

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

FEBRUARY 22, 2018

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
Elizabeth Kojian, Treasurer

Directors Absent: Robert Fallone, Secretary
Jill Cooper, Member at Large

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 February 22, 2018 from 6:18 p.m. to 6:45 p.m. for the following:

- Delinquencies: A/R Aging dated 02/15/18 and Reconciliation Report dated 01/31/18
- Hearings: Two(2) Hearings in regards to landscape maintenance
- Minutes: Executive Session 01/25/18

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 6:45 p.m.

Appointment of Secretary Pro Tem

A motion was made, seconded and unanimously carried to APPROVE the appointment of Board Member, Cathy Lewis, as Secretary pro tem for the February 20, 2018 General Session.

Homeowner Forum

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. There no items presented.

Landscape Committee Report

Landscape Committee discussed with the Board the February 2, 2018 Landscape Committee Report. There was no action required.

Great Scott 2018 Tree Trimming Proposal

A motion was made, seconded and unanimously carried to TABLE proposal submitted by Great Scott Tree Service dated 12/13/17 to the April Meeting to allow the Landscape Committee to perform an inspection with Great Scott Tree Service at the next Landscape Committee inspection to confirm the trees proposed to be trimmed and removed. Management was directed to confirm attendance by a Great Scott Representative.

17 Navarre Drain

Management was directed to follow up with Grant's Landscape to confirm the drain was installed at 17 Navarre from the hole in the exterior of the patio down into the common area.

Secretary's Report / Minutes

The Board reviewed the Minutes of the January 25, 2018 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 25, 2018 Organizational Meeting of the Board of Directors as written.

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the January 25, 2018 General Session of the Board of Directors as written.

Emergency Board Meeting By Email Resolution Ratified

A motion was made, seconded and unanimously carried to RATIFY the Emergency Board Meeting By Email Resolution dated 01/26/18 approving invoice #19634 dated 01/19/18 from 24HRC for remediation performed at 96 Navarre to due to a slab leak for \$2,791.16 to be paid from Operating G/L #7620 (Plumbing).

Emergency Board Meeting By Email Resolution Ratified

A motion was made, seconded and unanimously carried to RATIFY the Emergency Board Meeting By Email Resolution dated 02/09/18 approving invoice #9680 from Flood Pros dated 01/31/18 for remediation services performed at 32 Segura due to a roof leak in the amount of \$3,449.48 to be paid from Reserves G/L #3130 (Roofs). Furthermore, management was directed to research as to confirm the roof that was leaking was the tile roof and not the flat roof.

Emergency Board Meeting By Email Resolution Ratified

A motion was made, seconded and unanimously carried to RATIFY the Emergency Board Meeting By Email Resolution dated 02/09/18 approving the invoice #9672 dated from Flood Pros dated 01/29/18 for dry out services due to a roof leak at 32 Segura in the amount of \$1,621.00 to be paid from Reserves G/L #3130 (Roofs).

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 01/31/18 with a balance of \$111,054.59 in Operating; \$2,767.79 in Sunwest Bank MMA, \$19,095.69 in Pacific Western S/A, \$282,866.09 in Pacific Western Money Market, \$57,389.25 in Popular Banking Money Market, \$366,453.85 in Morgan Stanley and \$202,674.40 in Mutual of Omaha Money Market, for a total balance of \$31,247.07 (less loans) in Reserves, unbilled Special Assessment reserve asset \$246,822.78 as presented, with total assets at \$1,772,859.43 subject to audit/review by a CPA at fiscal year-end.

Reallocation of Reserves

The Board reviewed the correspondence in regards to the reallocation of the reserves per the most recent reserve study for FYE 12/31/18. There was no action required.

Reallocation of Funds in CD

A motion was made, seconded and unanimously carried to APPROVE transfer of funds from Morgan Stanley Money Market Reserve Account G/L #1525 in the total amount of \$50,000.00 from the CD that matured 01/02/18 to MorganStanley, to be deposited in a Certificate of Deposit with at the best available term and rate.

Bank of Baroda NY CD Maturing 03/29/18

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Bank of Baroda NY, Reserve Account G/L #1205 in the amount of \$50,000.00 plus interest maturing 03/29/18 for a term of twelve (12) months at the best available rate.

Guest Speaker ~ Tri County Lighting

Kevin Hatch of Tri County Lighting was present to discuss with the Board the exterior lighting refurbishment project and the amount of time it is taking to complete the project, and the concerns with the current service. Mr. Hatch explained to them the process used for the refurbishment of the lights and the amount of time it takes due to the existing condition of the light fixtures. The Board also discussed with Mr. Hatch the address numbers that are not adhering to the address plaques, which will be inspected at the final inspection. The Board thanked Mr. Hatch for his attendance.

