

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

AUGUST 22, 2018

Notice of Meeting

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

Roll Call

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

Directors Present: Daniel Wells, President
Cathy Lewis, Vice President
Elizabeth Kojian, Treasurer
Jill Cooper, Member at Large

Directors Absent: Robert Fallone, Secretary

Others Present: Morgen Hardigree, CCAM-ND.AA, Senior Certified Community Association Manager, Optimum Professional Property Management, Inc.
Nancy Blasco, CCAM, Senior Certified Community Association Manager, Optimum Professional Property Management, Inc.
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 22, 2018 from 6:17 p.m. to 6:46 p.m. for the following:

- Delinquencies: A/R Aging dated 08/15/18 and Reconciliation Report dated 07/31/18
- Hearing: Two (2) Hearings for reimbursement assessments due to plumbing issues
- Legal: Proposed Harassment Policy & Cease and Desist Letter
- Minutes: Executive Session 06/22/18
- Non-Compliance Issue: Membership Harassment

Call to Order General Session

President and Presiding Chair, Dan Wells, called the General Session of the Board of Directors to order following Executive Session at 6:45 p.m.

Appointment of Secretary Pro Tem

A motion was made, seconded and unanimously carried to APPROVE the appointment of Board Member, Cathy Lewis, as Secretary pro tem for the August 22, 2018 General Session.

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:

- Purchase of Golf Course

Architectural Committee Report

The Committee reviewed the current open architectural applications within the community. There was no action required.

Landscape Committee Report

Landscape Committee discussed with the Board the July and August Landscape Committee Reports.

08/16/18 Correspondence from GLS – Supervisor Change

The Board reviewed the correspondence from Kenny Grant of Grant's Landscape in regards to the change in supervisors for the community, and at this time, a supervisor change is not possible. Management was requested to obtain four (4) proposals for landscape maintenance at the community for the Board to review.

Approval of GLS Invoice #40263

Landscape Committee Chair authorized the payment of GLS Invoice #40263 for \$150.00.

Great Scott Tree Service Invoice #33250

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #33250 from Great Scott Tree Service dated 06/13/18, with the stipulation the total amount paid is \$17,820.00, as this was the amount that was original approved on April 26, 2018, to be paid from operating g/l #7232 (Tree Trimming). Furthermore, the Landscape Committee directed management to advise Great Scott Tree Service there was no discussion of limb removal or the revised proposal.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the June 26, 2018 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 06/30/18 and 07/31/18 with a balance of \$103,13.85 in Operating; \$333,257.01 in Pacific Western Money Market, \$157,520.08 in Popular Banking Money Market, \$342,929.72 in Morgan Stanley and \$202,875.41 in Mutual of Omaha Money Market, for a total balance of \$1,775,814.49 in Reserves, unbilled Special Assessment reserve asset \$201,760.49 as presented, with total assets at \$1,879,328.34 subject to audit/review by a CPA at fiscal year-end.

Morgan Stanley Account

A motion was made, seconded and unanimously carried to APPROVE withdrawing the funds in G/L #1520 and #1525, at \$75,000.00 each, into a new Certificate of Deposit, both for a term of twelve (12) months at the best available rates.

Master Fidelity Policy

The Board reviewed the approved Master Fidelity Invoice and proposed policy that is authorized to be paid by management through the management contract. There was no action required.

Approval of Tri-County Lighting Invoice #141084 – Final Payment for Refurbishment Project

Management provided the Board with the final invoice for the lighting refurbishment project that was performed within the community. Management was directed to have Kevin of Tri-County Lighting to a pre-walk through prior to the final walk with the Board, as there are many address numbers that are askew, and the lights at the pool area have not been refurbished. Once the pre walk by Kevin has been completed, the Board will schedule the final walk.

Roofing Consultant Proposals (3)

A motion was made, seconded and carried to APPROVE the revised proposal dated July 10, 2018 from Mike Kiss of Summit Architecture for roofing consultant and management for the proposed tile roof replacement for the community, in the amount of \$31,500.00, to be paid from Reserves G/L #3130 (Roofs).

OPPOSED: Cathy Lewis

06/19/18 Vasin Sign Proposal

A motion was made, seconded and unanimously carried to APPROVE the proposal from Vasin Sign dated 06/19/18 for the refurbishment of the Association front entry monument, in the amount of \$2,203.49, to be paid from Reserves G/L # 3185 (Mailboxes/Signage/Utility Door).

06/28/18 South County Plumbing Proposal

A motion was made, seconded and unanimously carried to APPROVE the proposal from South County Plumbing dated 06/28/18 to walk the community to map locations of existing water meters, record serial numbers of meters and cross reference with IRWD in an attempt to find which units that are serviced by the proper meter, in the amount of \$1,200.00 to be paid from Reserves G/L #3300 (Contingency).

Proposal ~ Men's Restroom Sink

A motion was made, seconded and unanimously carried to TABLE this proposal to the October Meeting to allow management obtain additional proposals due to cost.

Next Meeting

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

The next meeting of the Board of Directors is scheduled for Thursday, October 25, 2018 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 8:00 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

10.25.18
Dated

