

MINUTES
ANNUAL MEMBERSHIP MEETING & ELECTION
THE VILLAS COMMUNITY ASSOCIATION
A California Non-Profit Corporation

JANUARY 23, 2014

Notice of Meeting

Upon notice duly given and received, the Annual Membership Meeting and Election of The Villas Community Association was held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Inspectors of Election

The following Inspectors of Election previously appointed by the Board of Directors on 12/05/13 to count the votes and certify the results of the election were present:

1. Brian Kraft of 45 Morena
2. Eileen Pinkerton of 37 Morena
3. Annette Ritchie of 12 Navarre

Management Representatives/Others Present

The following were also present:

Rebecca Smith, CCAM[®], Optimum Professional Property Management, Inc. (ACMF[®])
Dirk Petchul, Hickey & Petchul
6 Homeowners

Confirmation of Quorum

The Association's Bylaws require 50% (72 of 144) of the members be represented either in person or by Secret Ballot to establish quorum for the Annual Membership Meeting and Election. The Inspectors of Election reported that a quorum had been established with eighty (80) members represented.

Call To Order Annual Membership Meeting & Election

The Annual Membership Meeting and Election was called to order by the Inspectors of Election at 7:30 p.m.

Approval of Prior Year's Annual Membership Meeting Minutes

A motion was made, seconded and unanimously carried by the members present to waive reading the minutes of the Annual Membership Meeting and Election held on January 24, 2013 and APPROVE them as written.

Purpose of Meeting

The purpose of the meeting is to elect three (3) candidates to the Board of Directors for a two (2) year term expiring 2016 and approve IRS Revenue Ruling 70-604.

Nomination of Candidates for the Board of Directors from the Floor

A motion was made, seconded and unanimously carried by the membership to APPROVE opening the floor for nominations. The following member(s) was nominated: None

A motion was made seconded and unanimously carried by the membership to APPROVE closing the floor to nominations.

Candidates for the Board of Directors

The following three (3) candidates were introduced to the membership (in alphabetical order):

1. Elizabeth Kojian (incumbent)
2. Cathy Lewis (incumbent)
3. Barbara Trosper (incumbent)

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Close Registration

A motion was made, seconded and unanimously carried by the membership to APPROVE closing registration at 7:34 p.m.

Voting Procedures & Cumulating Voting

It was explained to the membership that there are three (3) seats up for election to the Board of Directors. A motion was made, seconded and unanimously carried to APPROVE cumulative voting whereby each unit is entitled to cast the number of votes equal to the positions open which is three (3) per unit.

Balloting

The Membership was asked to cast their Secret Ballots and deposit them in the official sealed envelopes with the Inspectors of Election.

Revenue Ruling IRS 70-604

A motion was made, seconded and unanimously carried by the membership to APPROVE the surplus of funds, if any, at the budget year end be applied to next year's budget.

Election Results – Board of Directors

Following tabulation of the votes by the Inspectors of Election, the Inspectors certified and announced the following results of the election:

Elizabeth Kojian (incumbent)	81 Votes	ELECTED – 2 Year Term Expires 2016
Cathy Lewis (incumbent)	62 Votes	ELECTED – 2 Year Term Expires 2016
Barbara Trosper (incumbent)	79 Votes	ELECTED – 2 Year Term Expires 2016

Adjourn

There being no further business to come before the membership at this time, a motion was made, seconded and unanimously carried by the members present to ADJOURN to the General Session at 8:59 p.m.

SECRETARY'S CERTIFICATE

I, _____, duly appointed and certified Secretary of The Villas Community Association do hereby certify that the foregoing is a true and correct copy of the minutes of the Annual Membership Election held on the above date as approved by the membership of The Villas Community Association.

ATTEST:

Appointed Secretary

3-27-15

Date

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

FEBRUARY 1, 2014

Notice of Meeting

In accordance with Civil Code §4920 notice of the meeting and the agenda was posted at the pool on 01/27/14 for the Special General Session of the Board of Directors of The Villas Community Association held on the above date at 98 Navarre, Irvine, California.

Roll Call

A quorum of the Board (Five Directors per Bylaws) was established with the following Directors in attendance:

Cathy Lewis, Vice President
Elizabeth Kojian, Treasurer
Barbara Trosper, Secretary
Jill Ann Dunn, Member at Large

Directors Absent: None

Others Present: Kevin Kojian, Special Projects

Call to Order

President and Presiding Chair, James Somers, called the Special General Session of the Board of Directors to order at 10:10 a.m.

Finances – Bank Loan

The Board reviewed commitment letters from Union Bank, Pacific Western, and Popular Bank. A motion was made, seconded and unanimously carried to APPROVE to advance the loan approval process with Popular Bank at an interest rate of 4.25% per the loan offer as presented by Popular Bank..

Renovation Contracts

Due to concealed damages, it is anticipated that change orders will be required on some of the refurbishment projects. A motion was made, seconded and unanimously carried to APPROVE for Lonie Washburn, the Construction Manager, with notification to the Board and Special Projects Manager, to have the authority to approve change orders up to \$5,000 on any single incident. Email notification is acceptable and should occur at the time the change order is requested. This will allow the work to move forward in a timely manner. Board approval is required for any instances of a change order request over \$5,000. In an effort to avoid significant delays, Board approval will occur via email with ratification at the next regularly scheduled Board meeting.

The Board discussed the proposed contracts for Asphalt, Pool Work (concrete handicap ramp, plaster and tile pool and spa), Iron, Painting, Termite, Stucco Weep Screed, Light Posts and bollards, and Wood Replacement work. A schedule of work to be performed will be requested from construction manager, Lonie Washburn.

A motion was made, seconded and unanimously carried to APPROVE entering into contracts with the following vendors:

Asphalt	Bens Asphalt
Pool Plastering	Woodrome Pool Plastering, a Board selected vendor for \$22,975.00
Light Bollards	Three Phase Electric
Painting	Diversified Painting, Inc.
Termite	Rodent Pest

Stucco/Light Post/Wood Repair Premier
Landscape Grants Landscaping

Furthermore,
Decisions on a vendor for the pool ramps and for iron work throughout the community were TABLED until additional information is obtained. In addition, the Board will request proposals on epoxy for the pool deck.

Adjournment

There being no further business to come before the Board of Directors in the Special Executive Session, a motion was made, seconded and unanimously carried to ADJOURN at 12:08 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 Special Executive 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

3-27-15

Dated

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

JANUARY 23, 2014

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the pool on 01/17/14 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: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Barbara Trospen, Secretary
 Jill Ann Cooper, Member at Large

Directors Absent: None

Others Present: Rebecca Smith, CCAM, Optimum Professional Property Management, Inc. (ACMF)
 Dirk Petchul, Hickey & Petchul
 See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 01/23/14 from 6:20 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report 12/31/13
- Hearings (4): Saucers under pots, window screen, patio area, unapproved handrail
- Legal: Window Fee Reimbursement and Homeowner Maintenance Agreement
- Minutes: Executive Session 12/05/13

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order following Executive Session at 7:05 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:

- Neighbor Nuisance Concerns
- Community Signage

Architectural Committee Report

Barbara Trospen, Committee Co- Chair provided a verbal report on the follow items:

- In the process of reviewing an application from 24 Navarre

Landscape Committee Report

Jill Ann Dunn, Landscape Committee Chair, provided a verbal landscape report on the follow items:

- Pine Tree Treatment
- Irrigation Project Update
- Survey Update

Recess

A motion was made, seconded and unanimously carried to RECESS General Session to hold the Annual Membership Meeting & Election at 7:30 p.m. as required per the Association's Bylaws.

Reconvene

President and Presiding Chair, James Somers, RECONVENED the General Session following the Annual Membership Meeting & Election at 7:37 p.m.

Secretary's Report

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the December 5, 2013 General Session of the Board of Directors as written.

Treasurer's Report

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 11/30/13 with a balance of \$40,590.62 in Operating, \$305,615.63 in Pacific Western Money Market, \$93,560.94 in Morgan Stanley and \$201,049.04 in Mutual of Omaha Money Market, for a total balance of \$600,225.61 (less loans) in Reserves, as presented, and a combined balance of \$642,454.26 subject to audit/review by a CPA at fiscal year-end.

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 12/31/13 with a balance of \$30,434.89 in Operating, \$331,114.32 in Pacific Western Money Market, \$93,560.94 in Morgan Stanley and \$201,083.19 in Mutual of Omaha Money Market, for a total balance of \$625,758.45 (less loans) in Reserves, as presented, and a combined balance of \$659,784.05 subject to audit/review by a CPA at fiscal year-end.

Board Member Reimbursement ~ Barbara Trosper

A motion was made, seconded and unanimously carried to APPROVE reimbursement to Barbara Trosper dated 01/10/14 for copying and printing expenses for the monthly newsletter for \$7.02 to be funded from Operating G/L #8450 (Printing/Mailing Supplies).

Previously Tabled Revised Grant's Landscape Proposal – Three Year Tree Trimming Plan

A motion was made, seconded and unanimously carried to APPROVE the revised tree trimming proposal from Grant's Landscape dated 01/22/14 for a three (3) year plan for a total cost of \$32,975.00, over a three (3) year period (subject to final survey report) to be funded from Operating GL#7990 (Contingency).

Grants Landscape ~ Pool Area Plant Installation

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 01/07/14 for installation of plant material at the pool area for \$591.00 until the February General Session in order for Grant's Landscape to submit a revised proposal.

Grants Landscape Proposal ~ Tree Removal at the pool entrance gate

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 01/07/14 to remove the Carrotwood tree adjacent to the pool gate for \$275.00, to be funded from Reserve GL #3180 (Irrigation/Landscape).

Grants Landscape ~ Exterior Side of the Pool Fence Tree Removal

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 12/10/13 to remove and stump grind four (4) large Ficus trees adjacent to the pool fence and replace with three (3) 24" container trees for \$2,750.00 until the February General Session in order for Grants to provide an alternative to treating the Ficus trees and a cost to install 36" container trees.

Fire Safety First Proposal ~ Remove and Replace Fire Extinguisher and Casing at the Pool area

A motion was made, seconded and unanimously carried to TABLE the proposal from Fire Safety First dated 01/07/14 to replace and locate the fire extinguisher at the pool area for \$446.00 until the February General Session in order for Fire Safety First to evaluate all of the fire extinguishers throughout the community and resubmit a revised proposal if needed.

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 #O963-00122-1 until the February General Session in order for Management to provide the Board with updated delinquent account balance.

Review of Refurbishment Contracts

The Board reviewed the following contracts:

- Bens Asphalt
- AOP Iron
- Diversified Painting
- Rodent Pest Technologies

A motion was made, seconded and unanimously carried to TABLE the approval of the listed contracts until a Special General Session (date to be determined) in order for management to obtain the following revisions:

- Third wrought iron bid
- Diversified Painting-Revised warranties to six (6) years on stucco, four (4) years on wood, two (2) years on metal
- Rodent Pest Technologies Termite Fumigation-Price adjustment
- Obtain light post proposal from Premier Roofing & Construction

Annual Membership Meeting & Election Tabulated Results

The results of the Annual Membership Meeting & Election held on January 23, 2014 to elect three (3) directors two for a two (2) year term expiring 2016 as Certified by the Inspectors of Election are as follows:

- | | | |
|--------------------------------|----------|------------------------------------|
| • Elizabeth Kojian (incumbent) | 81 Votes | ELECTED – 2 Year Term Expires 2016 |
| • Barbara Trosper (incumbent) | 79 Votes | ELECTED – 2 Year Term Expires 2016 |
| • Cathy Lewis (incumbent) | 62 Votes | ELECTED – 2 Year Term Expires 2016 |

Incumbent Cathy Lewis accepted the elected office of Vice President Contingent on a 1-year commitment (01/15) at which time will she will re-evaluate serving the remainder of her term or resigning her position.

