

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

DECEMBER 9, 2021

Notice of Meeting

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

Roll Call

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

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

Directors Absent: Cathy Lewis, Member at Large

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

Executive Session Disclosure §4935(a)

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on **December 9, 2021 from 6:15 p.m. to 6:59 p.m.** for the following:

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

Call to Order General Session

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

Homeowner Forum

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

- Pool & Pool Furniture

Architectural Committee

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

Landscape Committee

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

The Villas Community Association

General Session Minutes

December 9, 2021

Page 2 of 3

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

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

Executive Sub Committee – Racquet Club Sale

No update at this time.

Painting Committee

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

Secretary's Report / Minutes

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

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

Treasurer's Report / Financial Statements

A motion was made, seconded, and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 10/31/21 as presented, subject to audit/review at fiscal year-end by a CPA.

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

Audit/Tax Return Proposals FYE 12/31/21

The Board reviewed four (4) proposals for an audit and tax preparation at fiscal year-end. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Newman & Associates, Inc. dated 07/13/21 to conduct an audit of the Association's financial records and prepare tax returns for fiscal year-ending 12/31/21 for \$1,000.00.

Nature Care Invoice – Monthly Landscape Maintenance

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

Villa Park Proposal – 3 Year Trimming Plan

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

Villa Park Proposal – Overseeding

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

Approve Gift Card for Landscape Foreman Jesus Castaneda

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

The Villas Community Association

General Session Minutes

December 9, 2021

Page 3 of 3

Storage of Association Documents

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

January Board Meeting Date

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

Roof Repairs at 60 Navarre – Warranty Status

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

Next Meeting

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

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

Adjourn General Session

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded, and unanimously carried to ADJOURN at **8:18 p.m.**

SECRETARY'S CERTIFICATE

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

ATTEST:

APPROVED

01.27.22

Appointed Secretary

Dated