

MINUTES
EMERGENCY GENERAL SESSION OF THE BOARD OF DIRECTORS
TO APPOINT THE INSPECTORS OF ELECTION
THE VILLAS COMMUNITY ASSOCIATION
A California Nonprofit Corporation

JANUARY 24, 2019

Notice of Meeting

An Emergency General Session of the Board of Directors was held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California for the purpose of appointing the Inspectors of Election for the Annual Membership Meeting & Election to be held directly following this meeting.

Roll Call

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

Directors Present: Daniel Wells, President
Cathy Lewis, Vice President
Robert Fallone, Treasurer
Jill Cooper, Secretary
VACANT, Member at Large

Others Present: Morgen Hardigree, CCAM-ND.AA[®], Senior Certified Community Association
Manager, Optimum Professional Property Management, Inc.
Jessica Flicker, Senior CCAM[®], CMCA[®], AMS[®], Optimum Professional Property
Management, Inc.

Call to Order

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 Inspector of Election

A motion was made, seconded and unanimously carried to APPROVE the appointment of Jessica Flicker, CCAM, CMCA, AMS with Optimum Professional Property Management to act as the Inspector of Election and certify the results in accordance with the adopted Election Rules for the Adjourned Annual Membership Meeting & Election to be held on January 24, 2019 with registration at 7:00 p.m. at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California as the previously appointed Inspector of Election, Avi Schwartz, was not able to attend.

Adjournment

There being no further business to come before the Board of Directors at the Emergency General Session, a motion was made, seconded and unanimously carried to ADJOURN at 6:50 p.m.

SECRETARY'S CERTIFICATE

I, _____, the 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 Emergency 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:

Appointed Secretary

Date

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

JANUARY 24, 2019

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
Robert Fallone, Treasurer
Jill Cooper, Secretary
VACANT, Member at Large

Others Present: Morgen Hardigree, CCAM-ND.AA[®], Senior Certified Community Association Manager, Optimum Professional Property Management, Inc.
Jessica Flicker, Senior CCAM[®], CMCA[®], AMS[®], Optimum Professional Property Management, Inc.

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 24, 2019 from 6:15 p.m. to 6:45 p.m.** for the following:

- Delinquencies: A/R Aging dated 12/31/18 and Reconciliation Report dated 12/31/18
- Hearings: (1) –Window Tinting
- Minutes: Executive Session 12/06/18
- Non-Compliance: Repair Assessment

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.**

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:

- Noise Nuisance

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 January Landscape Committee Reports.

GLS Exhibit B – Plant Material List

The Board reviewed the Grant's Landscape Service Exhibit "B" plant material list. There was no action required.

GLS – Tree Replacement – 41 Morena

A motion was made, seconded and unanimously carried to TABLE the proposal from GLS dated 01/16/19 to replace the tree at 41 Morena until the March 28, 2019 meeting to allow the committee to research other tree options to present to the Board.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the October 25, 2018 General Session of the Board of Directors as presented.

A motion was made, seconded and carried to APPROVE the Minutes of the December 6, 2018 General Session of the Board of Directors as presented.

ABSTAIN: Robert Fallone

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 11/30/18 with a balance of \$124,817.52 in Operating; \$341,644.19 in Pacific Western Money Market, \$157,520.08 in Popular Banking Money Market, \$271,308.20 in Morgan Stanley and \$203,134.87 in Mutual of Omaha Money Market, for a total balance of \$973,607.34 in Reserves, unbilled Special Assessment reserve asset \$170,854.42 as presented, with total assets at \$1,965,946.65 subject to audit/review by a CPA at fiscal year-end.

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 12/31/18 with a balance of \$128,979.81 in Operating; \$384,835.43 in Pacific Western Money Market, \$157,520.08 in Popular Banking Money Market, \$271,765.30 in Morgan Stanley and \$203,212.52 in Mutual of Omaha Money Market, for a total balance of \$1,017,333.33 in Reserves, unbilled Special Assessment reserve asset \$164,898.22 as presented, with total assets at \$1,994,390.06 subject to audit/review by a CPA at fiscal year-end.

A motion was made, seconded and carried unanimously to APPROVE to transfer \$100,000.00 from the Pacific Western Money Market Account G/L #1520 and deposit it into the Popular Bank Money Market Account G/L #1522 so as to be within the FDIC insured limits.

A motion was made, seconded and carried unanimously to APPROVE to transfer \$50,000.00 from the Pacific Western Money Market Account G/L #1520 and deposit it into the Mutual of Omaha Money Market Account G/L #1526 so as to be within the FDIC insured limits.

A motion was made, seconded and carried unanimously to APPROVE to transfer \$114,000.00 from the Pacific Western Money Market Account G/L #1520 and open a new money market account with a new financial institution so as to be within the FDIC insured limits.

Synchrony CD Maturing 02/04/19

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Synchrony, Reserve Account G/L #1216 in the amount of \$100,000.00 plus interest maturing 02/04/19 for a term of no less than nine (9) months and no more than 12 months at the best available rate.

Appointment of Director

A motion was made, seconded and unanimously carried to TABLE the appointment of one (1) Director to fill the one (1) vacant seat created by Beth Kojian (Treasurer) on 01/01/19 for the term expiring January 2020 until the March board meeting, as there are no candidates at this time.

Reorganization of Officers

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The Board held the Organizational Meeting prior to this Meeting so the reorganization of the Board was not necessary.

Annual Certified Manager Disclosure

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

- Morgen Hardigree has met the requirements and qualifies as a certified common interest development manager.
- Certification was received from the California Association of Community Managers, Inc. (CACM) on 12/14/06, my certification is current and is in good standing. CACM's telephone number is (949) 916-2226 and is located at 23461 South Pointe Drive, Suite 200, Laguna Hills, CA 92653.
- The location of my principal office is Optimum Professional Property Management, Inc. (ACMF), 230 Commerce, Suite 250, Irvine, CA 92602.
- I do not hold an active Real Estate License.
- The fidelity insurance of the management firm does cover the operating and reserve funds of your association.

2019 Goals

A motion was made, seconded and unanimously carried to APPROVE the following goals for 2019:

- Tile Roof Replacement
- Lighting Replacement

Pool Heat – Turn On Date

A motion was made, seconded and unanimously carried to APPROVE to notify the pool company to have the pool heater turned on April 1, 2019.

Annual Membership Meeting & Election Tabulated Results

The tabulated results of the Annual Membership Meeting & Election held on January 24, 2019 to elect two (2) directors for a two (2) year term expiring 2021, as Certified by the Inspector(s) of Election are as follows:

- | | | |
|------------------|----------|------------------------------------|
| • Robert Fallone | 47 Votes | ELECTED – 2 Year Term Expires 2021 |
| • Daniel Wells | 48 Votes | ELECTED – 2 Year Term Expires 2021 |

Architectural Committee

In accordance with Article V.1 of the Association's CC&Rs, there shall be not less than three (3) no more than five (5) members of the Architectural Committee. A motion was made, seconded and unanimously carried to APPROVE appointment of the Board of Directors as the Architectural Committee to include Cathy Lewis, Robert Fallone, Daniel Wells and Jill-Ann Cooper. Furthermore, Architectural Applications will be sent to the Board via email to review the application and return to Management for processing.

