

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

**JANUARY 26, 2023**

**Notice of Meeting**

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

**Roll Call**

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

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

Directors Absent: None

Others Present: Morgan Winegar, CMCA®, Optimum Professional Property Management, Inc.  
Jenn Luckham, CM, Optimum Professional Property Management, Inc.  
Will Leek - 9 Segura - IOE  
Marika Leek - 9 Segura Via Zoom  
Linda Melin – 12 Morena

**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, 2023 from 6:15 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging & Collection Report 01/17/23
- Hearings (6): Non-Compliance of the Governing Documents
- Legal: Probate Claim (1)
- Minutes: Executive Session 12/01/22

**Call to Order General Session**

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

- Lighting

**Architectural Review Committee**

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

**Landscape Committee**

No update at this time.

**The Villas Community Association**

**General Session Minutes**

**January 26, 2023**

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**Painting Committee**

No update at this time.

**Landscape Committee**

No update at this time.

Furthermore, a motion was made, seconded, and unanimously carried to APPROVE the proposal from Villa Park dated 11/17/22 to perform the November punch list for \$644.53.23 to be paid from Operating G/L #60200 (Landscape: Extras).

Furthermore, a motion was made, seconded, and unanimously carried to APPROVE the proposal from Villa Park dated 12/07/22 to perform the December punch list for \$218.23 to be paid from Operating G/L #60200 (Landscape: Extras).

Furthermore, a motion was made, seconded, and unanimously carried to APPROVE the proposal from Villa Park dated 12/06/22 to perform the December punch list for \$370.48 to be paid from Operating G/L #60200 (Landscape: Extras).

Furthermore, a motion was made, seconded, and unanimously carried to TABLE INDEFINIETELY the proposal from Villa Park dated 09/16/22 for \$395.85 as this was not requested by the Landscape Committee.

Furthermore, a motion was made, seconded, and unanimously carried to TABLE the proposal from Villa Park dated 12/07/22 for \$187.78 until the February meeting pending further review.

**Secretary's Report / Minutes**

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the December 12, 2022 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 12/30/22 as presented, subject to audit/review at fiscal year-end by a CPA.

**Morgan Stanley CD Maturing 02/28/23**

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15165 in the amount of \$150,000.00 plus interest maturing 02/28/23 for a term of six (6) months at the best available rate.

**Morgan Stanley CD Maturing 02/28/23**

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15175 in the amount of \$50,000.00 plus interest maturing 02/28/23 for a term of six (6) months at the best available rate.

**Morgan Stanley CD Maturing 02/01/23**

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15195 in the amount of \$100,000.00 plus interest maturing 02/28/23 for a term of six (6) months at the best available rate.

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

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

**Aqua-Tek Pool Service Proposal**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Aqua-Tek Pool Service dated 12/21/22 to replace copper plumbing for \$3,250.00 to be paid from Reserves G/L #3600 (Pool/Spa).

**Purcor Pest Solutions Proposal – Termites in Storage Closet**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Purcor Pest Solutions dated 11/02/22 to treat for termites at Storage Closet for N3 & N4 for \$450.00 pending follow up with vendor for pricing to treat adjacent closets at the same time.

**24HRC Proposal – Stucco Repairs at 58 Navarre**

A motion was made, seconded, and unanimously carried to TABLE the proposal from 24HRC dated 01/03/23 for stucco repairs at 58 Navarre for \$1,861.00 pending further review.

**Premier Roofing and Building Proposal - Relocation of Vent at 16 Navarre**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Premier Roofing and Building dated 07/12/23 for vent relocation at 16 Navarre for \$4,985.00 pending further review.

**24HRC Proposal – Rebuild at 50 Navarre**

A motion was made, seconded, and unanimously carried to TABLE the proposal from 24HRC dated 12/27/22 for soffit build out at 50 Navarre for \$4,590.00 pending further estimates.

**Annual Certified Manager Disclosure**

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

- Jenn Luckham is not currently a certified community association manager.
- The fidelity insurance of the management firm does not cover the operating and reserve funds of your association.

**Establish Goals for 2023**

- CC&R Revision
- Landscape: Tennis Club Hedge Line Resolved
- Community Event
- Street Slurry Project
- Better Neighbor Relations

**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, February 23, 2023, at 6:15 p.m. Executive Session, 7:00 p.m. General Session at Optimum and Zoom.

**Adjourn General Session**

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

**SECRETARY'S CERTIFICATE**

I, Agnes Dickson, 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:  
Agnes Dickson  
Appointed Secretary

2/23/23  
Dated