

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

**JULY 22, 2021**

**Notice of Meeting**

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

**Roll Call**

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

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

Directors Absent: Cathy Lewis, Member at Large

Others Present: Jennifer White, CMCA®, Optimum Professional Property Management, Inc.  
Morgan Winegar, Director CMCA®, 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 22, 2021 from 6:16 p.m. to 7:49 p.m.** for the following:

- Delinquencies: A/R Aging Report 03/30/21, Request to Waive Fees
- Hearings (7): Non-Compliance of the Governing Documents
- Legal: Account Status Update, Geotechnical Investigation, Vehicle Violation, Water Damage Concern Update and Drainage, Executive Committee
- Minutes: Executive Session 06/22/21

**Call to Order General Session**

President and Presiding Chair, Daniel Wells, called the General Session of the Board of Directors to order **following Executive Session at 7:50 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: Architectural Application – Rain Gutter – 35 Morena**

A motion was made, seconded, and unanimously carried to APPROVE the architectural application from Ms. Dunn, owner of 35 Morena, dated 06/28/21, to install a rain gutter, as submitted, notating the following conditions: the downspout must be installed on the exterior patio wall and drain into the landscape (away from the home), homeowner (and future homeowners) is responsible for maintaining (including, but not limited to, painting and repairs).

**Landscape Committee: Nature Care Proposals**

No proposals for the Board to review at this time.

**The Villas Community Association**

**General Session Minutes**

**July 22, 2021**

**Page 2 of 4**

**Executive Sub Committee – Racquet Club Sale**

No update at this time.

**Painting Committee**

No update at this time as First Street Painting has been approved for the community wide painting but the wood repair proposals are still under review.

**Secretary's Report / Minutes**

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the June 22, 2021 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 06/30/21 as presented, subject to audit/review at fiscal year-end by a CPA.

**Morgan Stanley CD Maturing 08/18/21**

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15094 in the amount of \$50,000.00 plus interest maturing 08/18/21 for a term of six (6) months at the best available rate.

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #11863 from Nature Care dated 07/01/21 to repair the irrigation mainline adjacent to the pool area for \$1,078.01 to be paid from Operating G/L #60800 (Irrigation: Repairs/Maintenance).

**Nature Care Invoice – Irrigation Repair**

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #11862 from Nature Care dated 07/01/21 to repair the irrigation mainline under the street in front of 44 Navarre for \$1,407.14 to be paid from Operating G/L #60800 (Irrigation: Repairs/Maintenance).

**RESCIND: Rodent Pest Technologies Proposal – Annual Termite Control**

A motion was made, seconded, and unanimously carried to RESCIND prior approval as recorded in the June 24, 2021 General Session Minutes of the proposal dated 06/15/21 to perform the annual termite control for \$12,960.00 to be paid from Reserves G/L #37500 (Termite Fumigation/Treatment) as the termite infested wood areas will be addressed during the community wide repair and painting.

**Reserve Study FY 01/01/22 to 12/31/22**

A motion was made, seconded, and unanimously carried to TABLE the update reserve study from Association Reserves for fiscal year 01/01/22 to 12/31/22 until the August board meeting pending further review.

**Insurance Renewal Quote & Proposal**

The Board reviewed the renewal policy quote from Berg Insurance and a proposal from BBSI and LaBarre Oksnee for insurance coverage renewing 07/24/21. A motion was made, seconded, and carried to APPROVE the renewal quote from Berg Insurance dated 06/15/21 to include property coverage with a policy limit of \$40,950,487 and deductible of \$10,000, 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 \$31,090.00 subject to rate changes to be paid from Operating.

*Against: Esfahani*

**Berg Insurance Proposal – Earthquake Coverage**

The Board reviewed the renewal policy quote from Berg Insurance insurance coverage renewing 07/24/21. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Berg Insurance dated 06/28/21 to include Earthquake coverage with a policy limit of \$35,692,519 and deductible of 20%. Furthermore, the Board approves the terms of the agreement from Berg Insurance to finance the annual premium with an annual premium of \$42,848.75 be paid from Operating.

**Monthly Landscape Maintenance Proposals**

The Board reviewed three (3) proposals for routine landscape maintenance. A motion was made, seconded, and unanimously carried to TABLE the proposals for the monthly landscape maintenance until the August board meeting pending further review.

**Community Wide Wood Repair Proposals**

A motion was made, seconded, and unanimously carried to TABLE the community wide wood repair proposals until the August board meeting pending further review.

**First Street Painting Proposal – Utility Door Painting**

A motion was made, seconded, and unanimously carried to TABLE the proposal from First Street Painting dated 06/29/21 to paint the utility doors for a cost ranging between \$100.00 to \$360.00 until the August board meeting pending further review.

**Tri-County Lighting Proposal – LED Upgrade**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Tri-Counting Lighting dated 07/09/21 to upgrade the address sign lights to LED for \$4,465.99 until the August board meeting pending further review.

**Tri-County Lighting Proposal – Modified Inclusive Monthly Maintenance**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Tri-Counting Lighting dated 01/20/20 to have modified inclusive monthly maintenance for \$1,126.55 until August board meeting pending further review.

**Sea Breeze Pool Furniture Proposal – Chair Replacement**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from Sea Breeze Pool Furniture for chair replacement as the Board will look into other options for chair replacement.

**Roof Repairs at 60 Navarre – Warranty Status**

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

**Professional Craftsman – Status Update Replacement of Utility Door with Fiberglass Discussion**

The Board discussed the utility doors. The matter is pending until the utility door signs are furnished.

**Utility Door Plaques**

The Board discussed the plaque coloring (background and lettering) and lettering, noting that the background color will be the building trim color and the lettering will be dark brown. The lettering order is in the process of being determined.

**The Villas Community Association**

**General Session Minutes**

**July 22, 2021**

**Page 4 of 4**

**Homeowner Concern: Smoke in Patio Area**

The Board discussed the smoke in the patio area concern. A compliance notice to be issued. No further action required.

**Homeowner Request: Leak Repair Reimbursement – 27 Navarre**

No action required as the homeowners request was not submitted.

**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. 24 HRC Proposal – Remediation at 12 Morena**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from 24 HRC dated 07/22/21 to perform the repairs at 12 Morena for \$4,754.78 to paid from Reserves G/L #38950 (Contingency).

**2. Viking Environmental – Abatement at 12 Morena**

A motion was made, seconded, and unanimously carried to RATIFY the APPROVAL of the proposal from Viking Environmental dated 05/21/21 to perform the abatement at 12 Morena for \$4,103.88 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, August 26, 2021** at 6:15 p.m. Executive Session, 7:00 p.m. General Session at Optimum.

**Adjourn General Session**

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded, and unanimously carried to ADJOURN at **10:00 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