Contracts: Management Contract Addendum "A" - Meetings

A motion was made, seconded and unanimously carried to APPROVE Addendum "A" to the Full Service Management Agreement with Optimum Professional Property Management, Inc. (ACMF) effective March 1, 2018 changing the frequency of meetings and property inspections from monthly to EVERY OTHER MONTH with a decrease in the management fee to \$2,300.00 per month commencing March 1, 2018, with the stipulation the property inspections will not exceed 2 hours in length.

3 Segura ~ Bowed Atrium Wall

Owner was present. The Board discussed with the owner of 3 Segura (Sobaih) the atrium walls are not the Association responsibility to maintain or inspect per the Association's CC&Rs. The Board requested the owner have the seals around the windows of his home inspected for leaks, and to provide the results of the inspection to the Board in the event there was a roof leak.

54 Navarre ~ Exterior Waterproofing (W/O Issued to PCW)

Owner was not present. The Board reviewed the correspondence from the owner of 54 Navarre (Manga) in regards to a denial of an insurance claim by the homeowner insurance carrier due to water infiltration along the window and at the base of the atrium door. Management advised the Board a work order had been issued to PCW to perform a leak detection to determine if the windows needed to be sealed, as the windows installed are the original windows and have not been modified. There was no action required.

Proposed Electric Vehicle Charging System & Solar Panel Policy

A motion was made, seconded and unanimously carried to TABLE the proposed Electric Vehicle Charging System and Solar Panel Policies created by Association's legal counsel, Berding and Weil, to the April Board Meeting to allow management to obtain the revised policies and clarification on questions the Board has on each policy.

Drilling of Holes in Concrete in Pool Area for Umbrellas

The Board determined the drilling of holes within the concrete pads at the community pool would not be the direction they would like to take in regards to the use of the community umbrellas. Management was directed to research commercial umbrellas for use at the community pool for the Board to review at their April Meeting.

Date to Turn on Pool Heat

The Board agreed to turn on the pool heat the week of March 28, 2018.

Waste Management Correspondence – Overfilled Dumpster

The Board reviewed the correspondence from Waste Management in regards to the overfilling of the dumpsters within the community. There was no action required.

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, April 26, 2018 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 8:05 p.m.

SECRETARY'S CERTIFICATE

I, Board of Directors, 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:

Board of Directors
Appointed Secretary

2.26.18
Dated

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

APRIL 26, 2018

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
Elizabeth Kojian, Treasurer
Robert Fallone, Secretary
Jill Cooper, Member at Large

Directors Absent: None

Others Present: Morgen Hardigree, Senior CCAM-ND[®], Optimum Professional Property Management
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 April 26, 2018 from 6:19 p.m. to 6:45 p.m. for the following:

- Delinquencies: A/R Aging dated 04/19/18 and Reconciliation Report dated 03/31/18
- Hearings: Two(2) Hearings in regards to landscape maintenance and reimbursement assessment
- Minutes: Executive Session 02/22/18

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 6:45 p.m.

Homeowner Forum

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. There no items presented.

- Unapproved modifications in a garage

Landscape Committee Report

Landscape Committee discussed with the Board the April 6, 2018 Landscape Committee Report. There was no action required.

Landscape Committee discussed with the Board the April 6, 2018 GLS Landscape Punchlist. There was no action required.

Landscape Committee discussed with the Board the GLS list of removed plant material. There was no action required.

GLS Proposals

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 04/06/18, #00085 for the installation of sprinklers within the community, in the amount of \$320.00, to be paid from Operating G/L #7220 (Irrigation).

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 04/06/18, #00090 for the aerating and seeding of the lawn after the trimming of the carrotwood trees, in the amount of \$750.00, to be paid from Operating G/L #7215 (Landscape Supplies).

Great Scott 2018 Tree Trimming Proposal

A motion was made, seconded and unanimously carried to APPROVE proposal submitted by Great Scott Tree Service dated 12/13/17, for the 2018 Annual tree trimming and removal, in the amount of \$17,820.00, with the stipulation the quoted cost for 2019 at \$14,695.00 must stay the same, to be paid from Operating g/l #7232 (Tree Trimming).

03/13/18 GLS Proposal #00038 ~ Installation of Jacaranda Tree

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 03/13/18 for the installation of three (3) 24" box Jacaranda trees, in the amount of \$900.00, with the stipulation the budget for one month for the Landscape Committee not be used and the monies used towards the installation of the trees, to be paid from Operating G/L #7225 (Landscape Replacement).

01/08/18 GLS Proposal #00074 ~ Installation of Jacaranda Trees

Management was requested to remove this item from the Agenda as it is a duplicate of proposal #00038.

