposal**

The Board reviewed the renewal policy quote from Berg Insurance and a proposal from LaBarre/Oksnee for insurance coverage renewing 07/24/17. A motion was made, seconded and unanimously carried to APPROVE the renewal quote from Berg Insurance dated 06/09/17 to include property coverage with a policy limit of \$29,417.640 and deductible of \$1,000.00, liability coverage with a policy limit of \$1 million, umbrella coverage with a policy limit of \$15 million, Earthquake coverage with a policy limit of \$27,885,000.00, Workers Compensation with a policy limit of \$1 Million, and Directors & Officers coverage with a policy limit of \$1 million for a total annual premium of \$57,385.00 subject to rate changes to be paid from Operating.

**Pool Leak Detection Reports & Proposals for Repair**

The Board reviewed the reports from Water Savers Company dated 04/02/17 and the proposals submitted for the needed repairs from Aquatrends in regards to the leaks at the pool due to the leaking return line and skimmers. A motion was made, seconded and carried to APPROVE the proposal from Aquatrends dated 04/12/17 to replace skimmer, repair underground leak on pool return line, repair two (2) pool skimmers with cracks and perform additional concrete work at deep skimmer and return line leak for \$6,605.00 to be paid from Reserves G/L #3140 (Pool).

***OPPOSED: Kojian***

**Proposals (2) for Drain Repairs - 88 Navarre**

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The Board reviewed two (2) proposals for the relocation of the drain pipes near 88 Navarre. A motion was made, seconded and unanimously carried to APPROVE the proposal from Scott English Plumbing dated 04/14/17 to install a drainage system for the area drain in front of 88 Navarre for \$2,800.00 to be paid from Reserves G/L #3840 (Refurb: Landscape).

**Proposals (2) Light Post Trim**

The Board reviewed two (2) proposals for the installation of trim at the top and base of the light post with Trex. A motion was made, seconded and unanimously carried to APPROVE the proposal from CPR dated 06/15/17 to install the trim at the top and base of the light posts at the 17 locations throughout the community, in the amount of \$5958.00, to be paid from Reserves G/L #3860 (Refurb: Stucco/light post/wood).

**Premier Roofing Proposal – 60 Navarre**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 05/09/17 to repair tile roof at 60 Navarre for \$1,784.00 to be paid from Reserves G/L #3130 (Roofs).

**Homeowner Request for Reimbursement – 30 Morena (Rosene)**

A motion was made, seconded and unanimously carried to APPROVE the request of Matt Rosene owner of 30 Morena dated 05/08/17 for reimbursement from the Association for the electricity used for remediation services due to a roof leak at 30 Morena (Rosene) in the amount of \$172.42 to be paid from Reserves G/L #3130 (Roofs).

**Resident Request for Reimbursement – 60 Navarre (Quinn)**

A motion was made, seconded and unanimously carried to APPROVE the request of Katie Quinn, resident of 60 Navarre, dated 06/05/17 for reimbursement from the Association for the electricity used for remediation services due to a roof leak at 60 Navarre (Quinn) in the amount of \$111.36 to be paid from Reserves G/L #3130 (Roofs).

**Homeowner Request ~ Asphalt Repairs/Replacement ~ 36 Navarre**

A motion was made, seconded and unanimously carried to TABLE the request from the owners of 36 Navarre requesting the asphalt patch in front of the garage be repaired/replaced to the July board meeting to allow an independent 3<sup>rd</sup> party vendor to inspect the area and provide their professional opinion to the Board.

**Annual Barbecue**

The Board agreed the date of the community's annual barbecue will be Saturday, August 26, 2017 and requested Management reach out to Ava Park for ideas on themes. Management was also requested to reach out to vendors for sponsorship.

**Entry Monument**

A motion was made, seconded and unanimously carried to TABLE discussion of the entry monument until the on-site reserve study draft is provided by Association Reserves.

**Next Meeting**

NOTE: Meetings of the Board of Directors are held monthly except November. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for Thursday, July 27, 2017 at 6:15 p.m. Executive Session, 6:45 p.m. General Session, at Rancho Senior Center, Irvine, California.

**Adjourn General Session**

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded and unanimously carried to ADJOURN at 7:40 p.m.

