

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

**APRIL 28, 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: Jennifer White, CMCA®, Optimum Professional Property Management, Inc.  
David Park – Southern Cross  
Ray & Dennis – Design Build

**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 **April 28, 2022 from 6:15 p.m. to 7:55 p.m.** for the following:

- Contracts: Collection Attorney Proposals (3)
- Delinquencies: A/R Aging & Collection Report 03/31/22
- Hearings/Non-Compliance (8): Non-Compliance of the Governing Documents
- Legal: Water Damage Concern Update and Drainage (2), Small Claims, Executive Committee
- Minutes: Executive Session 03/24/22

**Call to Order General Session**

President and Presiding Chair, Daniel Wells, called the General Session to order **following Executive Session at 7:55 p.m.**

**Homeowner Forum**

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

**Architectural Review Committee**

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

1. 5 Segura (Mrs. Dickson) dated 02/18/22 to perform hardscape (brick stencil).
2. 68 Navarre (Mr. Cohen) dated 03/08/22 to perform interior water line.

**Landscape Committee**

No update at this time.

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**Executive Sub Committee – Racquet Club Sale**

No update at this time.

**Painting Committee**

Management provided an update to the Board.

**Secretary's Report / Minutes**

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the March 24, 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 03/31/22 as presented, subject to audit/review at fiscal year-end by a CPA.

Furthermore, a motion was made, seconded, and unanimously carried to APPROVE investing liquid funds currently in Pacific Premier Money Market, Reserve Account G/L #14100 into one (1) Certificate of Deposit with Morgan Stanley for \$150,000.00 for a term of three (3) months at the best available rate.

**Board Resolution – Monetary Transfers Civil Code Sections 5380(b)(6) and 5502**

A motion was made, seconded, and unanimously carried to APPROVE the Board Resolution confirming compliance with Civil Code Sections 5380(b)(6) and 5502 requiring prior written approval of the Board of Directors before any financial transfers greater than five thousand dollars (\$5,000) if 50 or fewer units and ten thousand dollars (\$10,000) for 51 or more units or five percent (5%) of an association's total combined reserve and operating expenses; and Civil Code Section 5500 requires monthly review by the Board of all of the financial statements specified therein; and Civil Code Section 5501 provides that: The review requirements of Section 5500 may be met when every individual member of the board, or a subcommittee of the board consisting of the treasurer and at least one other board member, reviews the documents and statements described in Section 5500 independent of a board meeting, so long as the review is ratified at the board meeting subsequent to the review and that ratification is reflected in the minutes of that meeting.

**Invoice Approval**

None at this time.

**Delinquencies: Approval to Record Lien**

In accordance with California Civil Code §5673: A motion was made, seconded, and carried to APPROVE 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

**ABSTAIN: JILL**

**24 HRC Proposal – Restoration at 28 Segura (Ratify)**

A motion was made, seconded, and unanimously carried to RATIFY the APPROVAL of the proposal from 24 HRC dated 03/04/22 to perform the restoration at 28 Segura for \$2,243.69 to be paid from Reserves G/L #38950 (Contingency).

**24 HRC Proposal – Remediation at 12 Segura (Ratify)**

A motion was made, seconded, and unanimously carried to RATIFY the APPROVAL the proposal from 24 HRC dated 03/10/22 to perform the remediation at 12 Segura for \$3,985.38 to be paid from Reserves G/L #38950 (Contingency).

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

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

**Concrete Hazard Solutions Proposal – Front Entry Repair/Replacement**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Concrete Hazard Solutions dated 02/23/22 to repair the front entry for \$400.00 to be paid from Reserves G/L #37200 (Streets/Drives/Sidewalks).

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

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Fontaine Weatherproofing dated 02/01/22 to install new aggregate at 58 Navarre for \$1,250.00 to be paid from Reserves G/L #36300 (Roofs).

**Premier Roofing Proposal – New Aggregate for 58 Navarre**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from Premier Roofing to install new aggregate at 58 Navarre as the work will be completed by another vendor.

**Premier Roofing Proposal – Rain Gutter Installation at 78 Navarre**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from Premier Roofing to install a rain gutter at 78 Navarre as this is homeowner responsibility.

**Residence Guide Revision**

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

**Atrium/Patio & Water Intrusion Policy**

A motion was made, seconded, and unanimously carried to TABLE the atrium/patio and water intrusion policy until the May board meeting pending further review.

**Collection Attorney Proposals (3)**

The Board reviewed three (3) contracts from attorneys for assessment collection services. A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY hiring a collection attorney as it is not needed at this time and will continue with their current collection attorney.

**SCE Switch to OC Power Authority**

A motion was made, seconded, and unanimously carried to TABLE the discussion of the SCE switch to OC Power Authority until the May board meeting pending further review.

**Project Manager Proposal (3)**

The Board reviewed three (3) proposals for a project manager for the community wide painting and wood repair. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Southern Cross dated 04/21/22 to perform the duties of a project manager for the community wide wood repairs, noting that the approval is for the already completed wood repairs, a scope of work/contractor section for wood repairs, and the to be completed wood repairs, for \$49,900.00 to be paid from Reserves G/L #35400 (Painting).

**Community Wide Wood Repair Proposals & Change Orders**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the community wide wood repair proposals and change orders as the Board approved a project manager to put together a scope of work for the additional repairs for further review.

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**Strategic Sanitation Proposal – Dumpster Usage Maximization**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from Strategic Sanitation dated 03/28/22 to perform monthly dumpster usage maximization for \$921.00 as the Board will re-evaluate for the next fiscal year.

**Southy County Proposal – Reroute Water Heater Lines at 27 Morena**

A motion was made, seconded, and unanimously carried to TABLE the proposal from South County Plumbing dated 04/08/22 to reroute the water heater lines at 27 Morena pending further review.

**Tenant Information**

The Board discussed how to address receiving tenant information. The Board advised management to have legal counsel draft/review a tenant policy.

**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, May 26, 2022** at 6:15 p.m. Executive Session, 7:00 p.m. General Session at Optimum and Zoom.

**Adjourn General Session**

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded, and unanimously carried to ADJOURN at **10:38 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:

**APPROVED**

**05.26.22**

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

\_\_\_\_\_  
Dated