Owner Request: Reimbursement – Tire Damage – 3 Navarre (Assadi/Hidalgo)

A motion was made, seconded and unanimously carried to DENY the request of Hossein Assadi and Andrenna Hidalgo owner of 3 Navarre dated 12/14/18 for reimbursement from the Association for damages to a tire, as they Board could not find any protruding rebar or any sharp objects that would cause damage to their tire.

Owner Request: Rain Gutter Installation – 78 Navarre (Pan)

A motion was made, seconded and unanimously carried to DENY the request of Michelle Pan owner of 78 Navarre dated 01/14/19 for the Association to pay for the installation of rain gutters, as the installation of gutters on this unit are the responsibility of the homeowner. Furthermore, Management is requested to let her know that if interested, she is welcome to submit an architectural application to have them installed at her expense.

Tile Roof Replacement Proposals Update

A motion was made, seconded and unanimously carried to TABLE the proposals for the tile roof replacement until the March meeting to allow the vendors to be invited to attend for interviews.

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §4930(d) states that the board may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (a) of Section 4920 with certain conditions.

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, March 28, 2019** 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 **7:38 p.m.**

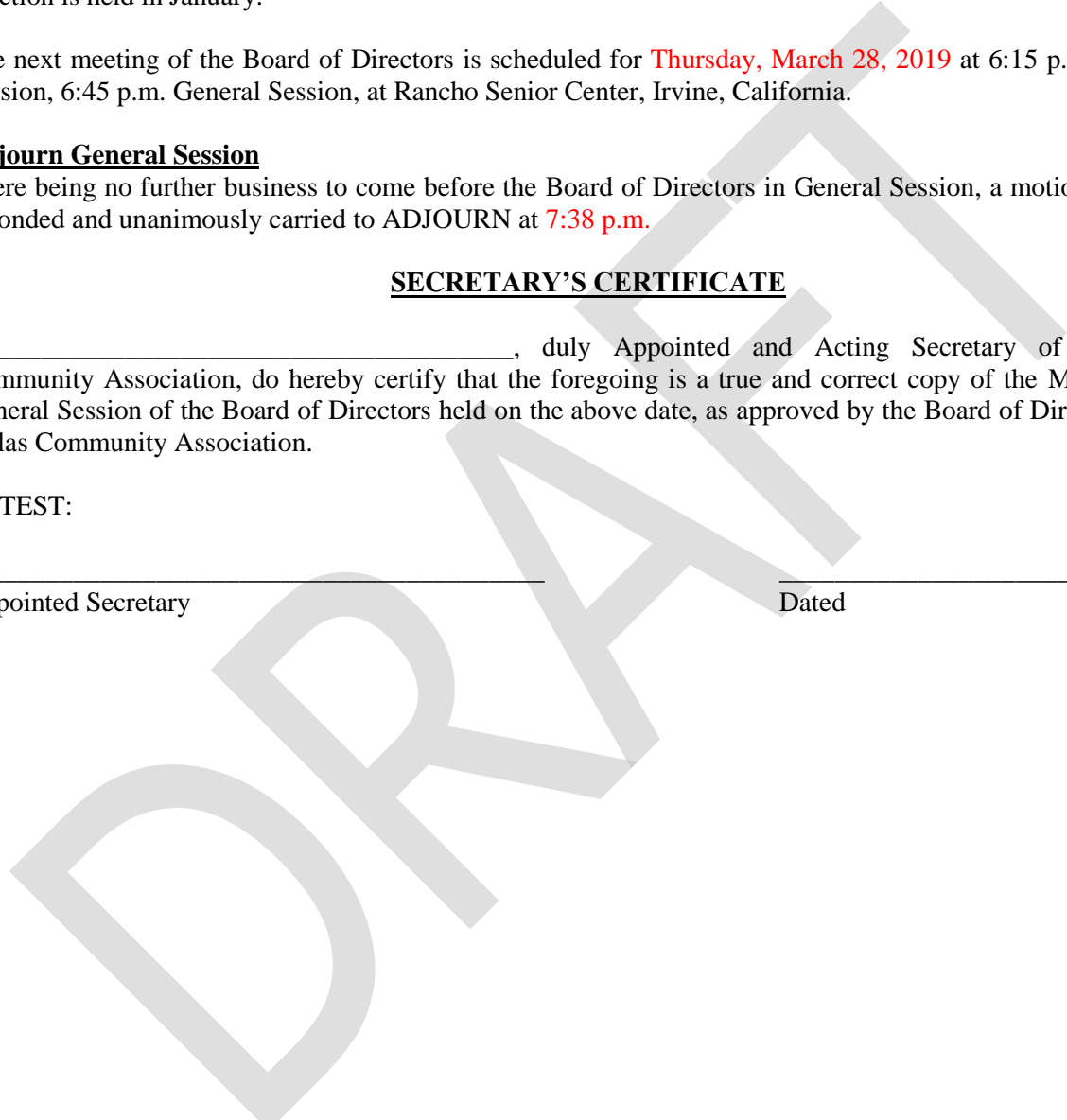
SECRETARY'S CERTIFICATE

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:

Appointed Secretary

Dated



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

MARCH 28, 2019

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
Robert Fallone, Treasurer
Jill Cooper, Secretary

Directors Absent: VACANT, Member at Large

Others Present: Morgen Hardigree, Senior CCAM-ND.AA®, Optimum Professional Property Management, Inc.
Morgan Winegar, Senior Community Manager, Optimum Professional Property Management, Inc.

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 **March 28, 2019 from 6:21 p.m. to 6:45 p.m.** for the following:

- Contracts: Guest Speakers from Premier Roofing, PCW and OCBS
- Delinquencies: A/R Aging and Reconciliation Report dated 02/28/19
- Hearings-4: (2) Property Maintenance and (2) Reimbursement Assessment
- Minutes: Executive Session 01/24/19

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.**

Homeowner Forum

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. There were no items presented.

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 February Landscape Committee Report.

Proposal for Removal of Carrotwood Tree ~ 24 Segura

The Board reviewed two (2) proposals for the removal of the Carrotwood tree at 24 Segura. A motion was made, seconded and unanimously carried to APPROVE the proposal from Great Scott Tree Service dated 03/11/19 to remove the failing Carrotwood tree at 24 Segura for \$345.00 to be paid from Operating G/L #7232 (Tree Trimming).

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Great Scott Proposal ~ 2019 Tree Trimming and Removal

A motion was made, seconded and unanimously carried to APPROVE the proposal from Great Scott Tree Service dated 03/11/19 for 2019 community-wide tree trimming for \$16,055.00 to be paid from Operating G/L #7232 (Tree Trimming).

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the January 24, 2019 Emergency Meeting as written.

The Board reviewed the Minutes of the January 24, 2019 Annual Membership Meeting & Election which will be presented to the Membership for approval at the next Membership Meeting. No corrections needed.

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the January 24, 2019 Organizational Meeting of the Board of Directors as written.

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the January 24, 2019 General Session of the Board of Directors as written.