**SECRETARY'S CERTIFICATE**

SECRETARY'S CERTIFICATE

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

ATTEST:

Approved  
Appointed Secretary

7.27.17  
Dated

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

**JULY 27, 2017**

**Notice of Meeting**

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool at least four (4) days prior to the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

**Roll Call**

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

Directors Present:        Dan Wells, Secretary  
                                 Elizabeth Kojian, Treasurer  
                                 Jill Cooper, Member at Large

Directors Absent:        Cathy Lewis, President  
                                 VACANT, Vice President

Others Present:         Morgen Hardigree, Senior CCAM-ND<sup>®</sup>, Optimum Professional Prop. Mgmt. (ACMF<sup>®</sup>)  
                                 See Sign-In Sheet

**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 27, 2017 from 6:18 p.m. to 6:47 p.m. for the following:

- Delinquencies: A/R Aging dated 07/20/17 and Reconciliation Report dated 06/30/17
- Hearings: One (1) Hearing in regards to refuse
- Legal: Irvine Racquet Club
- Minutes: Executive Session 06/22/17
- Non-Compliance: Pool Incident and Landscape Maintenance

**Call to Order General Session**

Treasurer and Presiding Chair, Beth Kojian, called the General Session of the Board of Directors to order following Executive Session at 6:47 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:

- Lighting Project

**Architectural Committee Report**

Management provided a log in the Directors Report of all open architectural items. No action required.

**Landscape Committee Report**

Landscape Committee discussed with the Board the July Landscape Committee Report and the correspondence sent to Grant's Landscape in regards to reports and logs to be submitted to management. Management was requested to have Kenny Grant of Grant's Landscape attend the September Landscape Committee Meeting to discuss the items provided.

**GLS Proposal Quote #58 – 80 Navarre**

A motion was made, seconded and unanimously carried to APPROVE the proposal from GLS dated 07/18/17 to install three (3) five gallon hibiscus that were stolen from the community on the side of 80 Navarre, at a cost not to exceed \$63.00, to be paid from operating G/L #7225 (Landscape Replacement).

**GLS Proposal Quote #59 – 86-88 Navarre Landscape**

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 07/18/17 to replace the landscape removed from outside of 86-88 Navarre due to the installation of a new drain, in the amount of \$420.00, until the plumbing work has been comp completed.

**Secretary's Report / Minutes**

A motion was made, seconded and carried to APPROVE the Minutes of the April 27, 2017 General Session of the Board of Directors as written.

*ABSTAIN: Cooper*

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the June 22, 2017 General Session of the Board of Directors as written.

**Treasurer's Report / Financials**

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 06/30/17 with a balance of \$98,529.08 in Operating; \$5,566.40 in Sunwest Bank MMA, \$37,541.32 in Pacific Western S/A, \$151,336.53 in Pacific Western Money Market, \$249,054.05 in Popular Banking Money Market, \$340,164.18 in Morgan Stanley and \$202,459.60 in Mutual of Omaha Money Market, for a total balance of \$1,562,956.19 (less loans) in Reserves, unbilled Special Assessment reserve asset \$294,505.23 as presented, with total assets at \$1,667,266.06 subject to audit/review by a CPA at fiscal year-end. Furthermore, a motion was made, seconded and unanimously carried to APPROVE the reclassification of funds in the amount of \$6,605.00 from Reserve GL #3140 (Pool/Spa/Cabana) to Reserve GL #3820 (Refurb: Concrete/Pool).

Finally, the Board is requesting management clarify why the recent Bank of Baroda CD that matured in June is showing as a liquid asset vs. a non-liquid asset.

**Loan Payment**

A motion was made, seconded and unanimously carried to TABLE the discussion of the payment of the loan until the August General Session pending further discussion.

**Request for Reimbursement – Newsletter Printing**

A motion was made, seconded and carried to APPROVE the request from Beth Kojian to be reimbursed in the amount of \$60.18 for the printing of the newsletter, to be paid from Operating G/L #8450 (Printing).