Establish Goals 2014

The Board of Directors established the following goals for 2014:

- Complete Refurbishment Project
- Build Reserves

Annual Certified Manager Disclosure

The following information is provided in accordance with California Business and Professions Code §11502:

- Rebecca Smith has met the requirements and qualifies as a certified common interest development manager.
- Certification was received from the California Association of Community Manager's, Inc. (CACM) on 09/16/07, and my certification is current and in good standing. CACM's address is 23461 South Pointe Drive, Suite 200, Laguna Hills, CA 92653.

- The location of my principal office is Optimum Professional Property Management, Inc. (ACMF), 17731 Irvine Boulevard, Suite 212, Tustin, CA 92780.
- I do not hold an active Real Estate License.
- The fidelity insurance of the management firm does cover the operating and reserve funds of your association.

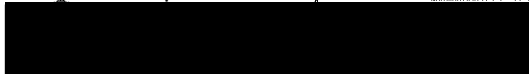
Next Meeting

The next meeting of the Board of Directors is scheduled for February 27, 2014 at 6:15 p.m. Executive and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

Adjournment

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 8:59 p.m. to the Organizational Meeting.

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

3/27/14
Dated

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

FEBRUARY 27, 2014

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the pool on 02/21/14 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: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Barbara Trospen, Secretary
 Jill Ann Cooper, Member at Large

Directors Absent: None

Others Present: Rebecca Smith, CCAM, Optimum Professional Property Management, Inc. (ACMF)
 See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 02/27/14 from 6:18 p.m. to 7:03 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report 01/31/14
- Hearings (1): Patio area landscape
- Legal: Maintenance Indemnity Agreement and second hand smoke
- Minutes: Executive Session 01/23/14 and Special Executive Session 02/01/14

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order following Executive Session at 7:04 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:

- Reconstruction Project schedule
- HOA Responsibility for Clearing Drains
- Homeowner of 1 Morena inquiring about status of the water intrusion repairs and request to the Board that any carpet cleaning of repairs other than the drywall be performed after the current tenant moves out at the end of March
- Responsibility of Trellis Painting
- New Pool Tiles and Design Approval

Architectural Committee Report

Barbara Trospen, Committee Chair provided a verbal report on the follow items:

- Resignation of Cathy Lewis
- Committee is in the process of appointing another member which will be announced at the March Meeting

- One Current Application for approval for 37 Navarre

Landscape Committee Report

Jill Ann Dunn, Landscape Committee Chair, provided a verbal landscape report on the follow items:

- Pine Tree Treatment
- Tree Trimming project will commence on 03/03/14 (with the exception of the Carrotwoods) on Navarre
- Survey Update
- Irrigating Project Complete, final inspection scheduled for the following week
- Crew has commenced cutting back of the landscape from 16' from the buildings due to the construction project

Secretary's Report

A motion was made, seconded and unanimously carried to TABLE the Minutes of the January 23, 2014 General Session of the Board of Directors until the March board meeting pending revisions to the election results section.

The Board reviewed the Minutes of the January 23, 2014 Annual Membership Meeting & Election which will be presented to the Membership for approval at the next Membership Meeting. No corrections were needed.

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the January 23, 2014 Organizational Meeting of the Board of Directors as written.

Treasurer's Report

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 01/31/14 with a balance of \$57,477.07 in Operating; \$360,030.16 in Pacific Western Money Market; \$93,582.73 in Morgan Stanley and \$201,117.35 in Mutual of Omaha Money Market, for a total balance of \$645,000.24 (less loans) in Reserves, as presented, and a combined balance of \$721,226.71 subject to audit/review by a CPA at fiscal year-end.

Approval to Record Lien

In accordance with California Civil Code §5673 A motion was made, seconded and unanimously carried to APPROVE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as #O963-00135-1.

In accordance with California Civil Code §5673 A motion was made, seconded and unanimously carried to APPROVE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as #O963-00122-1.

Homeowner Reimbursement Request for Plumbing Repair ~ Randall Bertsch

A motion was made, seconded and carried to DENY reimbursement to Randall Bertsch for the homeowner responsibility plumbing repair from October 2012 because the homeowner claims the hose bib repair was not properly done, due to the two repairs not being related. Furthermore, a motion was made, seconded and carried to APPROVE for C&R Drains to replace the piping and required mechanisms at the hose bib in order for the water to flow properly on behalf of the association in order to relieve the homeowner of future financial responsibility.

ABSTAIN: SOMERS

Revised Delinquent Assessment Collection Policy

A motion was made, seconded and unanimously carried to APPROVE the revised Delinquent Assessment Collection Policy that reflects the new Civil Code Sections that became effective January 1, 2014 as presented.

Accord Construction Management Invoice ~ Project Management

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #TV00016 from Accord Construction Management dated 02/03/14 for community repairs consulting for \$2,310.00 to be paid from Refurbishment Reserves G/L #3880 (Project Management).

Previously Tabled Grants Landscape Proposal ~ Pool Area Plant Installation

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the proposal from Grant's Landscape dated 01/07/14 for installation of plant material at the pool area for \$591.00, as plant replacement along Navarre is not necessary at this time.

Previously Tabled Grants Landscape Proposal ~ Exterior Side of the Pool Fence Tree Removal

A motion was made, seconded and unanimously carried to APPROVE the proposal (option #3) from Grant's Landscape dated 02/11/14 to remove, stump and grind four (4) large Ficus trees adjacent to the pool fence and replace with three (3) 36" container trees (species to be determined) for \$4,225.00 to be paid from Reconstruction Reserves GL #3840 (Landscape). Furthermore, a motion was made, seconded and unanimously carried to APPROVE payment of the invoice for the removal of four (4) Ficus trees and replace with three (3) 36" container trees for \$4,225.00 upon receipt of invoice, to be paid from Reconstruction Reserves GL #3840 (Landscape).

Revised Grants Landscape Proposal ~ Remove, Stump and Grind Aleppo Pine Trees

A motion was made, seconded and unanimously carried to APPROVE the revised proposal from Grants Landscape to remove, stump and grind and replant the planter area located behind #100-#104 Navarre for \$10,665.00 to be paid from Refurbishment Reserves GL #3840 (Landscape). Furthermore, a motion was made, seconded and unanimously carried to APPROVE payment of the invoice for the removal of the Aleppo Pines behind #100-#104 Navarre upon receipt of invoice to be paid from Refurbishment Reserves GL #3840 (Landscape).

Draft Audit FYE 12/31/13

A motion was made, seconded and unanimously carried to ACCEPT the draft audit and tax returns as presented for fiscal year-ended 12/31/13 prepared by Inouye, Shively, Longtin & Klatt, CPA.

Loan and Mortgagee Approval Resolution

A motion was made, seconded and unanimously carried to APPROVE the Loan and Mortgagee Resolution as required and provided by the Association's legal counsel, Hickey & Petchul, LLC.

Directors & Officers Insurance Renewal Quote & Proposal

The Board reviewed the renewal policy quote from Alante Insurance Agency for insurance coverage renewing 03/17/14. A motion was made, seconded and unanimously carried to APPROVE the renewal quote from Alante Insurance Agency dated 03/17/14 for Directors & Officers Insurance through Liberty Mutual, with a coverage limit of \$1,000,000 with a \$1,000 deductible, for the period of 03/17/14 through 03/17/15 for a total annual premium of \$1,302.00, subject to rate changes, to be paid from Operating GL #8415 (Insurance D&O).

Previously Tabled Fire Safety First Proposal ~ Replace and Relocate Fire Extinguisher and Casing at the Pool Area

A motion was made, seconded and unanimously carried to APPROVE the proposal from Fire Safety First dated 01/07/14 to replace and relocate the fire extinguisher at the pool area for \$446.00 to be paid from Operating GL #7614 (Common Area Repairs).

Ratification of Approved Reconstruction Contractors

A motion was made, seconded and unanimously carried to APPROVE the following contractors for the reconstruction project due to commence on March 3, 2014:

- Bens Asphalt ~ Asphalt Repair and Slurry Seal
- Mark Woodrome Pool Plastering ~ Pool and Spa resurfacing and remodel
- Three Phase Electric ~ Bollard Replacement
- Diversified Painting ~ Exterior Painting
- Rodent Pest Technologies ~ Fumigation
- Premier Contracting ~ Wood, Weep Screed/Stucco and Light Post Repair/Replacement
- Grants Landscape ~ Landscape Replacement

Appointment of Architectural Committee

In accordance with Article V. Section I of the Association's CC&Rs, there shall be no less than three (3) and no more than five (5) members of the Architectural Committee. A motion was made, seconded and unanimously carried to TABLE appointment of a third member until the March board meeting in order for the current committee to obtain confirmation.

Homeowner Letter~ Ava Park

Management read a letter to the Board as received by Ava Park of 21 Navarre thanking the Board for all of their hard work, time and patience they have put into the community. No further action was required.

Concrete Hazard Solutions Proposal ~ New Sidewalk & Stair Case at the Pool Entrance

A motion was made, seconded and unanimously carried to APPROVE the proposal from Concrete Hazard Solutions dated 02/10/14 to add a handicap walkway section alongside the restroom building and remove the existing ramp for \$5,510.00 to be paid from Reconstruction Reserves GL #3820 (Concrete/Pool). Furthermore, a motion was made, seconded and unanimously carried to APPROVE payment of invoice for the new sidewalk and walkway for a handicap ramp upon receipt of invoice to be paid from Reconstruction Reserves GL #3820 (Concrete/Pool).

Toal Engineering Survey Proposal ~ Survey Service Agreement

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the proposal from Toal Engineering for an additional survey report for \$9,700.00 due to the additional report not being necessary at this time. Furthermore, the Board requested Toal provide a full report of the survey work already completed per the original contract.

Racquet Club Project Update

Management provided a verbal report on the status of the fitness center project at the Racquet club. It was reported that the application for improvement had been revoked by the Racquet club however has been reinstated as the project will continue. The status of the stop sign request is not known but the city is working on the complying with the association's request, Management to continue to follow up with the city for a status of this request.

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §4930(d) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. Premier Roofing Proposal ~ 2 Morena

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 02/10/14 to repair the roof leak at 2 Morena for \$2,950.00 to include the door jamb repair, to be paid from Operating G/L #7655 (Roof Repairs) and GL #7614 (Common Area Repairs) for

the door jamb repair. Furthermore, a motion was made, seconded and unanimously carried to APPROVE payment of the roof repair upon receipt of the invoice, to be paid from Reserves G/L #7655 (Roof Repairs) and GL #7614 (Common Area Repairs).

2. **Board Member Reimbursement ~ Barbara Trosper**

A motion was made, seconded and unanimously carried to APPROVE reimbursement to Barbara Trosper dated 02/03/14 for copying and printing expenses for the monthly newsletter for \$13.66 to be paid from Operating G/L #8450 (Printing/Mailing Supplies).

3. **Board Member Reimbursement ~ Jim Somers**

A motion was made, seconded and unanimously carried to APPROVE reimbursement to Jim Somers dated 02/21/14 for copying and printing expenses for the temporary pool closure signs for \$129.59 to be paid from Operating G/L #8450 (Printing/Mailing Supplies).

Next Meeting

The next meeting of the Board of Directors is scheduled for March 27, 2014 at 6:15 p.m. Executive and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

Adjournment

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 8:50 p.m.

