

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

**FEBRUARY 24, 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  
Angie Dickson, Vice President,  
Marilyn Curry, Treasurer  
Jill Cooper, Secretary  
Ali Gharavi Esfahani, Member at Large

Directors Absent: None

Others Present: 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 **February 24, 2022 from 6:15 p.m. to 7:00 p.m.** for the following:

- Delinquencies: A/R Aging & Collection Report 01/31/22
- Hearings (6): Non-Compliance of the Governing Documents
- Legal: Water Damage Concern Update and Drainage (2), Atrium/Courtyard Leaks, Executive Committee, Animal Service Update
- Minutes: Executive Session 01/27/22

**Call to Order General Session**

President and Presiding Chair, Daniel Wells, called the General Session to order **following Executive Session at 7:00 p.m.**

**Homeowner Forum**

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. The following items were presented: None.

**Architectural Committee**

A motion was made, seconded, and unanimously carried to TABLE the architectural application from Mr. Ward & Ms. Wang owner of 22 Segura Morena dated 02/22/22 to install a water heater as the homeowner will be resubmitting with new plans and permits, as requested.

**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 Marilyn Curry, Jill Cooper, Ali Gharavi Esfahani, Angie Dickson, and Daniel Wells as Chair. Furthermore, Architectural Applications will be sent to the Board via email to review the application and return to Management for processing.

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**Landscape Committee**

No update at this time.

**Executive Sub Committee – Racquet Club Sale**

No update at this time.

**Painting Committee**

Management provided an update to the Board. No action required at this time.

**Secretary's Report / Minutes**

The Board reviewed the Minutes of the January 27, 2022 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 27, 2022 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 01/31/22 as presented, subject to audit/review at fiscal year-end by a CPA.

**Morgan Stanley CD Maturing 03/15/22**

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15105 in the amount of \$50,000.00 plus interest maturing 03/15/22 for a term of six (6) months at the best available rate.

**Morgan Stanley CD Maturing 03/22/22**

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15110 in the amount of \$50,000.00 plus interest maturing 03/22/22 for a term of six (6) months at the best available rate.

**Delinquencies: Approval to Record Lien**

In accordance with California Civil Code §5673: A motion was made, seconded, and carried to TABLE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as APN #935-830-65 / ACCT #96320261 until the March board meeting pending further review.

**ABSTAIN: COOPER**

**24 HRC Proposal – Remediation at 28 Segura**

A motion was made, seconded, and unanimously carried to RATIFY the APPROVAL of the proposal from 24 HRC dated 02/02/22 to perform the remediation at 28 Segura for \$4,171.70 to be paid from Reserves G/L #38950 (Contingency).

**Water Savers Proposal – Pool Leak Repair**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Water Savers dated 02/15/22 to perform pool leak repair for a cost not to exceed \$3,750.00 to be paid from Reserves G/L #36000 (Pool/Spa).

**Pool/Spa Replaster/Acid Wash Proposals**

A motion was made, seconded, and unanimously carried to TABLE the proposal to perform the pool/spa replaster/acid wash until the March board meeting pending additional proposal and further review.

**Pool Restroom Doors Replacement Proposals**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Professional Craftsmen dated 02/09/22 to replace the pool restroom doors for \$3,195.00 to be paid from Reserves G/L #32100 (Fencing, Walls, & Railings).

**Villa Park Proposal – 3 Year Trimming Plan**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Villa Park dated 02/10/22 for the 2022 annual tree trimming only, to trim 166 common area trees for \$11,640.00 to be paid from Operating G/L #61100 (Tree Trimming).

**Architect Review Proposals**

A motion was made, seconded, and unanimously carried to TABLE the proposals for architect review of architectural applications until the March board meeting pending further review.

**Fontaine Weatherproofing Proposal – New Aggregate for 58 Navarre**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Fontaine Weatherproofing dated 02/01/22 to install new aggregate at 58 Navarre for \$1,250.00 until the March board meeting pending further review.

**Storage of Association Documents**

A motion was made, seconded, and unanimously carried to TABLE the storage of Association documents until the December board meeting pending further review.

**Homeowner Request: Rain Gutter Installation at 78 Navarre**

A motion was made, seconded, and unanimously carried to TABLE the request of Michelle Pan owner of 78 Navarre dated 12/29/21 to have the Association install rain gutters at their unit until the March board meeting pending a proposal.

**Residence Guide Revision**

A motion was made, seconded, and unanimously carried to TABLE the residence guide revision until the March board meeting pending further review.

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

The Board discussed the warranty status for the roof repairs at 60 Navarre. No action required at this time.

**Review New Homeowner Welcome Package (Escrow)**

A motion was made, seconded, and unanimously carried to TABLE the new homeowner welcome package until the March board meeting pending further review.

**Establish Goals for 2022**

A motion was made, seconded, and unanimously carried to APPROVE to establish the following goals for 2022

- Reviewing Association Storage Documents
- Atrium Drain Solutions
- Updating the Residence Guide
- Pool/Spa Replastering

**Tri-County – Electrician Rate Update**

The Board reviewed the electrician rate update from Tri-County. No action required.

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**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, March 24, 2022** 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 **8:50 p.m. to Executive Session.**

**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**

**03.24.22**

\_\_\_\_\_  
Appointed Secretary

\_\_\_\_\_  
Dated