*ABSTAIN: Kojian*

**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 #O963-00056-3.

**Homeowner Request ~ Asphalt Repairs/Replacement ~ 36 Navarre**

A motion was made, seconded and unanimously carried to TABLE the request from the owners of 36 Navarre requesting the asphalt patch in front of the garage be repaired/replaced to the August board meeting to allow management obtain a proposal for the removal of the asphalt in this area and replacement with a concrete apron.



**Proposals (3) Stucco Repair ~ 64 Navarre**

The Board reviewed three (3) proposals for the repair of the stucco in the atrium at 64 Navarre. A motion was made, seconded and unanimously carried to APPROVE the proposal from CPR Construction to perform the repairs, at a cost not to exceed \$4,104.00, to be paid from Reserves G/L # 3120 (Painting).

**Dumpster Cameras**

The Board reviewed the request to consider cameras at the dumpster enclosures. The Board determined to take no action at this time.

**Membership Contact Information**

There was no action required as management had sent the request for homeowner contact information with the July Billing Statements sent to the membership.

**Recruiting Board Members**

The Board reviewed the proposed drafted language to be provided to the membership soliciting members to include their name as a potential Board Member. Management suggested the correspondence be distributed at the Annual Summer Barbecue.

**Next Meeting**

NOTE: Meetings of the Board of Directors are held monthly except November. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for Thursday, August 24, 2017 at 6:15 p.m. Executive Session, 6:45 p.m. General Session, at Rancho Senior Center, Irvine, California.

**Adjourn General Session**

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded and unanimously carried to ADJOURN at 7:45 p.m.

**SECRETARY'S CERTIFICATE**

I, Board of Directors, 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:

Board of Directors  
Appointed Secretary

8.24.17  
Dated

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

**AUGUST 24, 2017**

**Notice of Meeting**

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool at least four (4) days prior to the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Copen Way, Irvine, California.

**Roll Call**

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

Directors Present: Cathy Lewis, President  
Elizabeth Kojian, Treasurer  
Jill Cooper, Member at Large & Secretary Pro Tem

Directors Absent: Dan Wells, Secretary  
VACANT, Vice President

Others Present: Morgen Hardigree, Senior CCAM-ND<sup>®</sup>, Optimum Professional Prop. Mgmt. (ACMF<sup>®</sup>)  
See Sign-In Sheet

**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 24, 2017 from 6:24 p.m. to 6:45 p.m. for the following:

- Delinquencies: A/R Aging dated 08/17/17 and Reconciliation Report dated 07/31/17
- Hearings: Two (2) Hearings in regards to landscape maintenance and screen door
- Minutes: Executive Session 07/27/17
- Non-Compliance: Landscape Maintenance

**Call to Order General Session**

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 6:47 p.m.

**Appointment of Secretary Pro Tem**

A motion was made, seconded and unanimously carried to APPROVE the appointment of Board Member, Jill Cooper, as Secretary pro tem for the August 24, 2017 General Session.

**Homeowner Forum**

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. There were no homeowners present.

**Architectural Committee Report**

Management provided a log in the Directors Report of all open architectural items. No action required.

**Landscape Committee Report**

Landscape Committee discussed with the Board the August Landscape Committee Report dated 08/11/17 from Grant's Landscape and Management, as well as correspondence from Grant's Landscape dated 08/16/17 in regards to contractual items.

**GLS Revised Proposal – June Landscape Walk**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 06/05/17 to complete punch list items from June landscape walk with the stipulation item #7 is not performed for \$871.00 to be paid from Operating G/L #7225 (Landscape Replacement).

**GLS Proposal – Irrigation Controller Upgrades**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 08/15/17 for irrigation controller upgrades in the amount of \$610.00 to be paid from Reserves G/L #3180 (Landscape).

**GLS Proposal - Miscellaneous**

A motion was made, seconded and unanimously carried to APPROVE Grant's Landscape Proposal dated 08/14/17 to replant 86-88 Navarre and repair drain with stipulation items 1 and 4A are approved, for \$890.00 to be paid from Reserves G/L #3840 (Refurb: Landscape).

**GLS Action List Items**

The Board reviewed the Action List from Grant's Landscape from the August 11, 2017 Landscape Committee walk. The Landscape Committee reported they would speak to Grant's Landscape to discuss the fertilizing of the Plumerias. There was no action required.