Emergency Board Meeting by Email Resolution Ratified

A motion was made, seconded and unanimously carried to RATIFY the Emergency Board Meeting By Email Resolution dated 02/06/19 approving the proposal from 24 Hour Restoration and Construction dated 01/25/19 for emergency water extraction at 50 Navarre for \$2,138.38 to be paid from Operating G/L #7620 (Plumbing Repairs).

Emergency Board Meeting by Email Resolution Ratified

A motion was made, seconded and unanimously carried to RATIFY the Emergency Board Meeting By Email Resolution dated 02/06/19 approving the proposal from 24 Hour Restoration and Construction dated 01/25/19 for emergency water extraction at 52 Navarre for \$2,861.55 to be paid from Operating G/L #7620 (Plumbing Repairs).

Emergency Board Meeting by Email Resolution Ratified

A motion was made, seconded and unanimously carried to RATIFY the Emergency Board Meeting By Email Resolution dated 02/06/19 approving the proposal from 24 Hour Restoration and Construction dated 02/04/19 for build back services at 23 Segura for \$1,519.31 to be paid from Reserve G/L #3300 (Contingency).

Emergency Board Meeting by Email Resolution Ratified

A motion was made, seconded and unanimously carried to RATIFY the Emergency Board Meeting By Email Resolution dated 02/06/19 approving the proposal from 24 Hour Restoration and Construction dated 02/18/19 for mold and microbial remediation at 38 Navarre for \$5,097.59 to be paid from Reserve G/L #3130 (Roofs and Gutters).

Financial Statements

The Board received and ACCEPTED the financial statements and reconciled bank statements for period(s) ending 01/31/19 as presented, subject to audit/review at fiscal year-end by CPA.

The Board received and ACCEPTED the financial statements and reconciled bank statements for period(s) ending 02/28/19 as presented, subject to audit/review at fiscal year-end by CPA.

Morgan Stanley CD Maturing 04/16/19

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, G/L #1221 in the amount of \$50,000.00 plus interest maturing 04/16/19 for a term of nine (9) months at the best available rate.

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Morgan Stanley CD Maturing 04/29/19

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, G/L #1214 in the amount of \$50,000.00 plus interest maturing 04/29/19 for a term of thirteen (13) months at the best available rate.

Morgan Stanley CD Maturing 04/29/19

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, G/L #1217 in the amount of \$100,000.00 plus interest maturing 05/15/19 for a term of twelve (12) months at the best available rate.

Draft Audit FYE 12/31/18

A motion was made, seconded and unanimously carried to ACCEPT the draft audit and tax returns as presented for fiscal year-ended 12/31/18 prepared by Newman & Associates, CPA.

Guest Speaker John Abboud, V.P. of KB Homes ~ Racquet Club

John Abboud, V.P. of KB Homes, was present to discuss with the Board a proposed redevelopment of the neighboring Racquet Club with residential homes. There was no action required.

Appointment of Director

A motion was made, seconded and unanimously carried to TABLE the appointment of one (1) Director to fill the one (1) vacant seat created by Beth Kojian (Treasurer) on 01/01/19 for the term expiring January 2020 until the May board meeting, as there are no candidates at this time.

Approval of Tile Roof Replacement Proposal (3)

The Board reviewed the three (3) proposals for the replacement of the tile roofs within the community. A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated January 24, 2019, with the stipulation that Premier Roofing increase the warranty from 10 years to 20 years, and they apply a 30 pound felt layer, at a cost of \$757,480.00, to be paid from Reserves G/L #3130 (Roofs). Furthermore, management was requested to send the proposal to legal counsel for the preparation of a contract.

Owner Request: Sofa Water Damage Reimbursement ~ 24 Navarre (Nixon)

A motion was made, seconded and unanimously carried to DENY the request of Karen Nixon owner of 24 Navarre dated 03/08/19 for reimbursement from the Association to professionally clean the owner's sofa at 24 Navarre (Nixon) in the amount of \$200.00 since the Association is not responsible for the personal property damage.

Owner Request: Garage Electrical Reimbursement ~ 68 Navarre (Cohen)

A motion was made, seconded and unanimously carried to APPROVE the request of JK Cohen owner of 68 Navarre dated 02/19/19 for reimbursement from the Association to repair the electrical panel at 68 Navarre (Cohen) in the amount of \$125.00 since it was determined the repair was made to the common area and owner submitted proof of payment made to vendor for this repair.

Ben's Asphalt Proposal ~ Painting Storm Drains

A motion was made, seconded and unanimously carried to TABLE the proposal from Bens's Asphalt dated 03/19/19 to paint the red curbs at each side and restripe all large drains at sidewalk that lead to the ocean for \$975.00 until the May board meeting pending receipt of how many large drains are noted.

Purchase of Memorial Bench

The Board discussed the purchase of a memorial bench for the Association. A motion was made, seconded and unanimously carried to APPROVE the expense of \$5,000.00 for the purchase of a memorial bench and the installation of either pavers or concrete to memorialize former Board Member Beth Kojian, to be paid from Reserves G/L #3300 (Contingency).

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Discussion ~ Annual Community Event

The Board discussed an annual community event and agreed that event would not be scheduled for 2019.

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §4930(d) states that the board may take action 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. **03/26/19 Aquatrends Proposal – Spa Heater**

A motion was made, seconded and unanimously carried to APPROVE the proposal submitted by Aquatrends for the replacement of the spa heater, in the amount of \$3,830.56, to be paid from Reserves G/L #3140 (Pool/Spa/Cabana).

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, May 28, 2019** 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, _____, 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:

Appointed Secretary

Dated

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

MAY 28, 2019

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
Robert Fallone, Treasurer
Jill Cooper, Secretary

Directors Absent: VACANT, Member at Large

Others Present: Nancy Blasco, Senior CCAM®, Optimum Professional Property Management, Inc.
Morgan Winegar, Director, Optimum Professional Property Management, Inc.

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 May 28, 2019 from 6:20 p.m. to 6:50 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report dated 04/30/19
- Hearings-2: (1) Property Maintenance and (1) Reimbursement Assessment
- Legal: Correspondence
- Minutes: Executive Session 03/28/19

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 6:50 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 Committee Report

The Architectural 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 May Landscape Committee Report.

Grant's Landscape Services, Inc. Proposal – #160

A motion was made, seconded and unanimously carried to APPROVE the following items on quote #160 dated May 7, 2019 from Grant's Landscape to be paid from Operating GL #7225 (Landscape Replacement):

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May 28, 2019

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1. #40 Morena, remove dead Bougainvillea and install (2) 5-gallon Grewia Occidentalis Star Lavender vine for \$70.00
2. #21 Navarre, Install (2) 5-gallon white Iceberg Roses for \$35.00
3. #8 Segura, install sprinkler bubbler to the Lemon Tree for \$35.00

Note: item number 4 on the proposal will be reconsidered in June.

Grant's Landscape Services, Inc. Proposal – #161

A motion was made, seconded and unanimously carried to APPROVE quote #161 dated May 7, 2019 from Grant's Landscape for Option #1, behind #41 Morena install (1) 36" box Magnolia Grandiflora for \$375.00 to be paid from Operating GL #7225 (Landscape Replacement).