SECRETARY'S CERTIFICATE

I, [REDACTED], 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:

[REDACTED]
Appointed Secretary

3/27/14
Dated

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

MARCH 27, 2014

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the pool on 03/21/14 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: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Barbara Trosper, Secretary
 Jill Ann Cooper, Member at Large

Directors Absent: None

Others Present: Rebecca Smith, CCAM, Optimum Professional Property Management, Inc. (ACMF)
 See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 03/27/14 from 6:15 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report 02/28/14
- Legal: Maintenance Indemnity Agreement, Adopt Amendment to the CC&R's, deletion of Family, Reallocation of Funds Legal/Consulting Fees
- Minutes: Executive Session 03/27/14

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order following Executive Session at 7:03 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:

- Reconstruction Project schedule
- Parking Concerns
- Assessment payment for those on ACH
- Rat issues at 33 Morena
- Fumigation Schedule

Architectural Committee Report

Barbara Trosper, Committee Chair provided a verbal report on the follow items:

- Announcement of Pat Amundsen to the committee
- In the process of reviewing garage door replacement

Landscape Committee Report

Jill Ann Dunn, Landscape Committee Chair, provided a verbal landscape report on the follow items:

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- Pine Tree Treatment Update
- Tree Trimming Complete with the exception of the Carrot woods (will be trimmed upon blooming)
- Irrigating Project Complete
- Annual Color will be replaced by Easter

Secretary's Report

A motion was made, seconded and unanimously carried to APPROVE the revised Minutes of the January 23, 2014 General Session of the Board of Directors as written.

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the February 27, 2014 General Session of the Board of Directors as written.

Treasurer's Report

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 02/28/14 with a balance of \$112,292.61 in Operating; \$186,647.47 in Pacific Western Money Market; \$200,010.65 in Popular Banking Money Market, \$93,563.52 in Morgan Stanley and \$201,148.21 in Mutual of Omaha Money Market, for a total balance of \$759,219.83 (less loans) in Reserves, as presented, and a combined balance of \$884,129.89 subject to audit/review by a CPA at fiscal year-end.

Accord Construction Management Invoice ~ Project Management

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #TV00017 from Accord Construction Management dated 02/28/14 for community repairs consulting for \$1,342.00 to be paid from Refurbishment Reserves G/L #3880 (Project Management).

C&R Drains Slab Leak Proposal ~ 1 Morena

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #331994 from C&R Drains dated 02/25/14 for slab leak and re-route for 1 Morena for \$4,300.00, to be paid from Operating G/L #7620 (Plumbing Repairs).

Contracts: Pool Deck Replacement Proposals

The Board reviewed three (3) proposals/contracts to replace 4,179 square feet of the pool deck with 4500 psi concrete. A motion was made, seconded and unanimously carried to APPROVE the proposal/contract from Concrete Hazard Solutions dated 02/24/14 to replace 4,179 square feet of the pool deck with 4500 psi concrete for \$47,040.00, \$500.00, for deck seal 30-days after the concrete is poured and \$1,500.00 for psi upgrade at a cost not to exceed \$50,000.00, to be funded from Refurbishment G/L #3820 (Concrete).

Contracts: Wrought Iron Replacement Proposals

The Board reviewed three (3) proposals/contracts to replace pool fence and gates, pool hand rail, tennis court fence on Navarre, and residential gates. A motion was made, seconded and unanimously carried to TABLE the proposal/contract to replace pool fence and gates, pool hand rail, tennis court fence on Navarre, and residential gates to be funded from Refurbishment G/L #3830 (Iron), until the April General Session in order for Management to obtain additional material information from project manager, Lonie Washburn.

Previously Tabled Grants Landscape Proposal ~ Plant Installation at 10-24 Morena

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 08/05/13 to install plant material on the berm area at 10 -24 Morena to be paid from Refurbishment GL #3840 (Landscape), until the April General Session in order for Landscape Committee to obtain additional information on proposed replacement material.

Grants Landscape Proposal ~ Lawn Overseeding and Top Soil

A motion was made, seconded and unanimously carried to DENY the proposal from Grants Landscape to reseed the failing winter rye grass areas with Marathon II Fescue grass and add top soil throughout the community as the Board does not feel the reseeding is necessary at this time.

Grants Landscape Proposal ~ Annual Color Replacement

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape to replace the annual color at the monument sign with twelve (12) flats of begonias dated 03/10/14 for \$300.00, to be funded from Operating GL#7215 (Landscape Extras).

C&R Drains ~ Camera Area Drain at 18 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from C&R Drains to camera the area drain due to blockage at 18 Navarre dated 02/18/14 for a cost of \$250.00 to \$325.00, to be funded from Operating GL#7620 (Plumbing Repairs).

Premier Roofing Proposal ~ Roof Repair 21 Segura

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing to repair the tile roof at 21 Segura dated 03/04/14 for \$1,525.00, to be funded from Operating GL#7655 (Roof Repairs).

Proposal from Aquatrends ~ Chlorine to Salt Water Pool System Conversion

A motion was made, seconded and unanimously carried to DENY the proposal to convert the community pool and spa from a chlorine system to a salt water system dated 03/25/14 for \$28,910.00 as the project is cost prohibited for the conversion and the increase in monthly pool maintenance and electricity costs.

Community BBQ Update

Barbara Trosper, Community BBQ Chairperson reported to the Board the date of the BBQ is set for Saturday, 08-24-14 from 5:00 pm to 7:00 pm. Tables will be delivered at 1:30. Bens Asphalt has agreed to provide hamburgers, hotdogs and condiments. Management will reach out to Premier Roofing and Building regarding donations to the Community BBQ. No further action was required.

2014 Reserve Study

A motion was made, seconded and unanimously carried to APPROVE utilizing the services of Sean Anderson of Association Reserves to prepare the 2014/2015 on-site reserve study and not to go out to bid. Furthermore, Management is to obtain a proposal for services to be presented at the April General Session Board of Directors Meeting.

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §4930(d) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. **Premier Roofing Proposal ~ 36 Navarre**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 03/20/14 to repair the tile roof leak at 36 Navarre for \$1,500.00 to be funded from Operating G/L #7655 (Roof Repairs). Furthermore, a motion was made, seconded and unanimously carried to APPROVE payment of the roof repair upon receipt of the invoice, to be paid from Operating G/L #7655 (Roof Repairs).

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2. **Reallocation of Funds**

A motion was made, seconded and unanimously carried to APPROVE reallocation \$14,622.00 in legal fees from Operating GL# 8365 (Legal Fees) to Reserve GL# 3300 (Contingency) that were paid towards legal fees for the refurbishment project, as necessary to keep Operating account accurate

A motion was made, seconded and unanimously carried to APPROVE reimbursement to Reserve GL # 3135 (Paved Surfaces & Concrete) with funds collected from Homeowners for the special assessment in the amount of \$39,004.00 (\$18,065.70 paid 7/24/13 and \$20,938.30 paid 8/20/13 to Concrete Hazard Solutions), for work was done in 2013 ahead of collecting special assessment fees, due to safety concerns, with the understanding that the Reserve account would be paid back and allocated to Refurbishment GL# 3810 (Asphalt).

A motion was made, seconded and unanimously carried to APPROVE reimbursement to Reserve GL# 3140 (Pool/Spa/Cabana) with funds collected from Homeowners for the special assessment in the amount of \$2,300.00 (paid 2/4/14 to Mark Woodrome Pool Plastering) which was a deposit in order to commence work on pool project prior to refurbishment accounts being established and should be allocated to Refurbishment GL# 3820 (Concrete/Pool).

A motion was made, seconded and unanimously carried to APPROVE reallocation of funds at the end of the refurbishment project (at the recommendation of legal counsel, Dirk Petchul to wait until the end of the project as a cautionary tactic to ensure adequate funds are available thru the line of credit), Reimburse Reserve GL# 3300 (Contingency) \$14,622.00 in Legal fees incurred in 2013 related to the special assessment. These fees should be allocated to Refurbishment GL# 3890 (Legal/Loan/Other) and to reimburse Reserve GL# 3300 (Contingency) \$29,949.55 in project management fees incurred from August 2012-October 2013 which were fee related to the special assessment and should be allocated to Refurbishment GL# 3880 (Project Management). Furthermore, all current/future charges will automatically be charged to account 3880.

3. **Premier Roofing & Building Invoice ~ Weep Screed Replacement Building #1**

A motion was made, seconded and unanimously carried to APPROVE invoice #961 from Premier Roofing & Building for weep screed replacement on building #1, units 1-15 Morena dated 03-20-14 for \$2,750.00, to be paid from Refurbishment GL #3860 (Stucco/Light Posts/Wood).

4. **Premier Roofing & Building Invoice ~ Corbel Removal Building #1**

A motion was made, seconded and unanimously carried to APPROVE invoice #962 from Premier Roofing & Building for corbel removal on building #1, units 1-15 Morena dated 03-20-14 for \$1,800.00, to be paid from Refurbishment GL #3860 (Stucco/Light Posts/Wood).

5. **Premier Roofing & Building Invoice ~ Wood Replacement Building #1**

A motion was made, seconded and unanimously carried to APPROVE invoice #960 from Premier Roofing & Building for wood replacement on building #1, units 1-15 Morena dated 03-20-14 for \$25,714.00, to be paid from Refurbishment GL #3860 (Stucco/Light Posts/Wood).

6. **Premier Roofing & Building Invoice ~ Weep Screed Replacement Building #2**

A motion was made, seconded and unanimously carried to APPROVE invoice #965 from Premier Roofing & Building for weep screed replacement on building #2, units 2-16 Morena dated 03-27-14 for \$2,750.00, to be paid from Refurbishment GL #3860 (Stucco/Light Posts/Wood).

7. **Premier Roofing & Building Invoice ~ Corbel Removal Building #2**

A motion was made, seconded and unanimously carried to APPROVE invoice #964 from Premier Roofing & Building for Corbel Removal on building #2, units 2-16 Morena dated 03-27-14 for \$1,950.00, to be paid from Refurbishment GL #3860 (Stucco/Light Posts/Wood).

8. **Premier Roofing & Building Invoice ~ Wood Replacement Building #2**

A motion was made, seconded and unanimously carried to APPROVE invoice #963 from Premier Roofing & Building for wood replacement on building #2, units 2-16 Morena dated 03-27-14 for \$13,611.00, to be paid from Refurbishment GL #3860 (Stucco/Light Posts/Wood).

10. **Approval of Payment for Refurbishment Contracts**

A motion was made, seconded and unanimously carried to APPROVE payment for invoices for the refurbishment contract upon Project Manage, Lonie Washburns approval as follows:

- A. Asphalt: Bens Asphalt, for Asphalt repairs, grind and overly, seal coat, striping and red curb painting for \$129,045.00 to be funded from Refurbishment# 3810 (Asphalt)
- B. Pool Plaster: Woodrome Pool plastering, for pool and spa resurfacing and tile replacement for \$22,975.00, to be funded from Refurbishment GL# 3820 (Concrete)
- C. Light Bollards: Three Phase Electric, to replace Bollard light fixtures for \$18,529.00, to be funded from Refurbishment GL# 3860 (Lighting).
- D. Painting: Diversified Painting Inc, to paint the wood trim and stucco with two (2) coats and a color change for \$180,702.00, to be funded from Refurbishment GL# 3850 (Painting)
- E. Termite: Rodent Pest Technologies, to fumigate (144) units with Bora Care Option for \$148,095.00, to be funded from Refurbishment GL# 3870 (Termite)
- F. Stucco/Light Post/Wood Repair: Premier Roofing & Building to replace/repair weep screed, wood trim, light posts and remove the existing corbels for \$402,625.50, to be funded from Refurbishment GL#3860 (Stucco/Wood/Lighting)
- G. Accord Construction Management: Project Management invoices for Refurbishment project per contract, to be funded from Refurbishment GL #3880 (Project Management).

Next Meeting

The next meeting of the Board of Directors is scheduled for April 24, 2014 at 6:15 p.m. Executive and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

Adjournment

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 8:24 p.m.