**GLS Proposal – Overseed**

A motion was made, seconded and unanimously carried to APPROVE proposal #00063 from Grant's Landscape dated 08/17/17 to overseed the community lawn for \$1,200.00 with the stipulation this work is not completed until the middle of October and after the scheduled tree trimming from Great Scott Tree Service for the trimming of the Jacarandas. Management was directed to obtain the dates for the tree trimming from Great Scott Tree Service, and to see if the work could be performed sooner than later.

**Secretary's Report / Minutes**

A motion was made, seconded and carried to APPROVE the Minutes of the July 27, 2017 General Session of the Board of Directors as written.

*ABSTAIN: Cathy Lewis*

**Treasurer's Report / Financials**

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 07/31/17 with a balance of \$58,030.79 in Operating; \$5,566.87 in Sunwest Bank MMA, \$13,496.26 in Pacific Western S/A, \$162,308.24 in Pacific Western Money Market, \$249,159.63 in Popular Banking Money Market, \$240,168.92 in Morgan Stanley and \$202,490.56 in Mutual of Omaha Money Market, for a total balance of \$1,558,034.22 (less loans) in Reserves, unbilled Special Assessment reserve asset \$288,653.55 as presented, with total assets at \$1,620,192.75 subject to audit/review by a CPA at fiscal year-end.

**Loan Payment**

A motion was made, seconded and unanimously carried to APPROVE payment of the loan for the special assessment approved in February 2014 in the amount of \$219,000.00 with Popular Bank.

**Beal Bank CD Maturing 09/27/17**

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Beal Bank, Reserve Account G/L #1211 in the amount of \$75,000.00 plus interest maturing 09/27/17 for a term of twelve (12) months at the best available rate.

**Beal Bank CD Maturing 10/04/17**

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Beal Bank, Reserve Account G/L #1206 in the amount of \$50,000.00 plus interest maturing 10/04/17 for a term of nine (9) months at the best available rate.

**The Villas Community Association  
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**Approve "Draft" Reserve Study FY 01/01/18 to 12/31/18**

A motion was made, seconded and unanimously carried to APPROVE the reserve study onsite by Association Reserves dated 08/11/17 for fiscal year 01/01/18 to 12/31/18 with monthly recommended funding to reserves of \$23,603.00 with reserves funded at 121% in 2018 and projected funding at 110.6% in five (5) years, with the stipulation Association Reserves changes the terms for the repair of the tile roofs to the replacement of the tile roofs, and the termite fumigation was performed in 2015, to change the life expectancy.

**Appointment of Director**

A motion was made, seconded and unanimously carried to TABLE the appointment of one (1) Director to fill the one (1) vacant seat created by the resignation of James Weaver on 07/20/17 for term expiring August 2018 until the October board meeting, since there are no candidates at this time. Furthermore, management was requested to send correspondence to Mr. Weaver thanking him for his years of service to the community.

**Homeowner Request ~ Asphalt Repairs/Replacement ~ 36 Navarre**

The Board reviewed three (3) proposals for the removal of the asphalt and the installation of a concrete apron outside the garage at 36 Navarre. A motion was made, seconded and unanimously carried to APPROVE authorizing management to discuss with the vendors the following scope of work: 3500 PSI, 6" thickness, and clarification in the total square footage between 108 total square footage vs. 171 total square footage, at a cost not to exceed \$2,500.00, to be paid from Reserves G/L #3820 (Refurb: concrete).

**Annual Barbecue**

Management advised everything was ready for the annual community barbecue to be held on Saturday, August 26, 2017. There was not action required.

**Exterior Lighting Project**

Management was directed to advise Tri-County Lighting the old fixtures that are in the community need to be installed at 37 Morena, and to combine the fixtures that do not match into one courtyard.

**2 Segura**

Management advised they were waiting for 2 additional proposals for the build-back required at 2 Segura due to a plumbing leak, and once received, would be immediately sent to the Board for review and approval. There was no action required.

**Replacement of Storage Closet Doors near Dumpster 5**

A motion was made, seconded and unanimously carried to APPROVE management to contact OCBS to request they replace the storage closet doors near dumpster 5 at the same price as approved for the storage closet doors near dumpster 3, at a cost of \$4,707.00, to be paid from Reserves G/L #3185 (Utility Doors). Furthermore, management was directed to send a letter to the owners of 36 Navarre requesting he remove their items in the storage closet near dumpster 5 to allow other homeowners the use of the closets, as they are using several closets within the community.