17 Navarre Drain

Management was directed to remove this item from the Agenda as the work has been completed.

Secretary's Report / Minutes

A motion was made, seconded and carried to APPROVE the Minutes of the February 22, 2018 General Session of the Board of Directors as written.

ABSTAIN: Jill Cooper and Robert Fallone

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 02/28/18 and 03/31/18 with a balance of \$110,575.57 in Operating; \$2,768.7901 Sunwest Bank MMA, \$19,095.69 in Pacific Western S/A, \$282,866.09 in Pacific Western Money Market, \$57,416.61 in Popular Banking Money Market, \$367,044.22 in Morgan Stanley and \$202,733.38 in Mutual of Omaha Money Market, for a total balance of \$973,042.48 (less loans) in Reserves, unbilled Special Assessment reserve asset \$230,163.97 as presented, with total assets at \$1,797,602.82 subject to audit/review by a CPA at fiscal year-end.

Furthermore, a motion was made, seconded and unanimously carried to APPROVE the transfer of \$100,000.00 from G/L #1520 to #1522 with the best available term and rate.

Request to Close Account

The Board signed the request for the closing of the Pacific Western Bank Reserve Account #1030, to be deposited into the Morgan Stanley Reserve Account, as previously approved.

Request to Close Account

The Board signed the request for the closing of the Sunwest Bank Account Reserve Account #1025, to be deposited into the Morgan Stanley Reserve Account, as previously approved.

At Maturity Request Form 04/13/18

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Bank Baroda NY, Reserve Account G/L #1212 in the amount of \$100,000.00 plus interest maturing 04/13/18 for a term of nine (9) months at the best available rate.

At Maturity Request Form 04/19/18

A motion was made, seconded and unanimously carried to APPROVE withdrawing the funds in the Certificate of Deposit at Sunwest Bank, Reserve Account G/L #2506 in the amount of \$200,301.03 plus interest maturing 04/19/18 and depositing the funds in a new Certificate of Deposit at Morgan Stanley, opening two (2) certificate of Deposits, each for \$100,000.00 with the best available term and rate.

At Maturity Request Form 06/29/18

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Bank Baroda NY, Reserve Account G/L #1210 in the amount of \$75,000.00 plus interest maturing 06/29/18 for a term of twelve (12) months at the best available rate.

Draft Audit FYE 12/31/17

A motion was made, seconded and unanimously carried to ACCEPT the draft audit and tax returns as presented for fiscal year-ended 12/31/17 prepared by Newman and Associates, CPA.

Request for Reimbursement ~ Plant Supplies for Front Monument Planter

A motion was made, seconded and carried to APPROVE the request for reimbursement for the supplies purchased for the front monument planter, in the amount of \$84.81, to be paid from Operating G/L #7215 (Landscape Supplies).

ABSTAIN: Daniel Wells

Request for Reimbursement ~ Newsletter

A motion was made, seconded and carried to APPROVE the request for reimbursement for printing costs for the September 2017 and February 2018 newsletters, in the amount of \$36.98, to be paid from Operating G/L #8450 (Printing/Mailing Supplies).

ABSTAIN: Beth Kojian

FHA Renewal Proposal

A motion was made, seconded and unanimously carried to APPROVE the proposal from FHA Review dated 03/09/18 for the renewal of the Association's FHA Certification, in the amount of \$765.00, to be paid from Operating G/L #8499 (Miscellaneous Administration).

Ratification of Approval of CPR Invoice #22914 ~ 1 Navarre Utility Door

A motion was made, seconded and unanimously carried to APPROVE invoice #22914 from CPR Construction dated 03/06/18 for the replacement of the water heater utility door at 1 Navarre, in the amount of \$1,565.00, to be paid from Reserves G/L #3185 (Mailboxes/Signage/Utility Door).

Ratification of Approval of CPR Invoice #20428 ~ 45 Morena Asphalt

A motion was made, seconded and unanimously carried to APPROVE invoice #20428 from CPR Construction dated 02/19/18 for the repair to the asphalt at 45 Morena, in the amount of \$1,6620.00, to be paid from Reserves G/L #3135 (Paved Surfaces & Concrete).

Resolution 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 as the owner has paid the account in full.

Adopt Revised Delinquent Assessment Collection Policy

After having given thirty (30) day notice and consideration of comments made by the Membership, a motion was made, seconded and unanimously carried to ADOPT the revised Delinquent Assessment Collection Policy that reflects new legislation SB 2 that imposes a \$75.00 fee on recorded real estate documents to include liens and lien releases as of January 1, 2018 and new legal requirements when filing liens and increasing the waiting time after mailing the pre-lien letter to 45 days without changes effective 04/26/18. The adopted policy will be posted at the bulletin board and on the website within 15 days.

