

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

**SEPTEMBER 29, 2022**

**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  
Marilyn Curry, Treasurer  
Jill Cooper, Secretary.  
Ali Gharavi Esfahani, Member at Large

Directors Absent: Angie Dickson, Vice President

Others Present: Jennifer White, CMCA®, Optimum Professional Property Management, Inc.  
Patricia Admundson – 18 Morena  
Linda Melin – 12 Morena  
Stan & Margi 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 September 22, 2022 from 6:27 p.m. to 8:00 p.m. for the following:

- Delinquencies: A/R Aging & Collection Report 08/31/22
- Hearings (7): Non-Compliance of the Governing Documents
- Legal: Water Damage Update (3)
- Minutes: Executive Session 08/25/22

**Call to Order General Session**

President and Presiding Chair, Daniel Wells, called the General Session to order at 7:02 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:

- Meeting Location
- Speeding
- Reserve Study

**Architectural Review Committee**

The following architectural applications were reviewed and approved as submitted by the Architectural Review Committee for the month of August:

1. 22 Segura (Mrs. Wang) dated 08/03/22 to install a tankless water heater; approved with conditions.
2. 12 Morena (Mrs. Melin) dated 07/28/22 to install window and sliding door; approved with conditions.
3. 34 Navarre (Mr. Ando) dated 06/27/22 to replace the front door.

**Landscape Committee**

No update at this time.

Furthermore, a motion was made, seconded, and unanimously carried to TABLE the proposal from Villa Park dated 08/08/22 to perform the August punchlist for \$537.95 until the October meeting pending further review.

Furthermore, a motion was made, seconded, and unanimously carried to APPROVE the proposal from Villa Park dated 08/05/22 for landscape transplant and irrigation modifications at 31 Navarre for \$152.25 to be paid from Operating G/L #60800 (Irrigation: Repairs/Maintenance).

Furthermore, a motion was made, seconded, and unanimously carried to TABLE the proposal from Villa Park dated 07/13/22 to install drip irrigation at 10-18 Morena for \$3,694.60 until the October meeting pending further review.

Furthermore, a motion was made, seconded, and unanimously carried to APPROVE the proposal from Villa Park dated 09/12/22 to perform the September punchlist for \$248.68 to be paid from Operating G/L #60200 (Landscape: Extras).

Furthermore, a motion was made, seconded, and unanimously carried to TABLE the proposal from Villa Park dated 09/12/22 to install mulch throughout the community for \$3,806.25 until the October meeting pending further review.

Furthermore, a motion was made, seconded, and unanimously carried to TABLE the proposal from Villa Park dated 09/16/22 to remove and replace plant material at 47 Morena for \$395.85 until the October meeting pending further review.

Furthermore, a motion was made, seconded, and unanimously carried to TABLE the proposal from Villa Park dated 09/16/22 to apply insecticide to the turf throughout for \$375.55 until the October meeting pending further review.

Furthermore, a motion was made, seconded, and unanimously carried to TABLE the proposal from Villa Park dated 09/16/22 to overseed the turf areas throughout for \$933.80 until the October meeting pending further review.

**Painting Committee**

Management provided an update on the wood repairs which should be completed by 09/30/22 and the painting should start 10/10/22. Furthermore, the Board reviewed the painting schedule and notice that will be provided to the community.

**Secretary's Report / Minutes**

A motion was made, seconded, and carried to APPROVE the Minutes of the August 25, 2022 General Session of the Board of Directors as written.

**ABSTAIN: COOPER**

**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 08/31/22 as presented, subject to audit/review at fiscal year-end by a CPA.

**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.

**Reserve Study FY 01/01/23 to 12/31/23**

A motion was made, seconded, and unanimously carried to TABLE the update reserve study from Association Reserves fiscal year 01/01/23 to 12/31/23 until the October board meeting pending further review.

**Proposed Budget, Reserve Study and Reserve Funding Plan Fiscal Year 01/01/23 to 12/31/23**

The Board reviewed proposed budget #1 prepared 09/21/22 for fiscal year 01/01/23 to 12/31/23 with an increase in assessments of \$62.00 (12.9%) from \$480.00 to \$542.00 per unit per month and monthly funding to reserves of \$28,000.00 per the reserve study update by Association Reserves dated 06/26/22 with reserves funded at 84.5% at beginning of new fiscal year and 88.7% in five (5) years. A motion was made, seconded, and unanimously carried to TABLE the budget for fiscal year 01/01/23 to 12/31/23 until the October board meeting pending further review. The Board was advised that the budget must be approved no later than 11/01/22 in order to meet the mailing deadline per California Civil Code or a \$250.00 preparation rush fee will be charged.