**Next Meeting**

NOTE: Meetings of the Board of Directors are held monthly except November. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for Thursday, October 26, 2017 at 6:15 p.m. Executive Session, 6:45 p.m. General Session, at Rancho Senior Center, Irvine, California, as the Board will not be meeting in September.

**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 7:57 p.m.

SECRETARY'S CERTIFICATE

I, Board, 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:

Board of Directors  
Appointed Secretary

11.16.17  
Dated

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

**NOVEMBER 16, 2017**

**Notice of Meeting**

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool at least four (4) days prior to the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

**Roll Call**

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

Directors Present: Cathy Lewis, President  
Robert Fallone, Vice President  
Elizabeth Kojian, Treasurer  
Dan Wells, Secretary  
Jill Cooper, Member at Large

Directors Absent: None

Others Present: Morgen Hardigree, Senior CCAM-ND<sup>®</sup>, Optimum Professional Prop. Mgmt. (ACMF<sup>®</sup>)  
See Sign-In Sheet

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

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on November 16, 2017 from 6:19 p.m. to 6:47 p.m. for the following:

- Delinquencies: A/R Aging dated 11/16/17 and Reconciliation Report dated 10/31/17
- Hearings: Two (2) Hearings in regards to landscape maintenance and torn screen
- Minutes: Executive Session 08/24/17
- Non-Compliance: Bird feeders and feeding wildlife

**Call to Order General Session**

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 6:47 p.m.

**Homeowner Forum**

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. Nothing was presented.

**Architectural Committee Report**

Management provided a log in the Directors Report of all open architectural items. The Committee provided a status of the open architectural projects. Management was directed to inspect the walls at 19-21 Segura as the front brick wall is separating.

**Landscape Committee Report**

Landscape Committee discussed with the Board the September and October Landscape Committee Reports, and Grant's Landscape Action List #004. There was no action required.

**10/17/17 GLS Proposal #00069**

A motion was made, seconded and unanimously carried to APPROVE proposal #00069 from Grant's Landscape dated 10/17/17 for landscape renovation at 39 Navarre, in the amount of \$860.00, to be paid from Reserves G/L #3180 (Landscape).

**The Villas Community Association**

**General Session Minutes**

**November 16, 2017**

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**Great Scott Proposal – Trimming of Shrubbery**

The Board reviewed the proposal #147637 from Great Scott Tree Service dated 11/09/17 for the removal of Jacaranda trees in the front entrance at a cost of \$645.00 and the trimming back of the shrubbery along Segura and Navarre adjacent to the Jewish Temple in the amount of \$3,840.00. Management was directed to contact the Temple to discuss paying for the work to be performed and report back to the Board. Furthermore, the Board agreed to monitor the Jacaranda trees for the next six months rather than removing them at this time per the recommendation of Great Scott Tree Service, as they received a second opinion that states the trees are not in jeopardy of falling.

**Secretary's Report / Minutes**

A motion was made, seconded and carried to APPROVE the Minutes of the August 24, 2017 General Session of the Board of Directors as written.

*ABSTAIN: Robert Fallone and Daniel Wells*

A motion was made, seconded and unanimously carried to APPROVE ratifying the Emergency Resolution via Email dated 09/01/17 for plumbing work performed at 2 Segura.

**Treasurer's Report / Financials**

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 08/31/17 and 09/30/17 with a balance of \$60,714.72 in Operating; \$2,767.32 in Sunwest Bank MMA, \$8,012.85 in Pacific Western S/A, \$206,242.31 in Pacific Western Money Market, \$249,364.09 in Popular Banking Money Market, \$315,373.44 in Morgan Stanley and \$202,551.49 in Mutual of Omaha Money Market, for a total balance of \$1,558,971.91 (less loans) in Reserves, unbilled Special Assessment reserve asset \$276,884.19 as presented, with total assets at \$1,652,415.85 subject to audit/review by a CPA at fiscal year-end.

