

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

**SEPTEMBER 23, 2021**

**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.**

**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  
Ali Gharavi Esfahani, Treasurer  
Jill Cooper, Secretary  
Cathy Lewis, Member at Large

Directors Absent: None

Others Present: Morgan Winegar, Director CMCA®, Optimum Professional Property Management, Inc.  
Linda Melina – 12 Morena

**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 **September 23, 2021 from 6:15 p.m. to 7:00 p.m.** for the following:

- Delinquencies: A/R Aging Report 08/31/21
- Hearings (4): Non-Compliance of the Governing Documents
- Legal: Geotechnical Investigation, Vehicle Violation, Water Damage Concern Update and Drainage, Executive Committee
- Minutes: Executive Session 08/26/21

**Call to Order General Session**

President and Presiding Chair, Daniel Wells, called the General Session of the Board of Directors to order **following Executive Session at 7:00 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: Architectural Application**

No applications for the Board to review at this time.

**Landscape Committee: Nature Care Proposals**

No proposals for the Board to review at this time.

**Executive Sub Committee – Racquet Club Sale**

The Board discussed the most recent meeting information from the Executive Committee regarding an update to the proposed senior housing plan.

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**Painting Committee**

No update at this time.

**Secretary's Report / Minutes**

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the August 26, 2021 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 08/31/21 as presented, subject to audit/review at fiscal year-end by a CPA.

**Proposed Budget, Reserve Study and Reserve Funding Plan Fiscal Year 01/01/22 to 12/31/22**

The Board reviewed proposed budget #1 prepared 09/02/21 for fiscal year 01/01/22 to 12/31/22 with an increase in assessments of 86.00 (19.8%) from \$434.00 to \$520.00 per unit per month and monthly funding to reserves of \$25,460.01 per the reserve study **update** by Association Reserves dated 08/06/21 with reserves funded at 82.4% at beginning of new fiscal year and 87.9% in five (5) years. A motion was made, seconded, and unanimously carried to TABLE the budget for fiscal year 01/01/22 to 12/31/22 until the October board meeting pending further review. The Board was advised that the budget must be approved no later than 11/01/21 in order to meet the mailing deadline per California Civil Code or a \$250.00 preparation rush fee will be charged.

The Board of Directors is NOT currently considering a special assessment and/or obtaining a bank loan for fiscal year 01/01/22 to 12/31/22 to repair any major common area components or to fund the reserves

Furthermore, the Board TABLED the reserve study **update** by Association Reserves dated 08/06/21 version 1 for fiscal year 01/01/22 to 12/31/22 recommending funding to reserves of \$26,900.00 per month with reserves funded at 82.4% in 2022 and projected funding at 87.9% 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 TABLED the Reserve Funding Plan by Association Reserves for fiscal year 01/01/22 to 12/31/22 with reserves funded at 87.9% in five (5) years based on the approved reserve funding amount of \$26,900.00.00 per month.

**LED Upgrade Proposals (3)**

The Board reviewed three (3) proposals for the LED Upgrade. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Tri-County Lighting dated 09/10/21 to perform the LED upgrades for the address lights for \$3,488.21 to be paid from Reserves G/L #34800 (Lighting).

**Tri-County Lighting Proposal – Modified Inclusive Monthly Maintenance**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Tri-County Lighting dated 09/10/21 to have a modified inclusive maintenance for \$835.80 per month to commence once the LED upgrade has been completed.

**First Street Painting Proposal – Utility Door Painting**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from First Street Painting dated 06/29/21 to paint the utility doors, both sides with low sheet, for a cost ranging between \$180.00 and \$360.00 to be paid from Reserves G/L #35400 (Painting).

**Annual Tree Trimming Proposals**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Villa Park dated 09/08/21 to trim 209 common area trees throughout the community to be scheduled for Spring/Summer 2022 for \$14,580.00 to be paid from Operating G/L #61100 (Tree Trimming).

**Pool/Spa Skimmer Replacement Proposals**

A motion was made, seconded, and unanimously carried to TABLE the proposals to replace the pool/spa skimmers until the October meeting pending receipt of additional proposals.

**Concrete Hazard Solutions Proposals – Trip Hazard & Patch Repair**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Concrete Hazard Solutions dated 09/02/21 perform the trip hazard and patch repairs throughout the community until the October meeting pending receipt of additional proposals.

**Carasso Construction – Wall Cap Replacement**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Carasso Construction dated 09/23/21 to replace the wall caps with composite material for \$1,553.00 until the October board meeting pending further review.

**Roof Repairs at 60 Navarre – Warranty Status**

A motion was made, seconded, and unanimously carried to TABLE the discussion with regards to the warranty status of the roof repairs at 60 Navarre until the October board meeting pending receipt of additional information from Premier Roofing.

**Professional Craftsman – Status Update Replacement of Utility Door with Fiberglass Discussion**

The Board discussed the utility doors. The list of doors to replace will be provided to Professional Craftsman for a proposal to be reviewed at the October meeting.

**Premier Roofing Proposal – Annual Roof & Gutter Maintenance**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Premier Roofing to perform the annual roof and gutter maintenance until the October board meeting pending receipt of the proposal and additional proposals.

**Digital Invoice Approval and Check Signing Process**

The Board discussed the process of digitally approving invoices and signing checks through Vantaca, which would enable invoices to be approved online by board members and checks to print using board member e-signatures and then mailed directly to vendors. This will expedite payments to vendors and should result in fewer lost checks along with improving budget accuracy due to timely payments. A motion was made, seconded, and unanimously carried to APPROVE the digital invoice approval and check signing process.

**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, October 28, 2021** at 6:15 p.m. Executive Session, 7:00 p.m. General Session at Optimum.

**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 **8:40 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:

**BOD APPROVED**

**10.28.21**

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

\_\_\_\_\_  
Dated