Homeowner Request ~ Additional Dumpster

Owner was not present. The Board reviewed the correspondence from the owner of 64 Navarre in regards to the addition of one additional trash enclosure and dumpsters and the irrigation in front of her unit. Management was directed to thank the owner for advising the Board of their concerns, however, this matter was researched in the past and was not cost effective for the community, and the irrigation has been inspected.

Proposed Electric Vehicle Charging System & Solar Panel Policy

A motion was made, seconded and unanimously carried to TABLE the proposed Electric Vehicle Charging System and Solar Panel Policies created by Association's legal counsel, Berding and Weil, to the June Board Meeting to allow management request the Association's legal counsel attend the June Meeting to discuss.

Rancho San Joaquin~ Planning Area 19

The Board reviewed the correspondence in regards to the potential purchase of the Rancho San Joaquin Golf Course. The Board agreed to monitor the progress of the sale. There was no action required.

24 Navarre Slab Foundation

Management was requested to contact the owners of 24 Navarre and request they provide pictures of where the slab is seeping water, as there is no slab leak or any leaks in the area.

Purchase of Umbrellas and Bases for Pool Area

The Board requested management provide links to commercial patio furniture manufacturers to review the purchase of umbrellas and bases.

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, June 28, 2018 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 8:00 p.m.

SECRETARY'S CERTIFICATE

I, Board of Directors, 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

6.28.18
Dated

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

JUNE 28, 2018

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
Robert Fallone, Secretary
Elizabeth Kojian, Treasurer
Jill Cooper, Member at Large

Directors Absent: None

Others Present: Morgen Hardigree, Senior CCAM-ND.AA[®], Optimum Professional Property Management
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 June 28, 2018 from 6:20 p.m. to 6:45 p.m. for the following:

- Delinquencies: A/R Aging dated 06/21/18 and Reconciliation Report dated 05/31/18
- Minutes: Executive Session 04/26/18
- Non-Compliance Issue: Membership Harassment

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 6:45 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 Report

The Committee discussed the colors permitted for new window installation by homeowners and clarified the colors as originally approved. The clarification will be posted on the bulletin board and on the website.

Landscape Committee Report

Landscape Committee discussed with the Board the May 4, 2018 and June 1, 2018 Landscape Committee Reports. There was no action required.

Great Scott Tree Service Invoice #33250

A motion was made, seconded and unanimously carried to TABLE payment of invoice #33250 from Great Scott Tree Service dated 06/13/18 to the August meeting, as there are discrepancies in the price originally approved versus the cost invoiced to the community. Management was directed to contact Great Scott to discuss for clarification.

Grant's Landscape Proposal – Sprinklers

A motion was made, seconded and unanimously carried to APPROVE proposal #00096 from Grant's Landscape dated 06/04/18 to install additional sprinklers at 17 Segura for \$300.00 to be paid from Operating G/L #7220 (Irrigation).

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the April 26, 2018 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 04/30/18 and 05/31/18 with a balance of \$135,172.16 in Operating; \$280,775.54 in Pacific Western Money Market, \$157,457.64 in Popular Banking Money Market, \$340,805.50 in Morgan Stanley and \$202,794.38 in Mutual of Omaha Money Market, for a total balance of \$981,833.06 in Reserves, unbilled Special Assessment reserve asset \$218,187.71 as presented, with total assets at \$1,836,493.16 subject to audit/review by a CPA at fiscal year-end.

Beal Bank – CD Maturing 07/05/18

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Beal Bank USA, Reserve Account G/L #1206 in the amount of \$50,000.00 plus interest maturing 07/05/18 for a term of nine (9) months at the best available rate.

Goldman Sachs – CD Maturing 07/03/18

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Goldman Sachs Bank New York, Reserve Account G/L #1213 in the amount of \$50,000.00 plus interest maturing 07/03/18 for a term of six (6) months at the best available rate.

Roofing Consultant Proposals (3)

Representatives from Axis Construction Consults Summit Consulting and Architecture, and Orchard Roofing and Waterproofing Consultants were present to discuss with the Board their proposals in regards to providing consulting for the proposed tile roof replacement for the community. A motion was made, seconded and unanimously carried to TABLE the three (3) proposals for a roofing consultant for the proposed tile roof replacement for the community to the August meeting to allow management to clarify certain aspects of the proposals and costs.

Approve Draft Electric Vehicle Charging Station Policy

A motion was made, seconded and unanimously carried to APPROVE the draft policy created by the Association's legal counsel, Berding & Weil, LLP, for Electric Vehicle Charging Stations to be posted at the bulletin board for the thirty (30) day review and comment period prior to adoption scheduled for 08/23/18.