SECRETARY'S CERTIFICATE

I, [REDACTED], 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:

[REDACTED]
Appointed Secretary

4 / 24 / 14
Dated

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

APRIL 24, 2014

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the pool on 04/17/14 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: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Barbara Trosper, Secretary
 Jill Ann Cooper, Member at Large

Directors Absent: None

Others Present: Rebecca Smith, CCAM, Optimum Professional Property Management, Inc. (ACMF)
 Lonie Washburn, Accord Construction Management
 See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 04/24/14 from 6:17 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report 03/31/14
- Hearings (1): Property Maintenance
- Legal: Maintenance Indemnity Agreement
- Minutes: Executive Session 03/27/14

Call to Order

President and Presiding Chair, James Somers, called the General Session of the Board of Directors to order following Executive Session at 7:03 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:

- Ongoing Plumbing Repair at 15 Navarre
- Trimming of the Carrotwood Trees
- Pool Renovation Concerns

Architectural Committee Report

Barbara Trosper, Committee Chair provided a verbal report that there are no pending applications at this time.

Landscape Committee Report

Jill Ann Dunn, Landscape Committee Chair, provided a verbal landscape report on the follow items:

- Grass Condition Update
- Water Conservation Program in Process
- Annual Color replacement complete

Secretary's Report

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the March 27, 2014 General Session of the Board of Directors as written.

Treasurer's Report

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 03/31/14 with a balance of \$298,854.51 in Operating; \$186,647.47 in Pacific Western Money Market; \$211,879.29 in Popular Banking Money Market, \$200,120.76 in Morgan Stanley and \$93,564.35 in mutual of Omaha Money Market 201,182.38t, for a total balance of \$774,598.27 (less loans) in Reserves, as presented, and a combined balance of \$1,077,666.84 subject to audit/review by a CPA at fiscal year-end.

Approval to Record a Lien

In accordance with California Civil Code §5673 A motion was made, seconded and unanimously carried to APPROVE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as #O963-00097-1.

Neuland & Whitney, APC Invoice ~ Bank Loan Document Review

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #15799 from the Association's legal counsel, Neuland & Whitney APC, dated 02/28/14 for bank loan document review for \$4,081.63 to be paid from Refurbishment Reserves G/L #3890 (Legal/Loan/Other).

Pool Plastering Change Order Proposal ~ Mark Woodrow Pool Plastering

A motion was made, seconded and unanimously carried to APPROVE the pool plastering change order proposal from Mark Woodrow Pool Plastering dated 04/14/14 for ADA requirement repairs, as part of the pool plastering project, as required by the County of Orange, for \$2,825.00 to be paid from Refurbishment Reserves G/L #3820 (Concrete). Furthermore, a motion was made; seconded and unanimously carried to APPROVE payment of invoice #860-A-7 for \$2,825.00 for ADA requirement repairs to be paid from Refurbishment Reserves G/L #3820 (Concrete).

Reserve Study Proposals FYE 01/01/15 to 12/31/15

The Board reviewed the proposal from Association Reserves for an onsite reserve study. A motion was made, seconded and unanimously carried to APPROVE the proposal from Association Reserves dated 04/03/14 for an onsite 5-week standard reserve study for fiscal year 01/01/15 to 12/31/15 for \$1,400.00 to be paid from Operating GL #8222 (Reserve Study). Furthermore, Management was requested to arrange an on-site meeting with the reserve analyst and the Board.

Previously Tabled Grants Landscape Proposal ~ Plant Installation at 10-24 Morena

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 08/05/13 to install plant material on the berm area at 10-24 Morena for \$4,870.00 to be paid from Refurbishment Reserves GL #3840 (Landscape) until the May General Session in order for Landscape Committee to obtain additional information on proposed replacement material.

Contracts: Revised Wrought Iron Replacement Proposal from Fence Menders

A motion was made, seconded and unanimously carried to APPROVE the revised proposal/contract to replace pool fence and gates, pool hand rail, tennis court fence on Navarre, and residential gates from Fence Menders dated 04/07/14 for \$35,500.00 to be paid from Refurbishment Reserves G/L #3830 (Iron). Furthermore, the Board selected the 8" spear shaped accent for the top of the wrought iron fence.

Contracts: Revised Concrete Pool Deck & Entry Sidewalk Stairs from Concrete Hazard Solutions

A motion was made, seconded and unanimously carried to APPROVE the revised proposal/contract to replace the pool deck and construction of ADA compliant entry stairs/sidewalk from Concrete Hazard Solutions dated 04/02/14 for \$50,500.00 to be paid from Refurbishment Reserves G/L #3820 (Concrete).

Homeowner Request ~ Assessment Credit Request from 41 Morena (Scott)

The Board reviewed the written request from the homeowner of 41 Morena (Scott) requesting an assessment credit due to the homeowner not being able to use the pool facilities during the pool resurfacing and deck replacement project. A motion was, seconded and unanimously carried to DENY the homeowner's request due to the monthly assessments are used for operating expenses and reserve funding as determined in the reserve study and annual budget.

CAI Spring Forum

Management provided information on the CAI Spring Forum including specialized educational classes for Board Members at the Irvine Marriot on May 28, 2014. A motion was made, seconded and unanimously carried to APPROVE the attendance of committee member, Eileen Pinkerton, for \$32.00 to be paid from Operating GL #7790 (Contingency).

Community BBQ Update

Barbara Trosper, Community BBQ Chairperson reported to the Board that the date of the BBQ is set for Saturday, August 24, 2014 from 5:00 pm to 7:00 pm. Tables will be delivered at 1:30 p.m. Bens Asphalt has agreed to provide hamburgers, hotdogs and condiments. Management will reach out to Premier Roofing and Building regarding donations to the Community BBQ as well.

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §4930(d) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. **Grants Landscape Proposal ~ Lawn Overseeding and Top Soil**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape dated 03/10/14 to reseed the failing winter rye grass areas with Marathon II Fescue grass and add top soil throughout the community for \$275.00, after the completion of the refurbishment project, to be paid from Operating GL #7215 (Landscape Extras).

2. **Grants Landscape Proposal ~ Lawn Aeration Throughout the Common Areas**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape dated 04/17/14 to aerate the lawn throughout the community for \$475.00 to be paid from Operating GL #7215 (Landscape Extras).

3. **Grants Landscape Proposal ~ Remove Large Carrotwood at #7 Navarre & #5 Navarre**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape dated 04/17/14 to remove the large Carrotwood along the side of the garage located at #7 Navarre (option #1) for \$525.00 to be paid from Operating GL #7215 (Landscape Extras). Furthermore, a motion was made, seconded and unanimously carried to TABLE removal of the Carrotwood in front of #5 Navarre (option #2), until the May General Session in order for Management to inform the homeowner that the tree removal will need to be at the cost of the homeowner in the amount of \$375.00.

4. Approval of Temporary Fence at the Pool Area

A motion was made, seconded and unanimously carried to APPROVE installing a temporary fence at the pool area for when the wrought iron fence is replaced as recommended by project manager Lonie Washburn, cost not to exceed \$300.00, to be paid from Refurbishment Reserves G/L #3830 (Iron).

Next Meeting

The next meeting of the Board of Directors is scheduled for May 22, 2014 at 6:15 p.m. Executive and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

Adjournment

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 8:25 p.m.

SECRETARY'S CERTIFICATE

I, [REDACTED], 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:

[REDACTED]
Appointed Secretary

5/22/14
Dated

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

MAY 22, 2014

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the pool on 05/16/14 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: Cathy Lewis, Vice President
Elizabeth Kojian, Treasurer
Barbara Trospen, Secretary
Jill Ann Cooper, Member at Large

Directors Absent: James B. Somers, President

Others Present: Rebecca Smith, CCAM, Optimum Professional Property Management, Inc. (ACMF)
Lonie Washburn, Accord Construction Management
See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 05/22/14 from 6:17 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report dated 05/22/14
- Hearings (1): Property Maintenance
- Minutes: Executive Session 04/21/14

Call to Order

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 7:02 p.m.

Guest Speaker – Lonie Washburn, Accord Construction Management

Project Manager, Lonie Washburn was present to provide an update on the refurbishment project for the following items:

- Exterior Paint Color Schemes/ Samples
- Opening of the pool area scheduled for 05/23/14
- Wood & Stucco repair schedule
- Questions from the audience

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:

- New Bollard lights very bright
- Spa Heat
- Refurbishment information communication
- Color samples on website

Architectural Committee Report

Barbara Trosper, Committee Chair provided a verbal report that there are no pending applications at this time.

Landscape Committee Report

Jill Ann Dunn, Landscape Committee Chair, provided a verbal landscape report on the follow items:

- Grass Condition Update
- Removal of Landscape for Refurbishment Project
- Tree Trimming Update

Community BBQ Update

Barbara Trosper, Community BBQ Chairperson reported to the Board that the date of the BBQ is set for Saturday, August 24, 2014 from 5:00 pm to 7:00 pm. Tables will be delivered at 1:30 p.m. Bens Asphalt has agreed to provide hamburgers, hotdogs and condiments. Management will reach out to Premier Roofing and Building regarding donations to the Community BBQ as well. Eileen Pinkerton volunteered to serve on the BBQ Committee.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the April 24, 2014 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 04/30/14 with a balance of \$337,777.41 in Operating; \$160,650.98 in Pacific Western Money Market; \$200,205.30 in Popular Banking Money Market, \$200,120.76 in Morgan Stanley and \$95,565.25 in Mutual of Omaha Money Market 201,215.45, for a total balance of \$1,171,765.60 (less loans) in Reserves, as presented, and a combined balance of \$1,513,044.94 subject to audit/review by a CPA at fiscal year-end.

Board Member Reimbursement ~ Barbara Trosper

A motion was made, seconded and unanimously carried to APPROVE reimbursement to Board Member, Barbara Trosper, dated 03/06/14 for copying and printing expenses for the monthly newsletter for \$7.72 to be paid from Operating G/L #8450 (Printing/Mailing Supplies).

Board Member Reimbursement ~ Cathy Lewis

A motion was made, seconded and unanimously carried to APPROVE reimbursement to Board Member, Cathy Lewis, dated 03/03/14 for website domain name renewal for \$10.99 to be paid from Operating G/L #8499 (Misc. Administration).

Premier Roofing & Contracting Proposal – Replace Wood Fence with a Block Wall

The Board reviewed the proposal from Premier Roofing & Contracting to replace the wood fence along the gas station with a block wall. The fence is the gas station owner's responsibility which was damaged during the winds. The Board obtained a proposal to present to the owners of the gas station for consideration of replacing the old fence with a block wall. Proposal is for review only, no action required.

Concrete Hazard Solutions Proposal ~ Concrete Stair Repair

A motion was made, seconded and unanimously carried to TABLE the proposal from Concrete Hazard Solutions to demolish the existing and install new concrete stairs at 38 Navarre dated 05/09/14 for \$700.00 until the June General Session in order for Concrete Hazard Solutions to inspect all of the concrete stairs and landings throughout the community and to submit a revised proposal to include all the concrete stairs in need of repair.

Previously Tabled Grants Landscape Proposal ~ Plant Installation at 10-24 Morena

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 08/05/13 to install plant material on the berm area at 10-24 Morena for \$4,870.00 to be paid from Refurbishment Reserves GL #3840 (Landscape) until the June General Session in order for Landscape Committee to obtain additional information on proposed replacement material.

Homeowner Request ~ Replacement of Patio Wrought Iron fence

The Board reviewed the written request from the homeowner of 40 Navarre (Park Newland) requesting the Association replace/repair the homeowner responsibility fence as part of the refurbishment project, as the homeowner claims the fence has deteriorated due to water damage from the common area sprinkler. A motion was made, seconded and unanimously carried to DENY the homeowner's request due to knowledge that the fence was damaged from the previous owner allowing plant material to grow on the fence.