**Loan Payment**

Management advised the outstanding amount of the loan had been paid. No action was required.

**Bank Hapoalim CD Maturing 12/29/17**

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Bank Hapoalim, Reserve Account G/L #1208 in the amount of \$50,000.00 plus interest maturing 12/29/17 for a term of six (6) months at the best available rate.

**Proposed Budget and Reserve Funding Plan Fiscal Year 01/01/18 to 12/31/18**

The Board reviewed proposed budget #1 prepared 08/18/17 for fiscal year 01/01/18 to 12/31/18 with an increase in assessments of \$10.46 (2.6%) from \$395.00 to \$405.46 per unit/home per month and monthly funding to reserves of \$23,603.00 per the reserve study onsite by Association Reserves dated 08/11/17 with reserves funded at 121% at beginning of new fiscal year and 112.4% in five years. A motion was made, seconded and unanimously carried to APPROVE proposed budget #2 revised per the Board of Directors for fiscal year 01/01/18 to 12/31/18 with assessments remaining at \$395.00 per unit per month and monthly funding to reserves of \$22,684.00 which is less than the amount recommended of \$23,603.00 in the onsite reserve study by Association Reserves dated 09/07/17 with reserves funded at 121%.

NOTE: The Board of Directors is NOT currently considering a Special Assessment and/or obtaining a Bank Loan for fiscal year 01/01/18 to 12/31/18 to repair any major common area components or to fund the reserves.

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 as presented by Association Reserves for fiscal year 01/01/18 to 12/31/18 that shows reserves funded at 110.9% in five (5) years based on the approved reserve funding amount of \$22,684.00 per month.

**The Villas Community Association  
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Furthermore, the Board APPROVED the increase presented by Optimum Professional Property Management for the monthly management fee from \$2,319.17 to \$2,485.58 as of June 1, 2018.

**Audit/Tax Return Proposals FYE 12/31/17**

The Board reviewed three (3) proposals for an audit and tax preparation at fiscal year-end. A motion was made, seconded and unanimously carried to APPROVE the proposal from Newman & Associates, CPA dated 05/31/17 to conduct an audit of the Association's financial records and prepare tax returns for fiscal year-ending 12/31/17 for \$800.00.

**Approval of CPR Invoice**

A motion was made, seconded and unanimously carried to APPROVE invoice #2227 dated 09/17/17 from CPR Construction for additional stucco work needed at 64 Navarre, in the amount of \$5,042.00, to be paid from Reserves G/L #3120 (Painting).

**Approval of Reimbursement for Community Event**

Owner was not present. A motion was made, seconded and unanimously carried to APPROVE the request for reimbursement from Ava Park, owner of 21 Navarre, for supplies purchased for the community event in August, in the amount of \$223.19, to be paid from Operating G/L #8422 (Community Events).

**Approval of Reimbursement for Community Event**

Owner was present. A motion was made, seconded and carried to APPROVE the request for reimbursement from Elizabeth Kojian, owner of 37 Morena, for supplies purchased for the community event in August, in the amount of \$71.00 to be paid from Operating G/L #8422 (Community Events).

*ABSTAIN: Beth Kojian*

**Approval of Reimbursement for Electricity Use – 30 Morena**

Owner was not present. A motion was made, seconded and unanimously carried to DENY the request from the owner of 30 Morena (Rosene) for reimbursement of electricity as it was unclear as to the amount requesting to be reimbursed, and prior reimbursement had been approved in June of 2017.

**Approval of Bonus**

A motion was made, seconded and unanimously carried to APPROVE providing a bonus to Jesus Castaneda, landscape foreman for the community from Grant's Landscape, in the amount of \$150.00, to be paid from Operating G/L #8499 (Miscellaneous Administration).

**Community Association Institute Pledge: Community Legislative Action Committee (CLAC)**

The Board reviewed correspondence from Community Associations Institute (CAI) for a community pledge requesting a donation of \$1.00 per door to help with public education and advocacy for homeowners and community associations. A motion was made, seconded and unanimously carried to APPROVE making a donation to Community Associations Institute for Community Legislative Action Committee (CLAC), "A Buck a Door" program for \$1.00 per door, which is equal to \$144.00 to be paid from Operating G/L #8460 (CAI Buck A Door Program).