Approve Draft Solar Energy Policy

A motion was made, seconded and unanimously carried to APPROVE the draft policies created by the Association's legal counsel, Berding & Weil, LLP, for Solar Energy Equipment to be posted at the community bulletin board for the thirty (30) day review and comment period prior to adoption scheduled for 08/23/18.

Insurance Renewal Quote & Proposal

The Board reviewed the renewal policy quote from Berg Insurance and a proposal from BBIS Insurance Agency for coverage renewing 07/24/18. A motion was made, seconded and unanimously carried to APPROVE the renewal quote from Berg Insurance dated 06/15/18 to include property coverage with a policy limit of \$29,417,640.00 and deductible of \$1,000, liability coverage with a policy limit of \$1 million, umbrella coverage with a policy limit of \$15 million, Directors & Officers coverage with a policy limit of \$1 million, earthquake coverage with a policy limit of \$29,342.64, and Workers Compensation coverage with a policy limit of \$1 million for a total annual premium of \$55,506.40 subject to rate changes to be paid from Operating.

Umbrellas and Bases for Pool Area

A motion was made, seconded and unanimously carried to APPROVE the purchase of umbrellas and bases for the community pool area by Board Member Elizabeth Kojian, in the amount of \$3,000.00, to be paid from Reserves G/L #3140 (Pool/Spa/Cabana). Furthermore, Management is requested to immediately process the invoice for reimbursement to Elizabeth Kojian once received.

Proposal Men's Restroom Sink

A motion was made, seconded and unanimously carried to TABLE the proposal submitted for the repair of the sink in the men's restroom in the amount of \$1,850.00 to the August Meeting to allow management obtain additional proposals.

24 Navarre – Foundation

The Board and management discussed the slab floor at 24 Navarre and the cracks with the seeping water. Management was requested to advise the owners due to the age of the slab and the removal of all carpeting and sealants, there is no proper vapor retarder installed and moisture will come to the top of the slab. Furthermore, this is not an Association responsibility to repair as the slab has been modified, and no further action will be taken by the Board.

Entry Monument Renovations

A motion was made, seconded and unanimously carried to TABLE the proposal and discussion of the entry monument renovations to the August meeting to allow the Board additional time to review the proposal.

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, August 23, 2018 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 8:00 p.m.

SECRETARY'S CERTIFICATE

I, Board of Directors, 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:

Board of Directors
Appointed Secretary

8.22.18
Dated

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

AUGUST 22, 2018

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
Elizabeth Kojian, Treasurer
Jill Cooper, Member at Large

Directors Absent: Robert Fallone, Secretary

Others Present: Morgen Hardigree, CCAM-ND.AA, Senior Certified Community Association Manager, Optimum Professional Property Management, Inc.
Nancy Blasco, CCAM, Senior Certified Community Association Manager, Optimum Professional Property Management, Inc.
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 August 22, 2018 from 6:17 p.m. to 6:46 p.m. for the following:

- Delinquencies: A/R Aging dated 08/15/18 and Reconciliation Report dated 07/31/18
- Hearing: Two (2) Hearings for reimbursement assessments due to plumbing issues
- Legal: Proposed Harassment Policy & Cease and Desist Letter
- Minutes: Executive Session 06/22/18
- Non-Compliance Issue: Membership Harassment

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 6:45 p.m.

Appointment of Secretary Pro Tem

A motion was made, seconded and unanimously carried to APPROVE the appointment of Board Member, Cathy Lewis, as Secretary pro tem for the August 22, 2018 General Session.

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:

- Purchase of Golf Course

Architectural Committee Report

The Committee reviewed the current open architectural applications within the community. There was no action required.

Landscape Committee Report

Landscape Committee discussed with the Board the July and August Landscape Committee Reports.

08/16/18 Correspondence from GLS – Supervisor Change

The Board reviewed the correspondence from Kenny Grant of Grant's Landscape in regards to the change in supervisors for the community, and at this time, a supervisor change is not possible. Management was requested to obtain four (4) proposals for landscape maintenance at the community for the Board to review.

Approval of GLS Invoice #40263

Landscape Committee Chair authorized the payment of GLS Invoice #40263 for \$150.00.