Pool Furniture Replacement

The Board discussed the possibility of purchasing new pool furniture to be paid from Reserve GL #3140 (Pool/Spa/Cabana). Board member, Barbara Trosper, will obtain a proposal from The Patio Place Furniture and Management will obtain an additional proposal for discussion at the June General Session. No further action required.

Community Bulletin Board

A motion was made, seconded and unanimously carried to APPROVE Management obtaining proposals for an enclosed bulletin board that can be installed on the outside of the pool area for better visibility.

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §4930(d) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. **Grants Landscape Proposal ~ Sod Installation**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape dated 05/22/14 to reseed lawn in the common area for \$125.00 and install sod at the pool area for \$200.00 to be paid from Operating GL #7215 (Landscape Extras).

Next Meeting

The next meeting of the Board of Directors is scheduled for June 26, 2014 at 6:15 p.m. Executive and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

Adjournment

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 8:25 p.m.

SECRETARY'S CERTIFICATE

I, [REDACTED], 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:

[REDACTED]
Appointed Secretary

6/26/14
Dated

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

JUNE 10, 2014

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 06/06/14 for the Special General Session of the Board of Directors of The Villas Community Association held on the above date at The Villas Community Pool, Irvine, California.

Roll Call

A quorum of the Board was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Jill Ann Dunn, Member at Large
 Barbara Trospen, Secretary

Others Present: Three Homeowners were present; see sign-in sheet

Call to Order

President and Presiding Chair, James Somers, called the Special Executive Session of the Board of Directors to order at 6:33 p.m.

Contracts

The Board discussed the proposed contracts for patio furniture, pool mastic work, and pool signage.

A motion was made, seconded and unanimously carried to APPROVE the purchase of new pool furniture from Costco, supplementing the majority of furniture with small tables purchased from Home Depot for a not to exceed total of \$5,500.00 to be paid from Reserves G/L #3140. Total cost of purchased furniture from these vendors is less than half the cost estimates from other sources. Delivery by independent carrier.

A motion was made, seconded and by a vote of 4-1 (Cathy Lewis dissenting) carried to APPROVE the proposal from Mark Woodrow Pool Plastering dated 05/29/14 in the amount of \$1,925.00 to be paid from Refurbishment Reserves G/L #3820 for installation of mastic around the pool and spa, decking, at the shower, and against the walls.

Signage for the pool area was discussed and the Board requested that confirmation from the Orange County Health Department be obtained detailing what signage is mandatory and where that signage must be posted. A decision on updated signage will be determined after receipt of that information.

Adjournment

There being no further business to come before the Board of Directors in the Special General Session, a motion was made, seconded and unanimously carried to ADJOURN at 6:54 p.m.

SECRETARY'S CERTIFICATE

I, [REDACTED], 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 Executive Session of the Board of Directors held on the above date, as approved by the Board of Directors of The Villas Community Association.

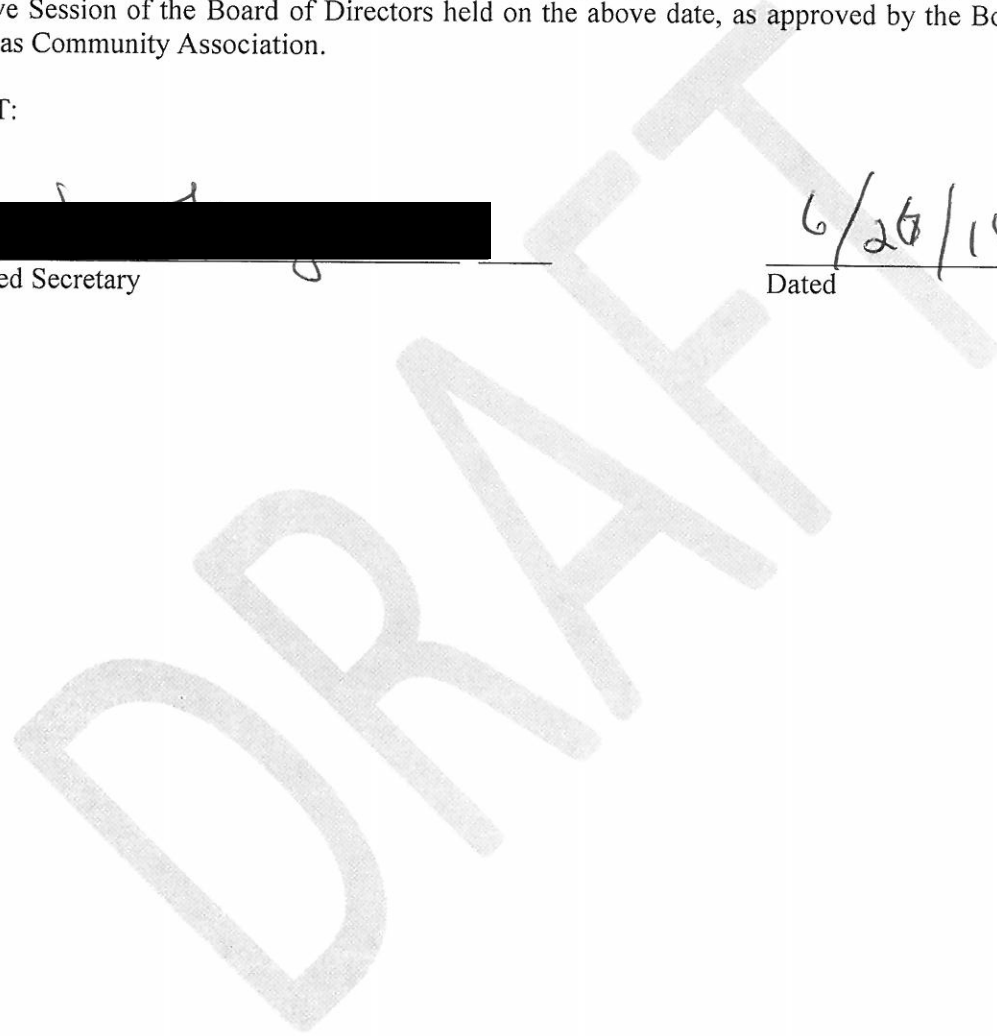
ATTEST:

[REDACTED]

Appointed Secretary

6/26/14

Dated



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

JUNE 26, 2014

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the pool on 06/19/14 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: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Barbara Trosper, Secretary
 Jill Ann Cooper, Member at Large

Directors Absent: None

Others Present: Rebecca Smith, CCAM, Optimum Professional Property Management, Inc. (ACMF)
 See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 06/26/14 from 6:17 p.m. to 7:02 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report dated 06/26/14
- Minutes: Executive Session 05/22/14

Call to Order

President and Presiding Chair, Jim Somers, called the General Session of the Board of Directors to order following Executive Session at 7:03 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:

- Beth Kojian reported the association had a hygienist test the pool water for algae and the results were negative,
- Electric car power stations
- Termite Fumigation schedule
- Street signs on Navarre are faded
- Paint Project Questions: Schedule, how many coats, paint application process

Architectural Committee Report

Barbara Trosper, Committee Chair provided a verbal report that there is one pending application

Landscape Committee Report

Jill Ann Dunn, Landscape Committee Chair, provided a verbal landscape report on the follow items:

- Irrigation Project Update
- Removal of Landscape for Refurbishment Project

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- Pine Trees along Tennis Club parking lot
- Meeting with Rogers Gardens Consultant

Community BBQ Update

Barbara Trosper, Community BBQ Chairperson reported to the Board that the date of the BBQ is set for Saturday, August 23, 2014 from 5:00 pm to 7:00 pm. Tables will be delivered at 1:30 p.m. Bens Asphalt has agreed to provide hamburgers, hotdogs and condiments. Management will reach out to Premier Roofing and Building regarding donations to the Community BBQ as well. Eileen Pinkerton volunteered to serve on the BBQ Committee.

Secretary's Report / Minutes

A motion was made, seconded and carried to APPROVE the Minutes of the May 22, 2014 General Session of the Board of Directors as written.

ABSTAIN: Somers

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the June 10, 2014 Special 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 05/31/14 with a balance of; \$72,820.46 in Operating; \$379,627.85 in Pacific Western S/A , \$31,219.04 due from (to) operating, \$265,840.31 in Pacific Western Money Market, \$200,287.43 in Popular Banking Money Market,, \$93,566.10 in Morgan Stanley and \$201,249.63 in Mutual of Omaha Money Market, for a total balance of \$1,171,790.35 (less loans) in Reserves, (\$235.81 Non-Liquid Reserve Assets for a total balance of \$1,171,554.55 as presented, and a combined balance of \$1,249,482.24 subject to audit/review by a CPA at fiscal year-end.

Concrete Hazard Solutions Invoice~ Additional Cost for 4500 psi Concrete

A motion was made, seconded and unanimously carried to APPROVE invoice #1595 from Concrete Hazard Solutions dated 05/20/14 for additional cost for 4500 psi Concrete and labor for the concrete replacement at the pool area for \$1,900.00, to be paid from Refurbishment Reserve GL #3820 (Concrete).

Pool Sign Proposals

The Board reviewed (3) proposals for replacement of the pool signs and pool gate signs. A motion was made, seconded and unanimously carried to APPROVE the pool sign proposal from Absolute Signs dated 06/10/14 for four (4) gate signs for \$75.00 each to include no pets allowed verbiage, one (1) Pool Rules sign for \$415.00, and one (1) Spa sign for \$115.00, color to be white on Navy Blue, to be funded from Reserve GL #3820(Concrete).

Interior Repair Proposal ~ 15 Navarre

The Board reviewed (2) proposals for interior repairs due to water intrusion from a slab leak. A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing and Building to repair the drywall in the hallway and the kitchen due to water damage, dated 06/06/14 for \$1,375.00, to be funded from Operating GL #7614 (Common Area Repairs). Furthermore, a motion was made, seconded and unanimously carried to APPROVE payment of invoice when received for \$1,375.00, to be paid from Operating GL #7614 (Common Area Repairs).

Grants Landscape Proposal ~ Remove Aleppo Pines at #10 Morena

A motion was made, seconded and unanimously carried to TABLE the proposal from Grants Landscape Services to remove the Aleppo Pine across from the garage at #10 Morena and replace with a 24" box Canary Island tree with a root barrier for \$1,350.00, until the July General Session Meeting in order for the Landscape Committee to obtain additional tree options.

Grants Landscape Proposal ~ Plant Material Installation at Navarre

A motion was made, seconded and unanimously carried to TABLE the proposal from Grants Landscape Services dated 05/22/14 to install new plant material at the Navarre street planter for \$675.00, until the July General Session Meeting in order for the Landscape Committee to obtain additional plant material options.

Grants Landscape Proposal~ Tree Removal and Replacement

A motion was made, seconded and unanimously carried to TABLE the proposal from Grants Landscape Proposal dated 05/29/14 for \$10,305.00 to remove, stump and grind (1) medium, (1) large, and (10) extra-large Aleppo Pine and replace with (28) 15-gallon Italian Cypress, (45) 1-gallon Mexican Sage, (10) 1-gallon Day Lilies, and top with mulch at #100-#104, until the July General Session in order for the Landscape Committee to obtain additional tree options.

Grants Landscape Proposal ~ Remove Aleppo Pines at #9 Segura

A motion was made, seconded and unanimously carried to TABLE the proposal from Grants Landscape Services dated 06/12/14 to remove the Aleppo Pine across at #9 Segura and replace with a 24" box Canary Island tree with a root barrier for \$1,450.00, until the July General Session Meeting in order for the Landscape Committee to obtain additional tree options.