Grant's Landscape Services, Inc. Proposal – #162

A motion was made, seconded and unanimously carried to APPROVE quote #162 dated May 7, 2019 from Grant's Landscape to core aerate all lawn areas on the day prior to mow day to pulverize the cores and fertilize the lawn areas with Nitra-King 23 3-7 granular for \$700.00 to be paid from Operating GL #7225 (Landscape Replacement).

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to TABLE the Minutes of the March 28, 2019 General Session of the Board of Directors pending corrections.

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 04/30/19 as presented, subject to audit/review at fiscal year-end by CPA.

Morgan Stanley CD Maturing 06/08/19

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, G/L #1219 in the amount of \$75,000.00 plus interest maturing 06/08/19 for a term of twelve (12) months at the best available rate.

Morgan Stanley CD Maturing 07/18/19

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, G/L #1226 in the amount of \$50,000.00 plus interest maturing 07/18/19 for a term of six (6) months at the best available rate.

Opus Bank Information Sheets – Status

The Board provided Management with the remaining outstanding information required to open the Money Market account at Opus Bank. No further action required.

Optimum Recommendation to Transfer Funds in Excess of FDIC

A motion was made, seconded and unanimously carried to transfer funds from Pacific Western Bank Money Market Reserve Account G/L #1520 in the total amount of \$150,000.00 as follows: \$50,000.00 to be transferred to Morgan Stanley to be deposited in a Certificate of Deposit and 100,000.00 to be transferred to Morgan Stanley to be deposited in a Certificate of Deposit in the laddering sequence.

Owner Request: Common Area Supplies Reimbursement – 18 Segura (Wells)

A motion was made, seconded and carried to APPROVE the request of Daniel Wells owner of 18 Segura dated 04/06/19 for reimbursement from the Association in the amount of \$194.84 for landscaping supplies for the

common area and owner submitted proof of payment made to vendor for the purchase to be paid from Operating GL #7215 (Landscape Supplies).

ABSTAIN: Daniel Wells

Appointment of Director

A motion was made, seconded and unanimously carried to TABLE the appointment of one (1) Director to fill the one (1) vacant seat created by Beth Kojian (Treasurer) on 01/01/19 for the term expiring January 2020 until the July board meeting, as there are no candidates at this time.

Memorial Bench

The Board discussed the purchase of a memorial bench for the Association. A motion was made, seconded and unanimously carried to APPROVE the expense of \$5,000.00 to purchase a memorial bench and the installation of either pavers or concrete to memorialize former board member, Beth Kojian, to be paid from Reserves G/L #3300 (Contingency). Management has been requested to obtain proposals for a concrete pad.

Pool Key Discussion

Management has been requested to confirm when the pool and pedestrian gates were last keyed and obtain pricing for Medco security keys. Further discussion will take place at the meeting in July pending receipt of pricing.

Janitorial Service Discussion

The Board discussed their disappointment with Jots janitorial services. Management has been requested to provide the Board with a list of services so they can tailor the monthly maintenance to The Villas needs. Once the list is returned to management, obtain bids.

Aqua Trends Proposal – Title 22 Compliance

A motion was made, seconded and unanimously carried to APPROVE the proposal from Aqua Trends Commercial Pool Services dated 05/31/19 to perform the following for \$9,610.18 to be paid from Reserve GL #3140 (Pool/Spa/Cabana):

1. Provide two (2) Pentair AK110, NSF50, Title 22 compliant controller systems.
2. Provide four (4) peristaltic pumps.
3. Provide all plumbing and electrical needed.
4. Provide chlorine and acid barrels with lids.
5. Provide all labor to install.
6. Submit permit application with OCHCA.
7. Five-year warranty on electronics, one year on mechanical parts and labor.

Premier Roofing and Building Company – Roof Replacement Proposal

A motion was made, seconded and unanimously carried to APPROVE The Villas Community Association Contractor Agreement (Roof Replacement) dated April 24, 2019 from Premier Roofing to complete community pitched tile roof replacement with a warranty of 20 years, and a 30 pound felt layer for \$757,480.00 to be paid from Reserve GL #3130 (Roof Repairs). Furthermore, a motion was made, seconded and unanimously carried to APPROVE Eagle Roofing Products, Standard Select / Capistrano / #3636 Piedmont Blend (Bled of Terracotta, Maroon and Brown) as the roofing replacement tile.

24 HRC – 35 Navarre - \$3,767.29

A motion was made, seconded and unanimously carried to ratify the emergency APPROVAL of the proposal dated April 16, 2019 from 24HRC for microbial remediation performed to mitigate further damage in the

master bedroom and bathroom resulting from a roof leak for \$3,767.29 to be paid from Operating GL #7655 (Roof Repairs).

24 HRC – 38 Navarre - \$2,260.45

A motion was made, seconded and unanimously carried to ratify the emergency APPROVAL of the proposal dated January 24, 2019 from 24HRC for microbial remediation performed to mitigate further damage in the kitchen and dining room resulting from 40 Navarre atrium clogged drain for \$2,260.45 to be paid from Operating GL #7620 (Plumbing).

24 HRC – 60 Navarre - \$2,726.58

A motion was made, seconded and unanimously carried to ratify the emergency APPROVAL of the proposal dated February 19, 2019 from 24HRC for microbial remediation performed to mitigate further damage in the living room resulting from a roof leak for \$2,726.58 to be paid from Operating GL #7655 (Roof Repairs).

24 HRC – 70 Navarre - \$2,609.00

A motion was made, seconded and unanimously carried to ratify the emergency APPROVAL of the proposal dated March 18, 2019 from 24HRC for microbial remediation performed to mitigate further damage in the living room resulting from a window leak for \$2,609.00 to be paid from Operating GL #7614 (Common Area).

24 HRC – 70 Navarre - \$2,679.11

A motion was made, seconded and unanimously carried to ratify the emergency APPROVAL of the proposal dated March 18, 2019 from 24HRC for an invasive inspection in the living room to determine where the water is coming from for \$2,6679.11 to be paid from Operating GL #7614 (Common Area).

24 HRC – 21 Segura - \$4,157.56

A motion was made, seconded and unanimously carried to ratify the emergency APPROVAL of the proposal dated February 18, 2019 from 24HRC for microbial remediation performed to mitigate further damage in the garage resulting from a roof leak for \$4,157.56 to be paid from Operating GL #7655 (Roof Repairs).

24 HRC – 22 Segura - \$3,872.29

A motion was made, seconded and unanimously carried to ratify the emergency APPROVAL of the proposal dated February 13, 2019 from 24HRC for microbial remediation performed to mitigate further damage in the living room resulting from a roof leak for \$3,872.29 to be paid from Operating GL #7655 (Roof Repairs).