**Approval of Purchase of Community Decorations**

A motion was made, seconded and carried to APPROVE the purchase of holiday decorations for the community by Jill-Ann Cooper in the amount of \$250.00, to be paid from Operating G/L #8422 (Community Events).

*ABSTAIN: Jill-Ann Cooper*

**Appointment of Director**

A motion was made, seconded and unanimously carried to APPROVE the appointment of Robert Fallone, owner of 23 Morena, to the Board of Directors effective immediately to fill the vacancy created by the resignation of James Weaver on 07/21/17 to serve remainder of term expiring January 2019. Furthermore, Robert Fallone is elected to the office of Vice President.



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

A motion was made, seconded and unanimously carried to APPROVE appointment of Chris Martin of 98 Navarre, William Leek of 9 Segura, and Avi Schwartz of 62 Navarre to act as the Inspector(s) of Election and certify the results of the election in accordance with the adopted Election Rules for the Annual Membership Meeting & Election to be held on January 25, 2018 at 6:00 p.m. with registration at 5:45 p.m. at the Rancho Senior Center, 3 Ethel Coplen Way, Irvine. 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.

**Pool Access**

The Board discussed the access to the pool and the possibility of installing a key fob system. Management was requested to obtain proposals for the installation of a key fob system for the pool area to be reviewed at the January Meeting.

**50 Navarre Interior Repairs**

Management updated the Board on the interior repairs being performed at 50 Navarre. A motion was made, seconded and unanimously carried to APPROVE the proposal from Flood Pros dated \$4,736.31, to be paid from Reserves G/L #3300 (Contingency).

**Pool Service Log**

The Board reviewed the pool service log submitted by Aquatrends. There was no action required.

**Exterior Lighting Project**

The Board reviewed the correspondence from Tri-County Lighting in regards to the length of time being taken to complete the exterior lighting project. Management was directed to forward the latest email from Tri-County Lighting to the Board for their review, and to remind Tri-County Lighting a final walk through is needed prior to the work being finalized.

**Replacement of Storage Closet Doors near Dumpster 5**

Due to the cost of the installation in the amount of \$9,367.00 to replace the storage closet doors near dumpster 5 as the existing doors are wood and the proposed doors are fiberglass, management was requested to obtain two (2) additional proposals for the Board to review at their January Meeting.

**Painting of Entry Monument**

The Board discussed the entry monument and the proposed painting. Additionally, it was reported the monument light is out and needs to be replaced. Management was requested to research the last time the monument was refurbished and who by.

**Roof & Gutter Maintenance Proposals (4)**

The Board reviewed the four (4) proposals for the annual roof and gutter maintenance within the community. A motion was made, seconded and unanimously carried to APPROVE the proposal from PCW for gutter maintenance only, in the amount of \$5,990.00, to be paid from Reserves G/L #3130 (Roofs). Furthermore, management was directed to obtain proposals for a construction manager to provide a scope of work and oversee the proposed roof replacement project for the tile roofs within the community.

**Homeowner request ~ 32 Segura ~ Oversized Vehicle**

Owner was not present. The Board reviewed the request from the owners of 32 Segura regarding the purchase of an oversized vehicle that will not fit inside their garage and to be allowed to park the vehicle outside in the visitor parking spaces. Management was directed to advise the owners the Board does not need to approve this request as long as it is not used a commercial vehicle.

**Next Meeting**

NOTE: Meetings of the Board of Directors are held monthly except November. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for Thursday, January 25, 2018 at 6:15 p.m. Executive Session, 6:45 p.m. General Session, at Rancho Senior Center, Irvine, California, as the Board will not be meeting in December.

**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, Board of Directors, 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:

Board  
Appointed Secretary

1.25.18  
Dated

**THE VILLAS  
COMMUNITY ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

**SCHEDULED FOR DECEMBER 7, 2017**

**HAS BEEN CANCELLED**

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**THE NEXT BOARD OF DIRECTORS MEETING**

**IS SCHEDULED FOR JANUARY 25, 2018**

**AT 6:45 P.M.**

**AT THE RANCHO SENIOR CENTER, 3 ETHEL  
COPLIN DRIVE, IRVINE**