Grants Landscape Proposal ~ Grass Replacement at the Pool Area

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape Services to chemically kill noxious grass mix at pool area, remove and Replace with 240 sq. ft. of tall Fescue Grass dated 05/28/14, for \$345.00, to be funded from Operating GL #7215 (Landscape Extras).

Grants Landscape Proposal ~ Irrigation Box Replacement

A motion was made, seconded and unanimously carried to TABLE the proposal from Grants Landscape Services dated 05/16/14 to replace (3) aged irrigation controller enclosures with (3) strong box SB18SS 18" W x 36" H x 12" D stainless steel enclosures dated 05/16/14 for \$5,250.00, until the July General Session in order for the Board to obtain additional information from Grants Landscape Services and (2) additional proposals.

Aquatrends Proposal ~ Automatic Chemical Control System

A motion was made, seconded and unanimously carried to TABLE the proposal from Aquatrends to install an Automatic Chemical Control System dated 06/02/14 for \$2,750.00 until the July General Session Meeting, in order for Board President Jim Somers to meet with Aquatrends to obtain additional information about the system.

Insurance Renewal Quote & Proposal

The Board reviewed the renewal policy quote from John Luithly, State Farm and a proposal from Berg Insurance, Farmers for insurance coverage renewing 07/24/14. A motion was made, seconded and unanimously carried to APPROVE the renewal quote from John Luithly, State Farm dated 06/10/14 to include property coverage with a policy limit of \$22,347,900 and deductible of \$1,000, liability coverage with a policy limit of \$3 million, umbrella coverage with a policy limit of \$6 million, and Directors & Officers coverage with a policy limit of \$1 million, and earthquake coverage for a total annual premium of \$78,009.00 subject to rate changes, to be paid from Operating.

FHA Approval Update

Management informed the Board the CC&R amendment has been completed and needs to be mailed to the membership. A motion was made, seconded and unanimously carried to APPROVE mailing the CC&R Amendment to the membership as part of a community wide mailer along with the 30-day comment period for the proposed POD Policy and Satellite Dish Policy.

Resolution for Rule Change ~ Satellite Dish Policy

The Board reviewed the proposed Satellite Dish Policy and the comments from attorney Denise Iger. A motion was made, seconded and unanimously carried to TABLE the approval of the proposed Satellite Dish Policy change until the July General Session in order for Board Treasurer, Beth Kojian to obtain additional information from the Associations Legal Counsel Hickey & Petchul.

Proposed Rule Change ~ POD Storage Policy

A motion was made, seconded and unanimously carried to APPROVE the proposed POD Storage Policy prepared by the Board of Directors and reviewed Association's legal counsel, Denise Iger of Hickey & Petchul, LLC to be mailed to the membership for the 30 day review and comment period prior to adoption scheduled for 8/15/14.

CC&R Amendment

A motion was made, seconded and unanimously carried to APPROVE that Board Treasurer Beth Kojian obtain CC&R amendment proposals and present them to the Board at the July General Session Meeting. No further action required.

Approved Front Door Hardware and Screen Door Styles & Color

The Board discussed the idea of selecting approved front door hardware and screen door styles and colors. Barbara Trosper, Architectural Committee Chair will provide samples to the Board at the July General Session for further review and discussion. No further action required.

Exterior Paint Color Scheme Approval

A motion was made, seconded and carried to APPROVE the following exterior paint colors contingent on the stucco color sample next to the color of the garage doors is reviewed and final approval by the Board of Directors.:

Window Trim: Birchwood

Stucco: Cottage White

Fascia: Cottage White

Chimney Caps: Terracotta

Front Doors: Chinese Red, Birchwood, Forest Green (exact color to be determined), Mocha (exact color to be determined), Blue (exact color to be determined).

FOR: Lewis, Dunn, Somers

AGAINST: Kojian, Trosper

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §4930(d) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. **Reimbursement Request ~ Barbara Trosper**

A motion was made, seconded and unanimously carried to APPROVE the reimbursement request from Board member Barbara Trosper for reimbursement for newsletter printing for \$12.42, to be paid from Operating GL #8450 (Printing/Mailing/Supplies).

2. **Delinquencies: Approval to Record Lien**

In accordance with California Civil Code §1367.1(c)(2): A motion was made, seconded and unanimously carried to APPROVE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as #O963-00097-1

Next Meeting

The next meeting of the Board of Directors is scheduled for July 24, 2014 at 6:15 p.m. Executive and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

Adjournment

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 9:01 p.m.

SECRETARY'S CERTIFICATE

I, [REDACTED], 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:

[REDACTED]
Appointed Secretary

8/28/14
Dated

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

JULY 15, 2014

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the pool on 07/09/14 for the Special General Session of the Board of Directors of The Villas Community Association held on the above date at Community Pool.

Roll Call

A quorum of the Board was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Jill Ann Dunn, Member at Large
 Barbara Trospen, Secretary

Others Present: See sign-in sheet

Call to Order

President and Presiding Chair, James Somers, called the Special General Session of the Board of Directors to order at 7:15 p.m.

FHA Certification

The Board discussed the proposed contracts for FHA Certification. A motion was made, seconded and unanimously carried to APPROVE an agreement with FHA Review to execute the FHA approval process, to be paid from Reserves G/L #3300 (Contingency).

CC&R Update

The Board discussed options for a complete update of the Association CC&R's, By-Laws and Articles of Incorporation. A motion was made, seconded and unanimously carried to APPROVE moving forward with the Association's legal counsel, Denise Iger of Hickey & Petchul, LLC for updates to the governing documents, to be paid from Reserves G/L #3300 (Contingency).

Bank Accounts

To maximize FDIC Insurance protection, the Board considered steps to distribute excess funding in accounts that are over the \$250,000 insurance protection limit among already established accounts. A motion was made, seconded and unanimously carried to APPROVE movement of funds as recommended by Optimum Professional Property Management Controller, Joseph Boone, to reduce liability in various accounts held by The Villas Community Association.

- Move \$45,000 from Pacific Western Acct #1520 to Popular Bank Money Market Acct #1522
- Move \$125,000 from Pacific Western Acct #1520 to Morgan Stanley Acct #1525
- Move sufficient funds from Pacific Western S/A Acct #1030 to a different bank (TBD) to minimize exposure.

Resolution for Rule Change – Satellite Dishes

A motion was made, seconded and unanimously carried to APPROVE the proposed Satellite Dish Policy prepared by the Board of Directors and reviewed by Association's legal counsel, Denise Iger of Hickey & Petchul, LLC to be mailed to the membership for the 30 day review and comment period prior to adoption scheduled for 8/28/14.

Exterior Paint Color Schemes

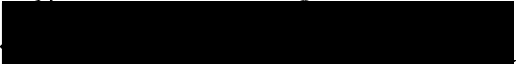
A motion was made, seconded and unanimously carried to APPROVE the following exterior paint colors:

Window Trim: Birchwood
Stucco: Cottage White
Fascia: Cottage White
Chimney Caps: Terracotta
Front Doors: Chinese Red, Birchwood, Forest Green (exact color to be determined), Cocoa (exact color to be determined), Blue (exact color to be determined).

Adjournment

There being no further business to come before the Board of Directors in the Special General Session, a motion was made, seconded and unanimously carried to ADJOURN at 8:12 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

7/24/14
Dated

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

JULY 24, 2014

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the pool on 07/17/14 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: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Barbara Trosper, Secretary
 Jill Ann Cooper, Member at Large

Directors Absent: None

Others Present: Rebecca Smith, CCAM[®], Optimum Professional Property Management, Inc. (ACMF[®])
 See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 07/24/14 from 6:17 p.m. to 6:59 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report dated 07/24/14
- Legal: Vendor Communications and Homeowner installed exterior water pipe
- Minutes: Executive Session 06/26/14

Call to Order

President and Presiding Chair, Jim Somers, called the General Session of the Board of Directors to order following Executive Session at 7:03 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:

- Painters to post units on 08/05/14-Painting to begin 08/12/14
- Painting Schedule
- Check Wood replacement work done on #52 Navarre
- Termite Treatment Schedule
- Pool Hours Questions

Architectural Committee Report

Architectural Committee Chair, Barbara Trosper, provided verbal report that there are no pending applications.

Landscape Committee Report

Landscape Committee Chair, Jill Ann Dunn, provided verbal landscape report on the follow items:

- Irrigation inspection completed
- Water schedule
- Pine trees along tennis club parking lot

Community BBQ Update

Community BBQ Chair, Barbara Trosper, reported the date of BBQ is set for Saturday, August 23, 2014 from 5:00 pm to 7:00 pm. Tables will be delivered at 3:00 p.m. Bens Asphalt has agreed to provide hamburgers, hotdogs and condiments. Management will reach out to Premier Roofing and Building regarding donations to the community BBQ as well. Eileen Pinkerton volunteered to serve on the BBQ Committee.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to TABLE the Minutes of the June 26, 2014 General Session of the Board of Directors until the August General Session pending corrections

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the July 15, 2014 Special 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 06/30/14 with a balance of; \$75,141.93 in Operating; \$310,114.38 in Pacific Western S/A , \$28,991.74 due from (to) operating, \$290,750.40 in Pacific Western Money Market, \$200,372.33 in Popular Banking Money Market,, \$93,566.93 in Morgan Stanley and \$201,249.63 in Mutual of Omaha Money Market, for a total balance of \$1,125,045.41 (less loans) in Reserves, for a total balance of \$1,206,612.42 as presented, and a combined balance of \$1,206,612.42 subject to audit/review by a CPA at fiscal year-end.

Reserve Study

Management presented the revised draft Reserve Study per the Finance Committee's recommendations as prepared by Association Reserves for the period of 01/01/15 through 12/31/15. A motion was made, seconded and unanimously carried to APPROVE the revised draft reserve study by Association Reserves for fiscal year 2015 contingent on any correction that will be required after receiving the pool equipment report from Aquatrends.

Light Post Replacement Material & Color Selection

The Board discussed the options of using Trex, wood or an alternative material for light post replacement project and a color selection. A motion was made, seconded and unanimously carried to APPROVE the color Rope Swing. Furthermore, the Board will look at additional style samples and make their decision on material and style upon obtaining additional information.

Grants Landscape Proposal ~ Plant Material Installation at Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape Services dated 05/22/14 to install new plant material at Navarre street planter for \$675.00 to be paid from Operating GL #7215 (Landscape Extras).

Grants Landscape Proposal~ Tree Removal and Replacement

A motion was made, seconded and unanimously carried to TABLE the proposal from Grants Landscape Proposal dated 05/29/14 to remove, stump and grind (1) medium, (1) large, and (10) extra-large Aleppo Pine and replace with (28) 15-gallon Italian Cypress, (45) 1-gallon Mexican Sage, (10) 1-gallon Day Lilies, and top with mulch at #100-#104 for \$10,305.00 until the August General Session in order for Management to confirm a 10% discount with Grant Landscape Services.

Grants Landscape Proposal ~ Remove Aleppo Pines at #9 Segura

A motion was made, seconded and unanimously carried to TABLE the proposal from Grants Landscape Services dated 06/12/14 to remove the Aleppo Pine across at #9 Segura and replace with a 24" box Canary Island tree with a root barrier for \$1,450.00 until August General Session in order for Management to confirm a 10% discount with Grant Landscape Services.

Grants Landscape Proposal ~ Remove Aleppo Pines at #10 Morena

A motion was made, seconded and unanimously carried to TABLE the proposal from Grants Landscape Services to remove the Aleppo Pine across from the garage at #10 Morena and replace with a 24" box Canary Island tree with a root barrier for \$1,350.00, until the August General Session in order for the Landscape in order for Management to confirm a 10% discount with Grant Landscape Services.