Great Scott Tree Service Invoice #33250

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #33250 from Great Scott Tree Service dated 06/13/18, with the stipulation the total amount paid is \$17,820.00, as this was the amount that was original approved on April 26, 2018, to be paid from operating g/l #7232 (Tree Trimming). Furthermore, the Landscape Committee directed management to advise Great Scott Tree Service there was no discussion of limb removal or the revised proposal.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the June 26, 2018 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 06/30/18 and 07/31/18 with a balance of \$103,13.85 in Operating; \$333,257.01 in Pacific Western Money Market, \$157,520.08 in Popular Banking Money Market, \$342,929.72 in Morgan Stanley and \$202,875.41 in Mutual of Omaha Money Market, for a total balance of \$1,775,814.49 in Reserves, unbilled Special Assessment reserve asset \$201,760.49 as presented, with total assets at \$1,879,328.34 subject to audit/review by a CPA at fiscal year-end.

Morgan Stanley Account

A motion was made, seconded and unanimously carried to APPROVE withdrawing the funds in G/L #1520 and #1525, at \$75,000.00 each, into a new Certificate of Deposit, both for a term of twelve (12) months at the best available rates.

Master Fidelity Policy

The Board reviewed the approved Master Fidelity Invoice and proposed policy that is authorized to be paid by management through the management contract. There was no action required.

Approval of Tri-County Lighting Invoice #141084 – Final Payment for Refurbishment Project

Management provided the Board with the final invoice for the lighting refurbishment project that was performed within the community. Management was directed to have Kevin of Tri-County Lighting to a pre-walk through prior to the final walk with the Board, as there are many address numbers that are askew, and the lights at the pool area have not been refurbished. Once the pre walk by Kevin has been completed, the Board will schedule the final walk.

Roofing Consultant Proposals (3)

A motion was made, seconded and carried to APPROVE the revised proposal dated July 10, 2018 from Mike Kiss of Summit Architecture for roofing consultant and management for the proposed tile roof replacement for the community, in the amount of \$31,500.00, to be paid from Reserves G/L #3130 (Roofs).

OPPOSED: Cathy Lewis

06/19/18 Vasin Sign Proposal

A motion was made, seconded and unanimously carried to APPROVE the proposal from Vasin Sign dated 06/19/18 for the refurbishment of the Association front entry monument, in the amount of \$2,203.49, to be paid from Reserves G/L # 3185 (Mailboxes/Signage/Utility Door).

06/28/18 South County Plumbing Proposal

A motion was made, seconded and unanimously carried to APPROVE the proposal from South County Plumbing dated 06/28/18 to walk the community to map locations of existing water meters, record serial numbers of meters and cross reference with IRWD in an attempt to find which units that are serviced by the proper meter, in the amount of \$1,200.00 to be paid from Reserves G/L #3300 (Contingency).

Proposal ~ Men's Restroom Sink

A motion was made, seconded and unanimously carried to TABLE this proposal to the October Meeting to allow management obtain additional proposals due to cost.

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, October 25, 2018 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 8:00 p.m.

SECRETARY'S CERTIFICATE

I, Board of Directors, 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:

Board of Directors
Appointed Secretary

10.25.18
Dated

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

OCTOBER 25, 2018

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
Robert Fallone, Secretary
Jill Cooper, Member at Large

Directors Absent: Elizabeth Kojian, Treasurer

Others Present: Morgen Hardigree, CCAM-ND.AA, Senior Certified Community Association Manager,
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 October 25, 2018 from 6:18 p.m. to 6:45 p.m. for the following:

- Delinquencies: A/R Aging dated 10/17/18 and Reconciliation Report dated 09/30/18
- Minutes: Executive Session 08/22/18

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 6:45 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 Report

The Committee reviewed the current open architectural applications within the community. There was no action required.

Landscape Committee Report

Landscape Committee discussed with the Board the September and October Landscape Committee Reports.

10/10/18 GLS Proposal #00133 ~ 26 Morena

A motion was made, seconded and unanimously carried to APPROVE the proposal #00133 from GLS dated 10/10/18 for the replanting of the four (4) corner planters across from 26 Morena, in the amount of \$430.00, to be paid from operating G/L #7225 (Landscape Replacement).

Secretary's Report / Minutes

A motion was made, seconded and carried to APPROVE the Minutes of the August 22, 2018 General Session of the Board of Directors as written.

ABSTAIN: Rob Fallone

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 08/31/18 and 09/30/18 with a balance of \$100,401.40 in Operating; \$319,196.641 in Pacific Western Money Market, \$157,520.08 in Popular Banking Money Market, \$268,400.72 in Morgan Stanley and \$202,982.16 in Mutual of Omaha Money Market, for a total balance of \$1,820,197.40 in Reserves, unbilled Special Assessment reserve asset \$189,864.89 as presented, with total assets at \$1,920,598.80 subject to audit/review by a CPA at fiscal year-end.

