

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

NOVEMBER 7, 2019

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 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: Daniel Wells, President
Cathy Lewis, Vice President
Jill Cooper, Secretary
Robert Fallone, Treasurer
Angie Dickson, Member at Large

Directors Absent: None

Others Present: Morgan Winegar | Director, 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 **November 7, 2019 from 6:15 p.m. to 7:15 p.m.** for the following:

- Delinquencies: A/R Aging and Reconciliation Report dated 09/30/19, Account Update
- Legal: Homeowner Complaint/Neighbor Concern, Pool/Spa Regulations, Election Rule Revisions, Water Intrusion Policy and Window Replacement Responsibility/Protocol
- Minutes: Executive Session 09/26/19

Call to Order General Session

President and Presiding Chair, Dan Wells, called the General Session of the Board of Directors to order **following Executive Session at 7:15 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:

- RV Parking
- Community Parties

Architectural Committee Report: Architectural Application for 27 Morena (Ren)

The Architectural Committee reviewed the current open architectural applications within the community. A motion was made, seconded and unanimously carried to APPROVE the architectural application from Ms. Ren owner of 27 Morena dated 10/28/19 to install hardscape in the front and back patio area. However, the Association will replace the common area concrete described and bill back the homeowner for those repairs as the repairs were needed as a result of the previous homeowner installing decorative tile over the concrete in that area which is common area and cannot be modified by a homeowner.

Landscape Committee Report: Grant's Landscape Service Proposal #93

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape Service dated 06/04/19 to install two (2) Cupania trees near 74 Navarre for \$160.00 to be paid from Operating G/L #7225 (Landscape Replacement).

Landscape Committee Report: Grant's Landscape Service Proposal #167

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 10/16/19 for plant replacement from the October punch list until the December board meeting pending further review.

Landscape Committee Report: Grant's Landscape Service Proposal #168

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 10/16/19 for tree replacement near #18-#24 Morena until the December board meeting pending further review.

Landscape Committee Report: Grant's Landscape Service Proposal #169

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape Service dated 10/16/19 for community-wide sod plugs until the March 2020 board meeting pending further review.

Grants' Landscape Rotation Map – Discussion

The Board reviewed the community landscape rotation map from Grant's Landscape and requesting a color copy in order to more clearly determine the rotation schedule.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the September 26, 2019 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 09/30/19 as presented, subject to audit/review at fiscal year-end by CPA. The Board requested additional information regarding G/L #4010 and as to what account the Special Assessment monies are deposited.

Morgan Stanley CD GL #1227 Maturing 11/13/19

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, G/L #1227 in the amount of \$100,000.00 plus interest maturing 11/13/19 for a term of nine (9) months at the best available rate.

Morgan Stanley CD GL #1231 Maturing 12/11/19

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, G/L #1231 in the amount of \$50,000.00 plus interest maturing 12/11/19 for a term of six (6) months at the best available rate.

Proposed Budget, Reserve Study and Reserve Funding Plan Fiscal Year 01/01/20 to 12/31/20

The Board reviewed proposed budget #1 prepared 10/14/19 for fiscal year 01/01/20 to 12/31/20 with an increase in assessments of \$10.36 (2.47%) from \$420.00 to \$430.36 per unit per month and monthly funding to reserves of \$25,657.00 per the reserve study onsite by Association Reserves dated 10/09/19 with reserves funded at 87.2% at beginning of new fiscal year and 93.5% in five years. A motion was made, seconded and unanimously carried to APPROVE proposed budget #2 revised per the Board of Directors for fiscal year 01/01/20 to 12/31/20 with assessments remaining at \$420.00 per unit per month and monthly funding to reserves of \$25,657.00 which is the amount recommended of \$25,657.00 in the update reserve study by Association Reserves dated 10/09/19 with reserves funded at 87.2%.

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NOTE: The Board of Directors is NOT currently considering a Special Assessment and/or obtaining a Bank Loan for fiscal year 01/01/20 to 12/31/20 to repair any major common area components or to fund the reserves.

