

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

DECEMBER 07, 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 (Three Members per Bylaws) was established with the following Directors in attendance:

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

Directors Absent: None

Others Present: Jenn Luckham, Community Manager, Optimum Professional Property Management

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 07, 2023 from 6:00 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging & Collection Report 10/31/23
- Hearings (4): Non-Compliance of the Governing Documents
- Legal: NOE, Settlement Agreement, Demand Letter
- Minutes: Executive Session 11/06/23

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:

- None

Architectural Review Committee

Architectural Log: No Action Taken.

Landscape Committee Report

Director Wells discussed the planting for the back berm area near the tennis courts. Villa Park Landscape will start the planting the second week in December.

Villa Park Proposals

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Villa Park Landscape dated 10/25/23 to replace one malfunctioning controller near 35 Navarre for \$7,740.00 to be paid from G/L Reserve Account #34200 (Irrigation).

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Cool Block Club Committee

Angie Dickson updated the Board on holiday festivities that will take place in December. No further action taken.

Parking Committee

A motion was made, seconded, and unanimously carried to APPROVE the formation of a Parking Committee for the purpose of reviewing variances for parking permits within the community and providing recommendations to the Board of Directors. Furthermore, the Board appoints the following board members to serve on the committee: Dan Wells and Jill Cooper.

Secretary's Report / Minutes

A motion was made, seconded, and unanimously carried to TABLE the Minutes of the November 06, 2023 General Session of the Board of Directors as written pending corrections.

Treasurer's Report / Financial Statements

A motion was made, seconded, and unanimously carried 10/30/23 as presented, subject to audit/review at fiscal year-end by a CPA.

Audit/Tax Return Proposals FYE 12/31/23

The Board reviewed two (2) 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, CPA dated 07/05/23 to conduct an audit of the Association's financial records and prepare tax returns for fiscal year-ending 12/31/23 for \$1,300.00.

24 HRC Proposal

A motion was made, seconded, and unanimously carried to DENY the proposal from 24RC dated 11/29/23 to for \$5,703.13 to perform mold remediation at 11 Segura pending further information on what work was performed.

Tri-County Lighting – LED Strips

The Board reviewed the correspondence from terminated lighting vendor Tri-County Lighting stating the inventory of the LED lights was damaged beyond repair when their van was in a car accident. Board asked management to find out if there are any outstanding balances owed to the vendor.

Professional Craftsmen – Proposal

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Professional Craftsmen dated 11/15/23 to replace the utility door at 33 Navarre for \$1,650.00 to be paid from Reserves G/L 31545 (Doors: Utility).

Hillcrest Construction Company – Invoice

A motion was made, seconded, and unanimously carried to APPROVE the invoice from Hillcrest Construction Company dated 11/15/23 to replace the Type III 16 unit mailbox on Navarre for \$2,300.00 to be paid from Reserves G/L 35100 (Mailboxes & Signs).

24 HRC – Invoice

A motion was made, seconded, and unanimously carried to APPROVE the invoice from 24 HRC dated 10/23/23 for community wide wood repairs, change order #5 for \$2,364.00 to be paid from Reserves G/L 35400 (Painting).

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Association Records Disposal/Purging

The Board discussed the review of the 75 boxes in storage.

A motion was made, seconded, and unanimously carried to APPROVE for either Director Cooper or Dickson to review the 75 boxes in storage with the Optimum representative present at \$75.00 per hour with an additional cost of \$10.00 per box to pull out for review, \$10.00 per box to put back after review, and \$9.58 per box to destroy. Furthermore, Directors Cooper and Dickson are authorized to provide the final decision on boxes to be destroyed. Additionally, management to provide three (3) dates of availability in November/December.

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.

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 25, 2024, at 6:00 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 8:00 p.m.

SECRETARY’S CERTIFICATE

I, JILL-ANN M. COOPER, 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:

Jill-Ann M. Cooper
Appointed Secretary

January 25, 2024
Dated