Grants Landscape Proposal ~ Irrigation Box Replacement

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the proposal from Grants Landscape Services dated 05/16/14 to replace three (3) aged irrigation controller enclosures with three (3) strong box SB18SS 18" W x 36" H x 12" D stainless steel enclosures dated 05/16/14 for \$5,250.00, due to confirmation from Grants Landscape Services that the irrigation boxes still have a useful life and they just need to be painted.

Revised Aquatrends Proposal ~ Automatic Chemical Control System

A motion was made, seconded and unanimously carried to APPROVE the revised proposal from Aquatrends dated 07/17/14 to install two (2) automatic chemical control systems: one (1) for the pool and one (1) for the spa for \$5,225.00 to be paid from Reserve GL #8140 (Pool/Spa/Cabana).

CID Insurance Programs Proposal ~ Master Fidelity Coverage

The Board reviewed the renewal policy quote from CID Insurance Programs for the Master Fidelity Coverage insurance renewing 08/30/14. A motion was made, seconded and unanimously carried to APPROVE the renewal policy quote from CID Insurance Programs dated 06/19/14 for Master Fidelity Coverage with a policy limit of \$700,000.00 and a deductible of \$2,500.00 for a total annual policy premium of \$994.00 to be paid from Operating G/L #8412 (Fidelity Coverage).

Wood Fence Repair Update ~ Adjacent to Navarre & The Auto Spa

Board President, Jim Somers advised the Board that the owners of The Auto Spa have agreed to repair the wood fence and will not replace it with a new wood fence or a concrete wall at this time.

Three Phase Electric Proposal - Light Level Reduction for Newly Installed Bollards

A motion was made, seconded and unanimously carried to TABLE the proposal from Three Phase Electric to replace the light bulbs of the newly installed bollards with a lower wattage bulb, from 18 LED to 11W LED to lower illumination levels for \$342.00 until the community light posts and fixtures have been replaced.

Approved Front Door Hardware Styles

A motion was made, seconded and unanimously carried to APPROVE the addition of front door hardware styles, as part of the Architectural Guidelines, to include the following:

- Thumb Operated Door Knobs
- Electronic Locks
- Door Levers
- Door Knobs

Approved Front Door Hardware Colors

A motion was made, seconded and unanimously carried to APPROVE the addition of the following front hardware colors, as part of the Architectural Guidelines, to include the following

- Oil Rubbed Bronze
- Satin Nickel
- Black Satin
- Antique Brass
- Aged Pewter

Approved Screen Door Colors

A motion was made, seconded and unanimously carried to APPROVE the addition of the following front hardware colors, as part of the Architectural Guidelines, to include the following:

- Dark Brown
- Black
- Bronze
- Almond (No White)

Additional Pool Umbrellas & Small Tables

A motion was made, seconded and unanimously carried to APPROVE the purchase of additional umbrellas with stands and small tables by Jill Cooper as the cost was within the original approved pool furniture budget of \$5,500.00. Furthermore, the Board APPROVED reimbursement to Jill Cooper for additional pool umbrellas and side tables upon receiving reimbursement request and receipts.

Front Door Exterior Paint Color Scheme Approval

A motion was made, seconded and unanimously carried to APPROVE color DE-5845 Americana as the approved blue color for the entry door color scheme.

FHA Approval Update

Management informed the Board that the FHA Approval process has begun and completion within 30-45 days is anticipated.

CC&R Amendment Update

Beth Kojian updated the Board that the committee is working with Denise Iger of Hickey & Petchul with the CC&R amendments and anticipates completion by the first of 2015.

Bulletin Board Proposals (2)

The Board review two (2) bulletin board proposals, three (3) styles each proposal, for an enclosed, locking bulletin board for the exterior wall at the pool house. A motion was made, seconded and unanimously carried to APPROVE the proposal from McMaster-Carr for a 48" x 36" double door locking bulletin board for \$363.09 to be paid from Reserve GL #3300 (Contingency).

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §4930(d) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. **Delinquencies: Approval to Record Lien**

In accordance with California Civil Code §1367.1(c)(2): A motion was made, seconded and unanimously carried to APPROVE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as #O963-00097-1.

2. **Approval of Invoice ~ City of Irvine Facility Rental 2015**

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #49601 from City of Irvine dated 06/18/14 for rental fees for meeting room facility for eleven (11) board meetings in 2015 for \$2,152.50 to be paid from Operating GL #8499 (Misc. Administration).

3. **Reserve Funds Transfer ~ FDIC Limits**

A motion was made, seconded and unanimously carried to APPROVE transfer of funds from Reserve GL #1520 – Pacific Western Money Market to Reserve GL #1522 – Popular Bank Money Market for \$45,000.00. This was done primarily to reduce the uninsured (in excess of \$250,000) balance at Pacific Western Bank.

4. **Reserve Funds Transfer ~ FDIC Limits**

A motion was made, seconded and unanimously carried to APPROVE transfer of funds from Reserve GL #1520 – Pacific Western Money Market to Reserve GL #1525 – Morgan Stanley for \$120,000.00. This was done primarily to reduce the uninsured (in excess of \$250,000) balance at Pacific Western Bank.


Next Meeting

The next meeting of the Board of Directors is scheduled for August 28, 2014 at 6:15 p.m. Executive and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

Adjournment

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:



Appointed Secretary

8/28/14

Dated

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

AUGUST 28, 2014

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the pool on 08/21/14 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: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Barbara Trosper, Secretary
 Jill Ann Cooper, Member at Large

Directors Absent: None

Others Present: Rebecca Smith, CCAM[®], Optimum Professional Property Management, Inc. (ACMF[®])
 See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 08/28/14 from 6:16 p.m. to 7:02 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report dated 08/28/14, authorization to proceed with notice of default
- Hearings (1): Illegal Parking
- Legal: Unauthorized Interior Modifications
- Minutes: Executive Session 07/24/14

Call to Order

President and Presiding Chair, Jim Somers, called the General Session of the Board of Directors to order following Executive Session at 7:08 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:

- Painting Schedule
- Painting Crew Concerns
- Garden Hose Rules Question
- Termite Treatment Schedule

Architectural Committee Report

Architectural Committee Chair, Barbara Trosper, provided verbal report that there are no pending applications.

Landscape Committee Report

Landscape Committee Chair, Jill Ann Dunn, provided verbal landscape report on the follow items:

- Grass Condition
- Water schedule
- Pine trees along tennis club parking lot

Community BBQ Recap

Community BBQ Chair, Barbara Trosper, recapped the community BBQ that took place on Saturday, August 23, 2014: attendance was 85 homeowners and guests. A special thank you was given to Ava Park and Barbara and John Trosper for planning the BBQ, selecting a theme, and coordinating the event. In addition, a special acknowledgement was given to the volunteers and vendors who contributed to the annual BBQ.

Guest Speaker ~ Lonie Washburn of Accord Construction Management

Lonie Washburn of Accord Construction Management was present to provide the membership with an update on the on-going renovation project and to answer homeowner questions.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the revised Minutes of the June 26, 2014 General Session of the Board of Directors as written

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the July 24, 2014 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 07/31/14 with a balance of; \$56,828.37 in Operating; \$266,753.69 in Pacific Western S/A , \$10,787.03 due from (to) operating, \$155,161.94 in Pacific Western Money Market, \$245,459.11 in Popular Banking Money Market, \$213,568.02 in Morgan Stanley and \$201,249.63 in Mutual of Omaha Money Market, for a total balance of \$1,092,979.42 (less loans) in Reserves, for a total balance of \$1,206,612.42 as presented, and a combined balance of \$1,154,265.18 subject to audit/review by a CPA at fiscal year-end.

Revised Rules & Regulations ~ Satellite Dish Policy

After having given 30 days' notice and consideration of comments made by the membership, a motion was made, seconded and unanimously carried to APPROVE the adoption of the Satellite Dish Policy previously mailed to the membership on 07/29/14 effective 08/28/14.

Revised Rules & Regulations ~ POD Storage Policy

After having given 30 days' notice and consideration of comments made by the membership, a motion was made, seconded and unanimously carried to APPROVE the adoption of the Portable on Demand (POD) Storage Policy previously mailed to the membership on 07/29/14 effective 08/28/14.

Review of Bylaw Restatement

The Board reviewed the Bylaw Restatement suggestions prepared by the Association's legal counsel, Denise Iger of Hickey & Petchul, LLP, dated 08/18/14. A motion was made, seconded and unanimously carried to APPROVE moving forward with the steps required to amend the current Bylaws.

Previously Tabled Grants Landscape Proposal~ Tree Removal and Replacement

A motion was made, seconded and unanimously carried to TABLE the proposal from Grants Landscape Services dated 05/22/14 to remove, stump and grind one (1) medium, one (1) large, and ten (10) extra-large Aleppo Pine and replace with twenty-eight (28) 15-gallon Italian Cypress, forty-five (45) 1-gallon Mexican Sage, ten (10) 1-gallon Day Lilies, and top with mulch at #100-#104 for \$10,305.00 until the September General Session in order for the landscape committee to review the revised proposed plant material choices.

Previously Tabled Grants Landscape Proposal ~ Remove Aleppo Pines at #9 Segura

A motion was made, seconded and unanimously carried to TABLE the proposal from Grants Landscape Services dated 06/12/14 to remove the Aleppo Pine across from #9 Segura and replace with a 24" box Canary Island tree with a root barrier for \$1,450.00 until the September General Session in order for the Landscape Committee to discuss additional tree choices with Grants.

Previously Tabled Grants Landscape Proposal ~ Remove Aleppo Pines at #10 Morena

A motion was made, seconded and unanimously carried to TABLE the proposal from Grants Landscape Services to remove the Aleppo Pine across from the garage at #10 Morena and replace with a 24" box Canary Island tree with a root barrier for \$1,350.00, until the September General Session in order for the Landscape Committee to discuss additional tree choices with Grants.

Grants Landscape Proposal ~ Remove and Grind (1) Eucalyptus tree across from #10 Morena

A motion was made, seconded and unanimously carried to TABLE the proposal from Grants Landscape Services to remove and grind the Eucalyptus tree across from #10 Morena dated 07/23/14 for \$650.00, until the September General Session in order for the Landscape Committee to discuss additional tree choices with Grants.

Grants Landscape Proposal ~ Replant Segura Planter Island

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape Services dated 08/06/14 to replant the planter island on Segura similar to the opposite planter on Navarre for \$775.00 to be paid from Operating GL# 7215 (Landscape Supplies/Extras).

Grants Landscape Proposal ~ Remove and Grind (1) Carrotwood tree next to #23 Navarre

A motion was made, seconded and unanimously carried to TABLE the proposal from Grants Landscape Services dated 08/06/14 to remove and grind one (1) Carrotwood tree next to #23 Navarre for \$525.00 until the September General Session in order for the Landscape Committee to obtain additional information.

Grants Landscape Proposal ~ Pool Area Enhancement

A motion was made, seconded and unanimously carried to TABLE the proposal from Grants Landscape Services dated 07/21/14 to install new plant material at the pool area for \$2,260.00 until the September General Session in order for the Landscape Committee to confirm the proposal with Grants.

Premier Building Proposal ~ Concrete Wall Replacement at 15 Navarre

A motion was made, seconded and unanimously carried to TABLE the proposal from Premier Building dated 08/15/14 to replace the damaged stucco wall in front of 15 Navarre for \$2,978.00 until the September General Session in order for Lonie Washburn to obtain additional proposals.

Front Door Painting & Color Selection Procedure

Management reported to the Board that the color selection notice had gone out to the membership and the final color selections will be forwarded to the painting contractor, Diversified Painting. No further action required.

FHA Approval Update

Management reported to the Board that all of the required documentation for the FHA approval process has been submitted and the Board should expect an answer regarding the approval within 2-3 weeks. No further action required.

CC&R Amendment Update

Beth Kojian updated the Board that the committee is working with Denise Iger of Hickey & Petchul with the CC&R amendments and anticipates completion by the beginning of 2015.