Build Back Proposals:

A motion was made, seconded and unanimously carried to TABLE the following proposals pending receipt of comparison proposals:

1. 15 Segura (Window Leak)
 - a. 24 HRC - \$3,221.42
 - b. PCW
 - c. CPR
2. 22 Segura (Roof Leak)
 - a. 24 HRC - \$3,714.23
 - b. PCW
 - c. CPR
3. 70 Navarre (Window Leak)
 - a. 24 HRC
 - b. PCW
 - c. CPR - \$2,982.00

d. OCBS - \$5,144.00

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §4930(d) states that the board may take action 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. Petra Geosciences – 38 Navarre

A motion was made, seconded and carried to APPROVE the proposal from Petra Geosciences dated 05/21/19 to perform the following scope of services for \$2,980.00 to be paid from Operating G/L #7614 (Common Area Repair):

1. A site reconnaissance and evaluation of the distress that has occurred.
2. Research and review of readily available literature within our files concerning soil and geologic conditions within and adjacent to the site.
3. Performing a floor survey (residence) and cursory survey of the garage floor.
4. Coring and hole in the garage floor slab to evaluate concrete and steel reinforcement (if any).
5. Collection of a representative bulk soil sample for laboratory analysis.
6. Performing appropriate laboratory and analyses on the soil sample which will include determination of general soil corrosivity and expansion potential.
7. Performing geologic and engineering analysis on all information obtained.
8. Preparation of a report presenting the results of our investigation and providing recommendation for mitigation of the distress to the garage floor.

ABSTAIN: Jill-Ann Cooper

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 Tuesday, July 23, 2019 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 8:55 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

July 23, 2019
Dated

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

JULY 23, 2019

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
Jill Cooper, Secretary
Robert Fallone, Treasurer
Angie Dickson, Member at Large

Directors Absent: None

Others Present: Nancy Blasco | Senior CCAM®, Optimum Professional Property Management, Inc.
Morgan Winegar | Director, Optimum Professional Property Management, Inc.

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 July 23, 2019 from 6:20 p.m. to 7:20 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report dated 06/30/19
- Hearings-3: (1) Property Maintenance and (2) Reimbursement Assessment
- Minutes: Executive Session 05/28/19

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 7:20 p.m.

Appointment of Director

A motion was made, seconded and unanimously carried to APPROVE the appointment of Angie Dickson of 5 Segura to fill the vacant seat previously occupied by Beth Kojian (Treasurer) for term expiring January 2020. Furthermore, Angie Dickson will serve as Member at Large.

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:

- Windows – Replacement and Sealing Responsibility

Architectural Committee Report

The Architectural Committee reviewed the current open architectural applications within the community.

Architectural Application: Windows – 11 Segura (Drozdoz)

A motion was made, seconded and unanimously carried to APPROVE the architectural application from Dmitriy Drozdoz owner of 11 Segura dated 07/17/19 to install new window with the condition the window installation will commence after the roof has been replaced at 11 Segura.

The Villas Community Association

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July 23, 2019

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Landscape Committee Report

Landscape Committee discussed with the Board the current Landscape issues.

Grant's Landscape Proposal – Cupania Tree

A motion was made, seconded and unanimously carried to APPROVE quote #150 from Grant's Landscape dated 01/17/19 to install one (1) 15 gallon Cupania (Carrotwood) tree for \$85.00 to be paid from Operating GL #7225 (Landscape Replacement).

Grant's Landscape Proposal – Bubblers

A motion was made, seconded and unanimously carried to TABLE quote #156 from Grant's Landscape dated 04/03/19 to install bubblers for the Magnolia trees for \$600.00 until the September board meeting.

Grant's Landscape Proposal – Sod Plugs

A motion was made, seconded and unanimously carried to TABLE quote #158 from Grant's Landscape dated 04/17/19 to install St. Augustine sod plugs at various locations for \$1,260.00 until the September board meeting.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the March 28, 2019 General Session of the Board of Directors as written.

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the May 28, 2019 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 05/31/19 as presented, subject to audit/review at fiscal year-end by CPA.

Morgan Stanley CD Maturing 08/12/19

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, G/L #1218 in the amount of \$100,000.00 plus interest maturing 08/12/19 for a term of fifteen (15) months at the best available rate.

Tri County Lighting Invoice – 3rd Installment

A motion was made, seconded and unanimously carried to TABLE payment of invoice #144257 from Tri County Lighting dated 06/01/19 for the replacement of lighting fixtures throughout the community for \$7,745.51 (3rd Installment) until the September board meeting pending further review.

CPR Invoice –Interior Repairs 70 Navarre

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #24997 from CPR Construction dated 07/12/19 for interior repairs needed as a result of a window leak at 70 Navarre for \$2,982.00 to be paid from Operating GL #7614 (Common Area Repairs).

Janitorial Service

The Board discussed their disappointment with Jots janitorial services and requested Management obtain proposals to be presented at the September board meeting.

Premium Builders Proposal – Water Intrusion at 21 Segura

A motion was made, seconded and unanimously carried to RATIFY the Emergency Board Meeting By Email Resolution dated 06/26/19 approving the proposal from Premium Builders dated 06/18/19 to repair the

The Villas Community Association

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July 23, 2019

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garage wall foundation due to water intrusion at 21 Segura for \$3,600.00 to be paid from Operating GL #7614 (Common Area Repairs).

CPR Construction Proposal – Roof Leak / Interior Repair at 22 Segura

A motion was made, seconded and unanimously carried to RATIFY the Emergency Board Meeting By Email Resolution dated 06/06/19 approving the proposal from CPR Construction dated 06/06/19 to perform interior repairs needed as a result of a roof leak at 22 Segura for \$3,343.00 to be paid from Operating GL #7655 (Roof Repairs).

Premium Builders Proposal – Plumbing Leak / Interior Repair at 35 Navarre

A motion was made, seconded and unanimously carried to APPROVE the Emergency Board Meeting By Email Resolution dated 06/26/19 approving the proposal from Premium Builders dated 06/10/19 to perform interior repairs needed as a result of a common area plumbing leak at 35 Navarre for \$3,500.00 less the cost of the flooring as this is the unit owner's responsibility for a revised total of \$2,600.00 to be paid from Operating GL #7620 (Plumbing).

Ben's Asphalt Proposal

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY proposal #4001JR from Ben's Asphalt dated 03/19/19 to paint the red curbs and restripe all large drains that go to the ocean as it has been determined this work is not needed at this time.

Jots Proposal – Re-Coat Floor

A motion was made, seconded and unanimously carried to TABLE proposal #11761 from Jots HOA Construction Services to re-coat the floors in the common area restrooms at the pool until the September board meeting pending receipt of additional proposals.

PCW Proposal – Window Replacement at 15 Segura

A motion was made, seconded and unanimously carried TABLE INDEFINITELY the proposal from PCW Contracting Services dated 06/20/19 to replace the leaking windows at 15 Segura as the windows have been caulked and sealed.

South County Plumbing Estimate – Pool Shower Hot Water Line

A motion was made, seconded and unanimously carried to APPROVE estimate #4014 from South County Plumbing dated 11/10/16 to convert the pool shower hot/cold water back to the original valves for \$850.00 to be paid from Operating GL #7620 (Plumbing Repairs).

Premier Roofing Change Order #1 – Plywood

A motion was made, seconded and unanimously carried to APPROVE change order #1 from Premier Roofing dated 06/26/19 to supply and install fifteen (15) sheets of plywood needed to pass inspection for \$1,125.00. to be paid from Reserve GL #3130 (Roofing). NOTE: The original contract amount was \$757,480.00 and the new contract amount is \$758,605.00.