Furthermore, the Board APPROVED the onsite Reserve Study prepared by Association Reserves dated 10/09/19 revision 1 for fiscal year 01/01/20 to 12/31/20 with monthly recommended funding to reserves of \$25,657.00 with reserves funded at 87.2% in 2019 and projected funding at 93.5% in five (5) years.

Components with a remaining useful life of 30 years or less listed on the Executive Summary will continue to be funded per the approved budget and repairs or replacement of these items is not currently being deferred.

Furthermore, the Board ADOPTED the Reserve Funding Plan as presented by Association Reserves for fiscal year 01/01/20 to 12/31/20 that shows reserves funded at 93.5% in five (5) years based on the approved reserve funding amount of \$25,657.00 per month.

Furthermore, the Board APPROVED no increase presented by Optimum Professional Property Management for the monthly management fee.

Premier Roofing and Building Invoice #2323 dated 09/26/19 for \$43,732.16

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #2323 from PRB dated 09/26/19 for the sixth payment for Building 5 for \$43,732.16 to be paid from Reserve GL #3130 (Roofs).

24 Hour Restoration & Construction Invoice #31702 dated 06/27/19 for \$3,221.42

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #31702 from 24 Hour Restoration and Construction dated 06/27/19 for build back and remodel services at 15 Segura for \$3,221.42 to be paid from Reserve GL #3235 (Water Damage/Restoration).

Petra Geosciences Invoice #109341H dated 09/30/19 for \$2,980.00

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #109341H from Petra Geosciences dated 09/30/19 for site exploration and lab testing at 38 Navarre for \$2,980.00 to be paid from Reserve GL #3235 (Water Damage/Restoration).

Concrete Hazard Solutions Proposal for Community-Wide Repairs

A motion was made, seconded and unanimously carried to APPROVE the proposal from Concrete Hazard Solutions dated 10/22/19 to perform community-wide concrete grinding/repairs for \$2,740.00 to be paid from Operating G/L #7614 (Common Area Repairs).

Professional Craftsman Proposal for Dumpster Door Repair/Replacement

A motion was made, seconded and unanimously carried to TABLE proposal #201910-8646 to replace and/or paint five (5) dumpster doors until the December board meeting pending receipt of additional proposals.

Holiday Bonus to Landscape Foreman

A motion was made, seconded and unanimously carried to APPROVE a holiday bonus to the Grant's Landscape foreman Jesus Castaneda, in the amount of \$150.00 to be paid to Daniel Wells at 18 Segura from Operating G/L#8499 (Misc. Administration), once processed as Mr. Wells will provide the funds to Mr. Castaneda.

38/40 Navarre – Status Update from Petra Geotechnical & CPR Construction

Management advised that Petra Geotechnical would be contacting the homeowner at 38 Navarre to schedule a follow-up inspection within the next two weeks.

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Owner Correspondence re: Window Replacement – 15 Segura

The Board reviewed and discussed the window replacement request provided by the owner of 15 Segura. The Board directed Management to review the Association attorney's recommendation and communicate with the homeowner regarding the process moving forward.

Storage Closet – Discussion

A motion was made, seconded and unanimously carried to TABLE the storage closet discussion to the December board meeting due to time constraints.

Parking Concerns

A motion was made, seconded and unanimously carried to TABLE the parking concerns discussion to the December board meeting due to time constraints.

Email Address Database

A motion was made, seconded and unanimously carried to TABLE the email address database discussion to the December board meeting due to time constraints.

December Board Meeting Date

A motion was made, seconded and unanimously carried to APPROVE changing the November board meeting date to December 5, 2019.

Next Meeting

NOTE: Meetings of the Board of Directors are held every other month. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for **Thursday, December 5, 2019** at 6:15 p.m. Executive Session, 6:45 p.m. General Session, 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 **9:00 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:

APPROVED

Appointed Secretary

12/05/19

Dated