

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

**FEBRUARY 23, 2023**

**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 – *(Via Zoom)*  
Angie Dickson, Vice President  
Jill Cooper, Secretary - *(Via Zoom)*  
Marilyn Curry, Treasurer  
Ali Gharavi Esfahani, Member at Large – *(Via Zoom)*

Directors Absent: None

Others Present: Morgan Winegar, CMCA®, Optimum Professional Property Management, Inc. - *(Via Zoom)*  
Jenn Luckham, CM, 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 23, 2023 from 6:15 p.m. to 7:40 p.m. for the following:

- Delinquencies: A/R Aging & Collection Report 01/31/23
- Hearings (5): Non-Compliance of the Governing Documents
- Legal: Probate Claim (1), Notice of Entry (1), Judgement (1), Farmers Claim (1)
- Minutes: Executive Session 01/26/23

**Call to Order General Session**

President and Presiding Chair, Daniel Wells, called the General Session to order at 7:40 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:

**Architectural Review Committee**

The following architectural applications were reviewed and approved as submitted by the Architectural Review Committee for the month of December/January: None.

**Cool Block Program Committee**

Angie Dickson provided an update to the Board. Earth Day is April 21. The date of August 5, 2023 1pm-5pm – place TBD was proposed for the community wide barbeque. Board approved the date and management is to reach out to vendors closer to May 2023.

### **Painting Committee**

Management provided an update on the community wide wood repairs and painting. Board directed management to reach out to Southern Cross to obtain more detailed report of wood repairs.

### **Landscape Committee**

No update at this time.

Furthermore, a motion was made, seconded, and unanimously carried to APPROVE the proposal VPL1480-23 from Villa Park Landscape dated 2/10/23 for \$1,175.00 to perform February punch list items – (reduced amount due to non-approval for (62) – 1 gallon Lantana ‘purple’) to be paid from Operating G/L #60200 (Landscape: Extras).

Furthermore, a motion was made, seconded, and unanimously carried to APPROVE the proposal VPL1481-23 from Villa Park Landscape dated 02/10/23 for \$450.00 to perform the February punch list item to be paid from Operating G/L #60800 (Irrigation: Repairs / Maintenance).

### **Secretary’s Report / Minutes**

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the January 26, 2023 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 01/31/23 as presented, subject to audit/review at fiscal year-end by a CPA.

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

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

### **Morgan Stanley CD Maturing 03/01/23**

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15170 in the amount of \$150,000.00 plus interest maturing 03/01/23 for a term of six (6) months at the best available rate.

### **Morgan Stanley CD Maturing 03/23/23**

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15180 in the amount of \$150,000.00 plus interest maturing 03/23/23 for a term of six (6) months at the best available rate.

### **Morgan Stanley CD Maturing 03/27/23**

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, Reserve Account G/L #15190 in the amount of \$100,000.00 plus interest maturing 03/27/23 for a term of six (6) months at the best available rate.

**Waste Management Proposal**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Waste Management dated 02/13/23 to add an additional 53 gallon organics recycling cart for an extra \$42.37 per month, making the new monthly total \$84.74 Operating G/L #50400 (Refuse Removal).

**First Street Painting Proposal – Exterior Preparation and Painting of California French Doors**

A motion was made, seconded, and unanimously carried to TABLE the proposal from First Street Painting dated 11/10/22 to prep and paint the California French Doors throughout the community for \$75.00 each pending follow up with vendor.

**Vasin Sign Proposal – Custom Speed Limit Sign**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Vasin Sign dated 10/20/22 to prepare a custom speed limit sign for \$434.12 until the March 2023 board meeting pending further review and additional proposals.

**24HRC Proposal – Stucco Repairs at 58 Navarre**

A motion was made, seconded, and unanimously carried to TABLE the proposal from 24HRC dated 01/03/23 for stucco repairs at 58 Navarre for \$1,861.00 pending further review.

**Monthly Patrol Proposals (4)**

The Board reviewed four (4) proposals for monthly parking patrol. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Patrol One dated 08/05/22 to provide parking patrol which includes 1 inspection/night, permits, safelisting for \$570.60 to be paid from Operating G/L #73200 (Patrol Service).

**Tri-County Lighting Invoice – LED Strips Installation**

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

**South County Invoice – Slab Leak Repair at 18 Segura**

A motion was made, seconded, and unanimously carried to APPROVE the proposal of invoice #21224 from South County Plumbing dated 02/09/23 for re-route at 18 Segura for \$2,850.00 to be paid from Operating G/L #73600 (Plumbing: Repairs).

**South County Invoice – Gas Repair at 20 Navarre**

A motion was made, seconded, and unanimously carried to APPROVE the proposal of invoice #21224 from South County Plumbing dated 02/09/23 for replacement of 1" and ¾" gas lines around gas meter at 20 Navarre for \$2,400.00 to be paid from Reserves G/L #38950 (Contingency).

**Irvine Exterminating Proposal - Monthly Pest Control Service Agreement**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from Irvine Exterminating dated 02/02/23 for monthly pest control services for \$390.00 as this was an unsolicited proposal.

**Camera Policy**

A motion was made, seconded, and unanimously carried to TABLE the camera policy until the March 2023 board meeting pending further review.

**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 23, 2023, 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 9:30 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

MARCH 23, 2023  
Dated