Premier Roofing Change Order #2 – Plywood

A motion was made, seconded and unanimously carried to APPROVE change order #2 from Premier Roofing dated 07/10/19 to supply and install sixteen (16) sheets of plywood needed to pass inspection for \$1,200.00 to be paid from Reserve GL #3130 (Roofing). NOTE: The original contract amount was \$757,480.00 and the new contract amount is \$759,805.00.

The Villas Community Association

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Premier Roofing Change Order #3 – Plywood

A motion was made, seconded and unanimously carried to APPROVE change order #3 from Premier Roofing dated 07/11/19 to supply and install sixteen (16) sheets of plywood needed to pass inspection for \$1,425.00 to be paid from Reserve GL #3130 (Roofing). NOTE: The original contract amount was \$757,480.00 and the new contract amount is \$761,230.00.

Insurance Renewal Quote & Proposals

The Board reviewed the renewal policy quote from Berg Insurance and proposals from Alante and LaBarre/Oksnee for insurance coverage renewing 07/24/19. A motion was made, seconded and unanimously carried to APPROVE the renewal quote from Berg Insurance dated 06/24/19 to include property coverage with a policy limit of \$26,084.00 and deductible of \$5,000.00, liability coverage with a policy limit of \$1 million, umbrella coverage with a policy limit of \$15 million, and Directors & Officers coverage with a policy limit of \$1 million for a total annual premium of \$55,394.00 subject to rate changes to be paid from Operating.

Pool Monitor

Management received multiple concerns of children under the age of 14 in the spa, both supervised and unsupervised. The Board directed Management to speak with the Association's legal counsel to determine if the Association is required or legally obligated to further enforce any rules regarding this concern.

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 Tuesday, September 24, 2019 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 9:05 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
Appointed Secretary

September 26, 2019
Dated

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

SEPTEMBER 26, 2019

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
Jill Cooper, Secretary
Robert Fallone, Treasurer
Angie Dickson, Member at Large

Directors Absent: Cathy Lewis, Vice President

Others Present: Morgan Winegar | Director, Optimum Professional Property Management, Inc.

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 26, 2019 from 6:22 p.m. to 6:47p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report dated 08/31/19
- Hearings: (1) Property Maintenance
- Non-Compliance: (2) Correspondence
- Legal: Homeowner Complaint/Neighbor Concern
- Minutes: Executive Session 07/23/19

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 6:49 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:

- Community Activities

Architectural Committee Report

The Architectural Committee reviewed the current open architectural applications within the community. No action required.

Landscape Committee Report

Landscape Committee discussed with the Board the current Landscape issues.

Grant's Landscape Proposal #156 – Bubblers

A motion was made, seconded and unanimously carried to TABLE quote #156 from Grant's Landscape dated 04/03/19 to install bubblers for the Magnolia trees for \$600.00 until the March 2020 board meeting.

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Grant's Landscape Proposal #158 – Sod Plugs

A motion was made, seconded and unanimously carried to TABLE quote #158 from Grant's Landscape dated 04/17/19 to install St. Augustine sod plugs at various locations for \$1,260.00 until the March 2020 board meeting.

Grant's Landscape Proposal #108 – Sod Plugs

A motion was made, seconded and unanimously carried to TABLE quote #158 from Grant's Landscape dated 07/10/19 to install St. Augustine sod plugs at various locations for \$900.00 until the March 2020 board meeting.

Grant's Landscape Proposal #159 (Revised) – Installation of Rabbit Repellent & Plant Material 29 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 08/12/19 for the installation of rabbit repellent and new plant material at 29 Navarre for \$439.00 to be paid from Operating G/L #7215 (Landscape Extras).

Grant's Landscape Proposal #164 – Sod Plugs

A motion was made, seconded and unanimously carried to TABLE quote #164 from Grant's Landscape dated 07/10/19 to install St. Augustine sod plugs at various locations for \$390.00 until the March 2020 board meeting.

Grant's Landscape Proposal #165 – Turf Irrigation repairs at Lawn by Pool Area

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 08/12/19 for the updated irrigation for the lawn by the pool area for \$575.00 to be paid from Operating G/L #7220 (Irrigation).

Grant's Landscape Proposal #163 – Overseed All Turf Areas

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 07/31/19 to overseed all of the turf areas for \$1,430.00 to be paid from Operating G/L #7215 (Landscape Extras).

Grant's Landscape Proposal #166 – Installation of Plant Material on Morena

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 09/12/19 for installation of plant material on Morena for \$80.00 to be paid from Operating G/L #7215 (Landscape Extras).

Grants's Landscape Rotation Map – Discussion

The Board reviewed the community landscape rotation map from Grant's Landscape and requesting a color copy in order to more clearly determine the rotation schedule.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the July 23, 2019 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 07/31/19 and 08/31/19 as presented, subject to audit/review at fiscal year-end by CPA.

Morgan Stanley CD GL #1222 Maturing 09/27/19

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, G/L #1222 in the amount of \$75,000.00 plus interest maturing 09/27/19 for a term of twelve (12) months at the best available rate.

Morgan Stanley CD GL #1223 Maturing 09/27/19

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, G/L #1223 in the amount of \$75,000.00 plus interest maturing 09/27/19 for a term of twelve (12) months at the best available rate.

Morgan Stanley CD GL #1225 Maturing 10/30/19

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, G/L #1225 in the amount of \$50,000.00 plus interest maturing 10/30/19 for a term of twelve (12) months at the best available rate.

Management Recommendation for Funds in Excess of FDIC Limit

A motion was made, seconded and unanimously carried to RESCIND prior approval as recorded in the January 24, 2019 General Session Minutes of the transferring of \$114,000.00 from Pacific Western Bank G/L #1520 to a new money market account at Opus Bank, as Management has advised there is a better interest rate at Alliance Bank then at Opus Bank at this time and we have not received bank agreement from Opus Bank to date. Furthermore, a motion was made, seconded and unanimously carried to APPROVE transferring \$60,000.00 from Pacific Western Money Market Account G/L #1520 to a new money market account at Alliance Bank since Alliance Bank has an interest rate of 0.6%, which is greater than other banks at this time.

Audit/Tax Return Proposals FYE 12/31/19

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 dated 08/09/19 to conduct an audit of the Association's financial records and prepare tax returns for fiscal year-ending 12/31/19 for \$800.00.

Premier Roofing and Building Invoice #2265 dated 08/07/19 for \$21,815.08

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #2265 from PRB dated 08/07/19 for the fifth payment for Building 5 for \$21,815.08 to be paid from Reserve GL #3130 (Roofs).

Premier Roofing and Building Invoice #2271 dated 08/16/19 for \$42,082.16

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #2271 from PRB dated 08/16/19 for Building 6 for \$42,082.16 to be paid from Reserve GL #3130 (Roofs).

Premier Roofing and Building Invoice #2302 dated 09/13/19 for \$43,807.16

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #2265 from PRB dated 08/07/19 for the fifth payment for Building 5 for \$43,807.16 to be paid from Reserve GL #3130 (Roofs).

Summit Consulting Invoice #3400 dated 08/01/19 for \$2,690.00

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #3400 from Summit Consulting dated 08/01/19 for consulting services for \$2,690.00 to be paid from Reserve GL #3130 (Roofs).