Proposed Budget, Reserve Study and Reserve Funding Plan Fiscal Year 01/01/19 to 12/31/19

The Board reviewed proposed budget #1 prepared 09/24/18 for fiscal year 01/01/19 to 12/31/19 with assessments remaining at \$395.00 per unit per month and monthly funding to reserves of \$22,684.00 per the reserve study update by Association Reserves dated 09/20/18 with reserves funded at 112.3% at beginning of new fiscal year and 104.9% 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 01/01/19 to 12/31/19 with an increase in assessments of \$25.00 from \$395.00 to \$420.00 per unit per month and monthly funding with the Reserve Funding to be determined once the revised Reserve Study is received with the requested changes to be made per the change in life expectancy on the tile roofs and the amount to be funded, in the amount of \$1,000,000.00

NOTE: The Board of Directors is NOT currently considering a Special Assessment and/or obtaining a Bank Loan for fiscal year 01/01/19 to 12/31/19 to repair any major common area components or to fund the reserves.

Audit/Tax Return Proposals FYE 12/31/18

The Board reviewed three (3) proposals for an audit and tax preparation at fiscal year-end. A motion was made, seconded and unanimously carried to APPROVE the proposal from Newman & Associates, CPA dated 07/20/18 to conduct an audit of the Association's financial records and prepare tax returns for fiscal year-ending 12/31/18 for \$800.00.

Approval of Tri-County Lighting Invoice #141084 – Final Payment for Refurbishment Project

A motion was made, seconded and carried to APPROVE payment of invoice #141084 from Tri-County Lighting dated 10/03/18 for the final installment for the lighting refurbishment project, minus 10% withholding fee, for a total amount of \$18,072.83 to be paid from Reserves G/L #3165 (Lighting). Furthermore, Management was directed to request a copy of the final punch list from Tri-County Lighting and to schedule the final walk through.

OPPOSED: Rob Fallone

Delinquencies: Approval to Record Lien

In accordance with California Civil Code §5673: A motion was made, seconded and unanimously 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 #O963-00065-1 to the December Meeting pending further discussion.

Adopt Solar Energy Policy

After having given thirty (30) day notice and consideration of comments made by the Membership, a motion was made, seconded and unanimously carried to ADOPT the Solar Energy Equipment Policy drafted by the Association's legal counsel, Berding / Weil, without changes effective 10/25/18. The adopted policy will be mailed to the Membership within 15 days.

Adopt Electric Vehicle Charging Station Policy

After having given thirty (30) day notice and consideration of comments made by the Membership, a motion was made, seconded and unanimously carried to ADOPT the Electric Vehicle Charging Station Policy drafted by the Association's legal counsel, Berding / Weil, without changes effective 10/25/18. The adopted policy will be mailed to the Membership within 15 days.

Inspectors of Election - Annual Membership Meeting & Election

A motion was made, seconded and unanimously carried to APPROVE appointment of Avi Schwartz of 62 Navarre to act as the Inspector of Election and certify the results of the election in accordance with the adopted Election Rules for the Annual Membership Meeting & Election to be held on January 24, 2019 at 7:00 p.m. with registration at 6:45 p.m. at the Rancho Senior Center, 3 Ethel Coplen Way, Irvine. Furthermore, Optimum Professional Property Management, Inc. is authorized to receive the ballots and will turn them over to the Inspector of Election prior to the meeting.

Roofing Consultant Proposals (3)

The Board reviewed the specifications and RFP sent to the proposed roofing vendors from Mike Kiss of Summit Consulting. Management was directed to contact Mike Kiss and inquire the difference between a 20 year warranty and price versus the proposed 10 year warranty, and if the annual maintenance is performed by a different vendor after the tile roofs are replaced what does it do to the warranty on the roofs.

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §4930(d) states that the board may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (a) of Section 4920 with certain conditions.

Therefore, a motion was made, seconded and unanimously carried to APPROVE review of the following items not previously identified on the Agenda as they require immediate action and the Board advised the membership of such:

1. **Request for Reimbursement**

A motion was made, seconded and unanimously carried to APPROVE the reimbursement to Board Member Beth Kojian for printing of the July and October Newsletters in the amount of \$38.03 to be paid from Operating g/l #8450 (Printing/Mailing/Supplies).

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 6, 2018 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 7:45 p.m.

SECRETARY'S CERTIFICATE

I, BOD, 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 By Board
Appointed Secretary

12.06.18
Dated

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

DECEMBER 6, 2018

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
Elizabeth Kojian, Treasurer
Jill Cooper, Member at Large

Directors Absent: Robert Fallone, Secretary

Others Present: Morgen Hardigree, CCAM-ND.AA, Senior Certified Community Association Manager,
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 December 6, 2018 from 6:15 p.m. to 6:45 p.m. for the following:

- Delinquencies: A/R Aging dated 10/31/18 and Reconciliation Report dated 11/30/18, and Notification of Payment after Intent to Lien
- Hearings: (2) – Front patio Maintenance and Window Tinting
- Minutes: Executive Session 10/25/18

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 6:45 p.m.