The Board of Directors is NOT currently considering a special assessment and/or obtaining a bank loan for fiscal year 01/01/23 to 12/31/23 to repair any major common area components or to fund the reserves.

Furthermore, the Board TABLED the reserve study update by Association Reserves dated 06/29/22 version 1 for fiscal year 01/01/23 to 12/31/23 recommending funding to reserves of \$28,000.00 per month with reserves funded at 84.5% in 2023 and projected funding at 88.7% in five (5) years.

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 TABLED the Reserve Funding Plan by Association Reserves Services for fiscal year 01/01/23 to 12/31/23 with reserves funded at 88.7% in five (5) years based on the approved reserve funding amount of \$28,000.00 per month.

**Items With Zero Useful Life - Current Reserve Study**

The Board reviewed all items with zero remaining useful life identified in the update reserve study by Association Reserves dated 06/29/22 for fiscal year 01/01/23 to 12/31/23 and determined that funding is available to repair or replace all noted items when repair or replacement is needed.

**Invoice Approval**

A motion was made, seconded, and unanimously carried to TABLE the payment of invoice #155100 from Tri-County Lighting dated 05/02/22 for LED strips installation and doorbell transformer replacement for \$1,860.15 until the October board meeting pending further review.

**The Villas Community Association**

**General Session Minutes**

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**South County Plumbing Proposal – Reroute at 50 Navarre**

A motion was made, seconded, and unanimously carried to TABLE the proposal from South County Plumbing dated 08/29/22 to perform a line reroute at 50 Navarre for \$6,950.00 until the October meeting pending further review.

**Monthly Patrol Proposals (4)**

A motion was made, seconded, and unanimously carried to TABLE the monthly patrol proposals until the October board meeting pending further review.

**Parking/Garage Usage**

A motion was made, seconded, and unanimously carried to TABLE the parking/garage use discussion until the October board meeting pending further review.

**Landscape/Irrigation Survey & Solar Usage**

A motion was made, seconded, and unanimously carried to TABLE the landscape/irrigation survey and solar usage discussion until the October board meeting pending further review.

**Welcome Committee/Social Event**

The Board discussed the welcome committee/social event and advised that the Cool Block can proceed in welcoming new members to the community.

**Aqua-Tek Proposal – Pool/Spa Filter Replacement**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Aqua-Tek dated 09/14/22 to replace the pool and spa filter for \$1,945.92 to be paid from Reserves G/L #36000 (Pool/Spa).

**Aqua-Tek Proposal – Pool/Spa Chemical Controller Replacement**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Aqua-Tek dated 09/14/22 to replace the pool/spa chemical controller for \$10,345.56 until the October board meeting pending further review.

**Whitney Petchul – Notice of Rate Change**

A motion was made, seconded, and unanimously to APPROVE the notice of rate change from Whitney Petchul.

**Concrete Hazard Solutions – Community Wide Grinding**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Concrete Hazard Solutions dated 09/12/22 to perform the community wide grinding for \$1,295.00 to be paid from Reserves G/L #37200 (Streets/Drives/Sidewalks).

**Annual Roof Maintenance Proposals (4)**

The Board reviewed four (4) proposals to perform the annual roof maintenance. A motion was made, seconded, and unanimously carried to APPROVE the proposal from BRS dated 09/20/22 to perform the annual roof maintenance for \$10,530.00 to be paid from Operating G/L #74100 (Roof: Repairs).

**Annual Termite Evaluation**

The Board discussed the need for the annual termite evaluation for this year. No further action required at this time.

**CC&R Amendment**

A motion was made, seconded, and unanimously carried to TABLE the CC&R amendment discussion until the October board meeting pending further review and discussion.

**Approve Gift Card for Landscape Foreman Jesus Castaneda**

A motion was made, seconded, and unanimously carried to APPROVE providing Jesus Castaneda a bonus of \$200.00, 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 \$200.00 to be paid from Operating G/L #70600 (Common Area: Maintenance), contingent upon confirmation of bonus provided to Jesus.

**ITEMS NEEDING IMMEDIATE ACTION**

Civil Code §4930(d) states that the Board may act 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. **24 HRC Proposal – Remediation at 50 Navarre**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from 24 HRC dated 09/26/22 to perform the remediation at 50 Navarre for \$4,088.50 to be paid from Reserves G/L #38950 (Contingency).

**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, October 27, 2022 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 8:54 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

11/4/2022  
Dated