24 Hour Restoration & Construction Invoice #18680 dated 04/27/17 for \$4,435.45

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #18680 from 24 Hour Restoration and Construction dated 04/27/17 for emergency service repairs at 60 Navarre for \$4,435.45 to be paid from Reserve GL #3235 (Water Damage/Restoration).

24 Hour Restoration & Construction Invoice #19341 dated 10/18/17 for \$3,266.64

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #19341 from 24 Hour Restoration and Construction dated 10/18/17 for emergency service repairs at 50 Navarre for \$3,266.64 to be paid from Reserve GL #3235 (Water Damage/Restoration).

24 Hour Restoration & Construction Invoice #31336 dated 04/16/19 for \$1,928.56

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #19341 from 24 Hour Restoration and Construction dated 04/16/19 for build back and remodel services at 38 Navarre for \$1,928.56 to be paid from Reserve GL #3235 (Water Damage/Restoration).

ABSTAIN: COOPER

24 Hour Restoration & Construction Invoice #31293 dated 04/08/19 for \$2,549.43

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #31293 from 24 Hour Restoration and Construction dated 04/08/19 for emergency remediation services at 9 Navarre for \$2,549.43 to be paid from Reserve GL #3235 (Water Damage/Restoration).

24 Hour Restoration & Construction Invoice #19279 dated 09/22/2017 for \$2,448.27

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #31293 from 24 Hour Restoration and Consulting dated 04/08/19 for emergency remediation services at 9 Navarre for \$2,448.27 to be paid from Reserve GL #3235 (Water Damage/Restoration).

Inspectors of Election - Annual Membership Meeting & Election

A motion was made, seconded and unanimously carried to APPROVE appointment of Avi Schwartz of 62 Navarre to act as the Inspector of Election and certify the results of the election in accordance with the adopted Election Rules for the Annual Membership Meeting & Election to be held on January 23, 2019 at 7:00 p.m. with registration at 6:45 p.m. at the Rancho Senior Center, 3 Ethel Coplen Way, Irvine. Furthermore, Optimum Professional Property Management, Inc. is authorized to receive the ballots and will turn them over to the Inspector of Election prior to the meeting.

38/40 Navarre – Status Update from Petra Geotechnical & CPR Construction

The Board discussed Petra Geotechnical and CPR Construction's recommendations with regards to 38 and 40 Navarre and requested that CPR place a camera in drain 38 Navarre and also scope the drain at 40 Navarre.

Tri County Lighting Invoice – 3rd Installment

Management advised the Board that this invoice has been paid and the project has been billed and paid in full.

CPR Invoice –Interior Repairs 70 Navarre

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #24997 from CPR Construction dated 07/12/19 for interior repairs needed as a result of a window leak at 70 Navarre for \$2,982.00 to be paid from Operating GL #7614 (Common Area Repairs).

Janitorial Service

A motion was made, seconded and unanimously carried to APPROVE the contract provided by Optimum Professional Property Management for monthly janitorial services in the amount of \$595.00 per month from April through September (6 months at 3 visits/week) and \$395.00 per month from October to March (6 months at 2 visits/week) to commence November 1, 2019. In addition, the current contract with Jots Janitorial Service has been terminated in accordance with their contract.

Jots Proposal – Re-Coat Floor

A motion was made, seconded and unanimously carried to TABLE the proposals #11761 to re-coat the floors in the common area restrooms at the pool until the October board meeting pending receipt of additional proposals.

Owner Request: Interior Repairs Reimbursement – 35 Navarre (Chronley)

A motion was made, seconded and unanimously carried to APPROVE the request of Mike Chronley owner of 35 Navarre dated 08/29/19 for reimbursement from the Association to repair the interior flooring due to the delay in repairs after a roof leak at 35 Navarre (Chronley) in the amount of \$1,254.59 since it was determined the repairs were as a result of the Association's delay and the owner submitted proof of payment made to vendor for this repair.

Owner Request for Additional Signage at Roundabout Near 33 Navarre

The Board reviewed correspondence from the homeowner at 33 Navarre requesting additional signage in the roundabout to remind drivers to remain on the right-hand side of the roundabout. A motion was made, seconded and unanimously carried to APPROVE the installation of this style signage at a cost not to exceed, \$500.00 to be paid from Operating G/L #7614 (Common Area Repairs).

Tree Trimming Schedule

The Board discussed the annual tree trimming schedule and requested that the meeting minutes, previously approved by the Board, be emailed over to the Board for their review prior to agreeing to the schedule of trimming for October 2019.

Owner Correspondence re: Window Replacement – 15 Segura

A motion was made, seconded and unanimously carried to TABLE the review of the potential window replacement at 15 Segura until the October board meeting pending further review.

Pool Restroom Doro Handle Set Replacement Proposals

A motion was made, seconded and unanimously carried to APPROVE the proposal provided by OPPM Janitorial to replace the current door handles at the pool area with updated door handles for a cost not to exceed \$120.00 to be paid from Operating G/L 7614 (Common Area Repairs).

Owner Request for Information – 1 Morena

The Board reviewed the correspondence from the Owner of 1 Morena (Pederson) regarding window replacement. The Board directed Management to advise the Owner that they will need to submit an architectural application for approval for window replacement.

November Board Meeting Date

The Board discussed the potential dates for the November Board meeting due to the Thanksgiving holiday. A motion was made, seconded and unanimously carried to APPROVE changing the November board meeting date to December 5, 2019.

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, November 7, 2019 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, _____, 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
Appointed Secretary

November 7, 2019
Dated

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

NOVEMBER 7, 2019

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
Jill Cooper, Secretary
Robert Fallone, Treasurer
Angie Dickson, Member at Large

Directors Absent: None

Others Present: Morgan Winegar | Director, Optimum Professional Property Management, Inc.

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 **November 7, 2019 from 6:15 p.m. to 7:15 p.m.** for the following:

- Delinquencies: A/R Aging and Reconciliation Report dated 09/30/19, Account Update
- Legal: Homeowner Complaint/Neighbor Concern, Pool/Spa Regulations, Election Rule Revisions, Water Intrusion Policy and Window Replacement Responsibility/Protocol
- Minutes: Executive Session 09/26/19

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 7:15 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:

- RV Parking
- Community Parties

Architectural Committee Report: Architectural Application for 27 Morena (Ren)

The Architectural Committee reviewed the current open architectural applications within the community. A motion was made, seconded and unanimously carried to APPROVE the architectural application from Ms. Ren owner of 27 Morena dated 10/28/19 to install hardscape in the front and back patio area. However, the Association will replace the common area concrete described and bill back the homeowner for those repairs as the repairs were needed as a result of the previous homeowner installing decorative tile over the concrete in that area which is common area and cannot be modified by a homeowner.

Landscape Committee Report: Grant's Landscape Service Proposal #93

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Service dated 06/04/19 to install two (2) Cupania trees near 74 Navarre for \$160.00 to be paid from Operating G/L #7225 (Landscape Replacement).

Landscape Committee Report: Grant's Landscape Service Proposal #167

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 10/16/19 for plant replacement from the October punch list until the December board meeting pending further review.