Secretary Pro-Tem

A motion was made, seconded and unanimously carried to APPROVE the appointment of Director Cathy Lewis to Secretary Pro-Tem for the December 6, 2018 General Session Board of Directors Meeting.

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 Report

The Committee reviewed the current open architectural applications within the community. There was no action required.

Landscape Committee Report

Landscape Committee discussed with the Board the November Landscape Committee Reports.

**The Villas Community Association
General Session Minutes
December 6, 2018
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11/07/18 GLS Proposal #00140 ~ 48 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal #00140 from GLS dated 11/07/18 to trim and reduce a large Xylosma shrub at 48 Navarre in the amount of \$75.00, to be paid from operating G/L #7232 (Tree trimming).

Holiday Bonus to Landscape Foreman

A motion was made, seconded and unanimously carried to APPROVE a holiday bonus to the landscape foreman Jesus Castaneda, from GLS in the amount of \$150.00 to be paid from Operating G/L#8499 (Misc. Administration), to be mailed to Jill Cooper once processed.

Secretary's Report / Minutes

A motion was made, seconded and carried to TABLE the Minutes of the October 25, 2018 General Session of the Board of Directors to the January 24, 2019 Meeting pending corrections.

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 10/31/18 with a balance of \$124,817.52 in Operating; \$341,644.19 in Pacific Western Money Market, \$157,520.08 in Popular Banking Money Market, \$271,308.20 in Morgan Stanley and \$203,134.87 in Mutual of Omaha Money Market, for a total balance of \$973,607.34 in Reserves, unbilled Special Assessment reserve asset \$170,854.42 as presented, with total assets at \$1,965,946.65 subject to audit/review by a CPA at fiscal year-end.

Dedham Instin CD Maturing 01/14/19

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Dedham Instin, Reserve Account G/L #1220 in the amount of \$50,000.00 plus interest maturing 01/14/19 for a term of six (6) months at the best available rate.

Owner Request: Plant Material – 18 Segura (Wells)

A motion was made, seconded and unanimously carried to APPROVE the request of Daniel Wells owner of 18 Segura dated 11/03/18 for reimbursement from the Association for plant material throughout the community in the amount of \$268.51 to be paid from Operating G/L #7225 (Landscape Replacement).

ABSTAIN: Daniel Wells

Owner Request: Holiday Decorations – 38 Navarre (Cooper)

A motion was made, seconded and unanimously carried to APPROVE the request of Jill Cooper owner of 38 Navarre dated 11/29/18 for reimbursement from the Association for holiday decorations for the common area in the amount of \$54.92 to be paid from Operating G/L #7790 (Contingency).

ABSTAIN: Jill Cooper

Community Association Institute Pledge: Community Legislative Action Committee (CLAC)

The Board reviewed correspondence from Community Associations Institute (CAI) for a community pledge requesting a donation of \$1.00 per door to help with public education and advocacy for homeowners and community associations. A motion was made, seconded and unanimously carried to APPROVE making a donation to Community Associations Institute for Community Legislative Action Committee (CLAC), "A Buck a Door" program for \$1.00 per door, which is equal to \$144.00 to be paid from Operating G/L #8460 (CAI-Buck-A-Door Program).

Tile Roof Replacement Proposals Update

A motion was made, seconded and unanimously carried to TABLE the proposals for roofing vendors to the January Meeting pending additional information to be received.

**The Villas Community Association
General Session Minutes
December 6, 2018
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Premier Roofing Proposal – 62 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premiere Roofing dated 10/23/18 to repair the roof at 62 Navarre in the amount of \$1,735.00 to be paid from Reserves G/L #3130 (Roofs).

Landscape Maintenance Proposals

The Board reviewed four (4) proposals for landscape maintenance. A motion was made, seconded and unanimously carried to TABLE INDEFINITELY until after the roof tile replacement project is completed.

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §4930(d) states that the board may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (a) of Section 4920 with certain conditions.

Therefore, a motion was made, seconded and unanimously carried to APPROVE review of the following items not previously identified on the Agenda as they require immediate action and the Board advised the membership of such:

1. **Premiere Roofing Proposal – 23 Segura**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premiere Roofing dated 10/23/18 to repair the roof at 23 Segura in the amount of \$2,200.00 to be paid from Reserves G/L #3130 (Roofs).

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, January 24, 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 7:42 p.m.

SECRETARY'S CERTIFICATE

I, Board of Directors, 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

January 24, 2019

Dated