

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

DECEMBER 1, 2016

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on **11/27/16** for 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: Jim Weaver, Vice President
 Dan Wells, Secretary
 Elizabeth Kojian, Treasurer
 Jill Cooper, Member at Large

Directors Absent: Cathy Lewis, President

Others Present: Morgen Hardigree, Senior CCAM-ND[®], Optimum Professional Prop. Mgmt. (ACMF[®])
 See Sign-In Sheet

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 **December 1, 2016 from 6:15 p.m. to 6:47 p.m.** for the following:

- Delinquencies: A/R Aging dated 11/23/16 and Reconciliation Report dated 10/31/16
- Hearings: One (1) hearing for Unauthorized Hose, one (1) request to waive fees, one (1) extension request
- Minutes: Executive Session 10/27/16

Call to Order General Session

Vice President and Presiding Chair, Jim Weaver, called the General Session of the Board of Directors to order **following Executive Session at 6:47 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:

- Broken Window Screen
- Dislocated Rain Gutter
- Pool Key

Architectural Committee Report

Management provided a log in the Directors Report of all open architectural items. No action required.

Landscape Committee Report

The Committee discussed with the Board the November Landscape Committee Inspection from 11/04/16. There was no action required.

GLS Proposal #00016

A motion was made, seconded and unanimously carried to APPROVE proposal #00016 from Grant's Landscape dated 11/04/16 to remove and replace plant material at 29 Navarre for \$180.00 to be paid from Operating G/L #7215 (Landscape Supplies).

GLS Proposal #00017

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A motion was made, seconded and unanimously carried to APPROVE proposal #00017 from Grant's Landscape dated 11/04/16 to relocate and install shrubs at 70-72 Navarre for \$50.00 to be paid from Operating G/L #7215 (Landscape Supplies).

GLS Proposal #00019

A motion was made, seconded and unanimously carried to APPROVE proposal #00019 from Grant's Landscape dated 11/04/16 to relocate and install shrubs at 22, 24, 16 Navarre for \$75.00 to be paid from Operating G/L #7215 (Landscape Supplies).

GLS Proposal #00020

A motion was made, seconded and unanimously carried to APPROVE proposal #00020 from Grant's Landscape dated 11/04/16 to relocate and install ground cover at 1 Segura for \$80.00 to be paid from Operating G/L #7215 (Landscape Supplies).

GLS Proposal #00021

A motion was made, seconded and unanimously carried to APPROVE proposal #00021 from Grant's Landscape dated 11/04/16 to replace Magnolia "Little Gem" behind 10 Morena for \$80.00 to be paid from Operating G/L #7215 (Landscape Supplies).

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the October 27, 2016 General Session of the Board of Directors as written.

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 10/31/16 with a balance of \$88,737.27 in Operating; \$5,564.79 in Sunwest Bank MMA, \$46,961.41 in Pacific Western S/A, \$253,008.49 in Pacific Western Money Market, \$248,231.44 in Popular Banking Money Market, \$314,000.92 in Morgan Stanley and \$202,218.11 in Mutual of Omaha Money Market, for a total balance of \$1,069,985.16 (less loans) in Reserves, unbilled Special Assessment reserve asset \$368,826.68 as presented, with total assets at \$1,585,961.53 subject to audit/review by a CPA at fiscal year-end.

MorganStanley SmithBarney CD Maturing 12/28/16

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at MorganStanley SmithBarney, Reserve Account #1204 in the amount of \$50,000.00 plus interest maturing 12/28/16 for a term of six (6) months at the best available rate.

MorganStanley SmithBarney CD Maturing 12/27/16

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at MorganStanley SmithBarney, Reserve Account #1202 in the amount of \$50,000.00 plus interest maturing 12/27/16 for a term of six (6) months at the best available rate.

Sunwest Bank CD Maturing 01/20/17

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Sunwest Bank, Reserve Account #1201 in the amount of \$200,124.97 plus interest maturing 01/20/17 for a term of six (6) months at the best available rate.

Committee Member Request for Reimbursement

A motion was made, seconded and carried to APPROVE the request for reimbursement from Elizabeth Kojian for newsletter copies in the amount of \$29.20 to be paid from Operating G/L #8499 (Miscellaneous Administration).

ABSTAIN: *Elizabeth Kojian*

Committee Member Request for Reimbursement

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A motion was made, seconded and carried to APPROVE the request for reimbursement from Dan Wells for two (2) flats of Cyclamen for season color in the amount of \$71.28 to be paid from Operating G/L #7215 (Landscape Supplies).

ABSTAIN: Dan Wells

Approval to Record Lien

In accordance with California Civil Code §5673: A motion was made, seconded and unanimously carried to DENY recording a lien in accordance with the Association’s adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as #O963-00100-2 since the account has been made current.

South County Plumbing Inc. Proposal ~ Install Shower Valve

A motion was made, seconded and unanimously carried to APPROVE the proposal from South County Plumbing Inc. dated 11/10/16 to install a new shower valve at the community pool shower for \$850.00 to be paid from Reserves G/L #3820 (Refurb – Concrete/Pool).

2017 Property Inspection Dates

The Board discussed options for property inspection dates for 2017. Management was instructed to schedule property inspections for the third Friday of each month.

Roof Maintenance Proposals (6)

The Board reviewed six (6) proposals for annual roof maintenance and gutter cleaning. A motion was made, seconded and unanimously carried to APPROVE the proposal from Fontaine Weatherproofing dated 10/20/16 for annual roof maintenance and gutter cleaning for \$14,875.00 to be paid from Reserves G/L #3130 (Roofing).

Light Post Trim Installation Proposals Update

A motion was made, seconded and unanimously carried to TABLE the approval of a proposal for the installation of trim around the light posts to the January 2017 General Session as the trim should have been installed by Premier Roofing as part of the renovation project. Management was requested to contact both Accord Construction and Premier Roofing to have the trim installed.

Next Meeting

NOTE: Meetings of the Board of Directors are held monthly except November. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for **Thursday, January 26, 2017** at 6:15 p.m. Executive Session, 6:45 p.m. General Session, and 7:30 p.m. the Annual Membership Election and Annual Meeting, 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 **7:17 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