Landscape Committee Report: Grant's Landscape Service Proposal #168

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 10/16/19 for tree replacement near #18-#24 Morena until the December board meeting pending further review.

Landscape Committee Report: Grant's Landscape Service Proposal #169

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 10/16/19 for community-wide sod plugs until the March 2020 board meeting pending further review.

Grants' Landscape Rotation Map – Discussion

The Board reviewed the community landscape rotation map from Grant's Landscape and requesting a color copy in order to more clearly determine the rotation schedule.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the September 26, 2019 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 09/30/19 as presented, subject to audit/review at fiscal year-end by CPA. The Board requested additional information regarding G/L #4010 and as to what account the Special Assessment monies are deposited.

Morgan Stanley CD GL #1227 Maturing 11/13/19

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, G/L #1227 in the amount of \$100,000.00 plus interest maturing 11/13/19 for a term of nine (9) months at the best available rate.

Morgan Stanley CD GL #1231 Maturing 12/11/19

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, G/L #1231 in the amount of \$50,000.00 plus interest maturing 12/11/19 for a term of six (6) months at the best available rate.

Proposed Budget, Reserve Study and Reserve Funding Plan Fiscal Year 01/01/20 to 12/31/20

The Board reviewed proposed budget #1 prepared 10/14/19 for fiscal year 01/01/20 to 12/31/20 with an increase in assessments of \$10.36 (2.47%) from \$420.00 to \$430.36 per unit per month and monthly funding to reserves of \$25,657.00 per the reserve study onsite by Association Reserves dated 10/09/19 with reserves funded at 87.2% at beginning of new fiscal year and 93.5% in five years. A motion was made, seconded and unanimously carried to APPROVE proposed budget #2 revised per the Board of Directors for fiscal year 01/01/20 to 12/31/20 with assessments remaining at \$420.00 per unit per month and monthly funding to reserves of \$25,657.00 which is the amount recommended of \$25,657.00 in the update reserve study by Association Reserves dated 10/09/19 with reserves funded at 87.2%.

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NOTE: The Board of Directors is NOT currently considering a Special Assessment and/or obtaining a Bank Loan for fiscal year 01/01/20 to 12/31/20 to repair any major common area components or to fund the reserves.

Furthermore, the Board APPROVED the onsite Reserve Study prepared by Association Reserves dated 10/09/19 revision 1 for fiscal year 01/01/20 to 12/31/20 with monthly recommended funding to reserves of \$25,657.00 with reserves funded at 87.2% in 2019 and projected funding at 93.5% 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 ADOPTED the Reserve Funding Plan as presented by Association Reserves for fiscal year 01/01/20 to 12/31/20 that shows reserves funded at 93.5% in five (5) years based on the approved reserve funding amount of \$25,657.00 per month.

Furthermore, the Board APPROVED no increase presented by Optimum Professional Property Management for the monthly management fee.

Premier Roofing and Building Invoice #2323 dated 09/26/19 for \$43,732.16

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #2323 from PRB dated 09/26/19 for the sixth payment for Building 5 for \$43,732.16 to be paid from Reserve GL #3130 (Roofs).

24 Hour Restoration & Construction Invoice #31702 dated 06/27/19 for \$3,221.42

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #31702 from 24 Hour Restoration and Construction dated 06/27/19 for build back and remodel services at 15 Segura for \$3,221.42 to be paid from Reserve GL #3235 (Water Damage/Restoration).

Petra Geosciences Invoice #109341H dated 09/30/19 for \$2,980.00

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #109341H from Petra Geosciences dated 09/30/19 for site exploration and lab testing at 38 Navarre for \$2,980.00 to be paid from Reserve GL #3235 (Water Damage/Restoration).

Concrete Hazard Solutions Proposal for Community-Wide Repairs

A motion was made, seconded and unanimously carried to APPROVE the proposal from Concrete Hazard Solutions dated 10/22/19 to perform community-wide concrete grinding/repairs for \$2,740.00 to be paid from Operating G/L #7614 (Common Area Repairs).

Professional Craftsman Proposal for Dumpster Door Repair/Replacement

A motion was made, seconded and unanimously carried to TABLE proposal #201910-8646 to replace and/or paint five (5) dumpster doors until the December board meeting pending receipt of additional proposals.

Holiday Bonus to Landscape Foreman

A motion was made, seconded and unanimously carried to APPROVE a holiday bonus to the Grant's Landscape foreman Jesus Castaneda, in the amount of \$150.00 to be paid to Daniel Wells at 18 Segura from Operating G/L#8499 (Misc. Administration), once processed as Mr. Wells will provide the funds to Mr. Castaneda.

38/40 Navarre – Status Update from Petra Geotechnical & CPR Construction

Management advised that Petra Geotechnical would be contacting the homeowner at 38 Navarre to schedule a follow-up inspection within the next two weeks.

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Owner Correspondence re: Window Replacement – 15 Segura

The Board reviewed and discussed the window replacement request provided by the owner of 15 Segura. The Board directed Management to review the Association attorney's recommendation and communicate with the homeowner regarding the process moving forward.

Storage Closet – Discussion

A motion was made, seconded and unanimously carried to TABLE the storage closet discussion to the December board meeting due to time constraints.

Parking Concerns

A motion was made, seconded and unanimously carried to TABLE the parking concerns discussion to the December board meeting due to time constraints.

Email Address Database

A motion was made, seconded and unanimously carried to TABLE the email address database discussion to the December board meeting due to time constraints.

December Board Meeting Date

A motion was made, seconded and unanimously carried to APPROVE changing the November board meeting date to December 5, 2019.

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, December 5, 2019** 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 **9:00 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

Appointed Secretary

12/05/19

Dated

THE VILLAS COMMUNITY ASSOCIATION

Managed by Optimum Professional Property Management, Inc.
230 Commerce, Suite 250, Tustin, CA 92602
(714) 508-9070 Office / (714) 665-3000 Fax
www.optimumppm.com

NOTICE OF ANNUAL ELECTION RESULTS

DATE: January 24, 2019
TO: All Members of The Villas Community Association
FROM: Your Board of Directors
SUBJECT: Annual Election Results

In accordance with California Civil Code §5120 (b), *“Within fifteen (15) days of the election, the board shall give general notice pursuant to Section 4045 of the tabulated results of the election.”*

The Annual Membership Meeting and Election of The Villas Community Association was held on January 24, 2019.

The appointed Inspectors of Election tabulated the votes and certified the results of the Election. There were 2 seats up for election on the Board of Directors. The following 2 candidates listed in alphabetical order were nominated and 2 members were elected for a 2 year term:

<u>Name(Alpha Order)</u>	<u>Tabulated Votes</u>	<u>Term Expires</u>
Robert Fallone	47	January 2021
Daniel Wells	48	January 2021

If you have any questions regarding the Annual Membership Meeting & Election, please contact our Senior Certified Community Association Manager, Morgen Hardigree, CCAM-ND, with Optimum Professional Property Management, Inc. at (714) 508-9070x292 or via email at mhardigree@optimumppm.com.

Thank you for your participation in this year’s Annual Membership Meeting & Election.