Pool Hours

The Board discussed the pool hours and determined that the current hours of 6:00 AM to 10:00 PM Sunday through Thursday and 6:00 AM to 11:00 PM Friday and Saturday will stay in effect. No further action required.

PCW Proposal: Interior Repair Due to Water Intrusion ~ 33 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from PCW dated 08/22/14 to repair the interior drywall in the closet due to water intrusion and inspection at 33 Navarre for \$620.00 with cost to be deducted from existing credit with PCW and not paid for from Association funds.

Next Meeting

The next meeting of the Board of Directors is scheduled for September 25, 2014 at 6:15 p.m. Executive and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

Adjournment

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 8:31 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

9-25-2014

Dated

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

SEPTEMBER 25, 2014

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the pool on 09/19/14 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 Copen Way, Irvine, California.

Roll Call

A quorum of the Board (Five Members per Bylaws) was established with the following Directors in attendance:

Directors Present: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Jill Ann Cooper, Member at Large

Directors Absent: Barbara Trosper, Secretary

Others Present: Rebecca Smith, CCAM[®], Optimum Professional Property Management, Inc. (ACMF[®])
 See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 09/25/14 from 6:16 p.m. to 6:42 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report dated 09/25/14, authorization to proceed with notice of default
- Legal: Unauthorized Interior Modifications, adhering items to the building
- Minutes: Executive Session 08/28/14

Call to Order General Session

President and Presiding Chair, Jim Somers, called the General Session of the Board of Directors to order following Executive Session at 7:05 p.m.

Guest Speaker: Lone Washburn, Accord Construction

Project Manager, Lonie Washburn was present to provide an update on the progress of the refurbishment project, painting schedule, and upcoming fumigation project.

- Painting: (4) buildings have been completed-Each building is taking approximately 1½ weeks to complete
- Painting: Door color selections have been submitted to painting contractor
- Wood Repair: Only (2) buildings are left

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:

- Painting Schedule
- Termite Treatment Schedule

Architectural Committee Report

Architectural Committee Chair, Barbara Trosper was not present to provide a verbal report, however Board President Jim Somers announced that the regulations for hanging items on the building structure after the refurbishment is being discussed.

Landscape Committee Report

Landscape Committee Chair, Jill Ann Dunn, provided verbal landscape report on the follow items:

- Grass Condition
- Pool Area Enhancement

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the August 28, 2014 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 08/31/14 with a balance of; \$52,574.74 in Operating; \$68,190.37 in Pacific Western S/A , \$7,484.04 due from (to) operating, \$184,072.96 in Pacific Western Money Market, \$245,556.45 in Popular Banking Money Market, \$213,569.76 in Morgan Stanley and \$201,351.10 in Mutual of Omaha Money Market, for a total balance of \$1,062,744.34 (less loans) in Reserves, for a total balance of \$1,206,612.42, unbilled Special Assessment reserve asset \$670,442.75, as presented, and a combined balance of \$1,735,449.16 subject to audit/review by a CPA at fiscal year-end.

Previously Tabled Grants Landscape Proposal~ Tree Removal and Replacement

A motion was made, seconded and unanimously carried to TABLE the previously tabled proposal from Grants Landscape Services dated 05/22/14 to remove, stump and grind one (1) medium, one (1) large, and ten (10) extra-large Aleppo Pine and replace with twenty-eight (28) 15-gallon Italian Cypress, forty-five (45) 1-gallon Mexican Sage, ten (10) 1-gallon Day Lilies, and top with mulch at #100 - #104 Navarre for \$10,305.00 until the October General Session in order for the landscape committee to review the revised proposed plant material choices.

Previously Tabled Grants Landscape Proposal ~ Remove Aleppo Pines at #9 Segura

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape Services dated 06/12/14 to remove the Aleppo Pine across from #9 Segura and replace with a 24" box Canary Island tree with a root barrier for \$1,450.00 (with a 10% multiple bid discount) to be paid from Reserves GL #3840 (Landscape Refurbishment).


Previously Tabled Grants Landscape Proposal ~ Remove Aleppo Pines at #10 Morena

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape Services to remove the Aleppo Pine across from the garage at #10 Morena and replace with a 24" box Canary Island tree with a root barrier for \$1,350.00 (with a 10% multiple bid discount) to be paid from Reserves GL #3840 (Landscape Refurbishment).

Grants Landscape Proposal ~ Remove and Grind (1) Eucalyptus tree across from #10 Morena

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape Services to remove and grind the Eucalyptus tree across from #10 Morena dated 07/23/14 for \$650.00 (with a 10% multiple bid discount) to be paid from Reserves GL #3840 (Landscape Refurbishment).

Grants Landscape Proposal ~ Remove and Grind (1) Carrotwood tree next to #23 Navarre

 A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape Services dated 08/06/14 to remove and grind one (1) Carrotwood tree next to #23 Navarre for \$595.00 (with a 10% multiple bid discount) to be paid from Reserves GL #3840 (Landscape Refurbishment).

Grants Landscape Proposal ~ Pool Area Enhancement

A motion was made, seconded and unanimously carried to TABLE the proposal from Grants Landscape Services dated 07/21/14 to install new plant material at the pool area for \$2,260.00 until the October General Session in order for the Landscape Committee to obtain a revised list of plant material.

Previously Tabled Grants Landscape Proposal ~ Plant Installation at 10-24 Morena

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 09/02/14 to install plant material on the berm area at 10-24 Morena for \$3,515.00 (with a 10% multiple bid discount) to be paid from Refurbishment Reserves GL #3840 (Landscape).

Concrete Wall Replacement Proposals ~ 15 Navarre

The Board reviewed (3) proposals to replace the damaged stucco wall in front of 15 Navarre. A motion was made, seconded and unanimously carried to APPROVE the proposal from CPR Construction dated 09/05/14 to replace the damaged stucco wall in front of 15 Navarre (repair option B) for \$1,834.00 to be paid from Reserves GL #3860 (Stucco/Light post/Wood).

Utility and Garage Man Door Replacement Proposals

The Board reviewed (3) proposals to replace ten (10) water heater doors and three (3) garage man doors throughout the community. A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing and Building dated 09/12/14 to replace ten (10) water heater doors and three (3) garage man doors for \$3,250.00 to be paid from Reserves GL #3860 (Stucco/Light Post/Wood).

Three Phase Lighting Proposal - Light Pole Fixtures

A motion was made, seconded and unanimously carried to APPROVE the proposal from Three Phase Lighting to clean and retrofit the common area light pole fixtures for \$45.00 each to be paid from Reserves GL #3860 (Stucco/Light post/Wood).

Concrete Hazard Solutions Proposal - Concrete Repair 36 Navarre

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the proposal from Concrete Hazard Solutions dated 09/18/14 to repair the sloping concrete steps at 36 Navarre for \$900.00, as it was determined by Lonie Washburn, the Association's project manager, that the steps are not a safety issue and are in the same condition as the other concrete steps in the community.

Street Sign Proposals

The Board reviewed (3) three proposals for replacement of street signs. A motion was made, seconded and unanimously carried to APPROVE the proposal from Safety Signs Inc., for five (5) 24"x 6" flat blade, double sided reflective street signs for \$29.90 each plus shipping to be paid from Operating GL #7614 (Common Area Repairs).

Budget, Reserve Study and Reserve Funding Plan Fiscal Year 01/01/15 to 12/31/15

The Board reviewed proposed budget #1 prepared 08/25/14 for fiscal year 01/01/15 to 12/31/15 with an increase in assessments of \$12.30 (2.9%) from \$420.00 to \$432.30 per unit per month and monthly funding to reserves of \$30,500.00 per the onsite reserve study by Association Reserves Orange County, LLC dated 07/17/14 with reserves funded at 182% at beginning of new fiscal year and 155.6% in five (5) years. A motion was made, seconded and unanimously carried to APPROVE a budget revised by the Board for fiscal year 01/01/15 to 12/31/15 with a decrease in assessments of \$25.00 from \$420.00 to \$395.00 per unit per month and monthly funding to reserves of \$23,602.57, which is less than the amount recommended of \$30,500.00 in the onsite reserve study by Association Reserves Orange County, LLC dated 07/17/14.

NOTE: The Board of Directors is NOT currently considering a Special Assessment and/or obtaining a Bank Loan for fiscal year 01/01/15 to 12/31/15 to repair any major common area components or to fund the reserves.

Furthermore, the Board APPROVED the onsite reserve study by Association Reserves Orange County, LLC REVISED 07/27/14 for fiscal year 2015 with monthly recommended funding to reserves of \$23,602.57 with reserves funded at 182% in 2015 and projected funding at 134.2% in five (5) years.

Furthermore, the Board ADOPTED the Reserve Funding Plan by Association Reserves Orange County, LLC for fiscal year 2015 with reserve funded 134.2% in five (5) years based on the approved reserve funding amount of \$23,602.57 per month.

FHA Approval Update

Management reported that the FHA Certification for The Villas Community Association has been approved. FHA CONDO ID: #S005208 approved on 09/11/14 and expiring 09/11/16. No action required.

Painting of the Wood Fence Adjacent to the Auto Spa

Board President, Jim Somers, reported that the owners of the Auto Spa have agreed to paint the newly repaired wood fence (date to be determined) located between the back side of Navarre and the Auto Spa. No action required.

2014 Roof Maintenance Proposal

The Board requested Management obtain a proposal for 2014 annual roof maintenance from the Association's roofing contractor Premier Roofing.

Reimbursement Request ~ Barbara Trospen

A motion was made, seconded and unanimously carried to APPROVE the request for reimbursement from Board Member, Barbara Trospen, to print the flyers for the community BBQ in the amount of \$50.33 to be paid from Operating GL #7790 (Contingency).

IRWD Toilet Replacement Program Update

Management reported to the Board that the low water toilets and faucets offered through IRWD exchange program have been approved for replacement at the pool area restrooms and will be installed no later than 10/31/14. No action required.

Stop Sign Installation Update

Management reported to the Board that the requested stop sign installation at the exit of the Racquet Club is still under review with the City of Irvine. Contact Hernan Santos will be reporting back to Management the Association's options to pursue installation of the stop sign. Management will continue to update the Board on the progress.

34 Morena ~ Wood Replacement Proposals

The Board requested Management obtain proposals for additional wood replacement not included in the refurbishment wood replacement project.

Pool Sign Approval

A motion was made, seconded and unanimously carried to APPROVE the revised pool sign design from Absolute Signs in accordance with the requested changes from Management and the Board of Directors.


Next Meeting

The next meeting of the Board of Directors is scheduled for Thursday, October 23, 2014 at 6:15 p.m. Executive and 7:00 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 8:51 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

12-4-14

Dated

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

OCTOBER 23, 2014

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the pool on 10/18/14 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: James B. Somers, President
 Elizabeth Kojian, Treasurer
 Jill Ann Cooper, Member at Large

Directors Absent: Cathy Lewis, Vice President
 Barbara Trosper, Secretary

Others Present: Rebecca Smith, CCAM®, Optimum Professional Property Management, Inc. (ACMF®)
 See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 10/23/14 from 6:17 p.m. to 7:02 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report dated 10/23/14, request to waive fees
- Legal: Unauthorized Interior Modifications
- Minutes: Executive Session 09/25/14

Call to Order General Session

President and Presiding Chair, Jim Somers, called the General Session of the Board of Directors to order following Executive Session at 7:05 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:

- New homeowner of 62 Navarre introduced himself and reported ants
- Termite Treatment Schedule
- Gas meter and utility box painting

Architectural Committee Report

Architectural Committee Chair, Barbara Trosper was not present to provide a verbal report, however Management reported there are no current applications for review

Landscape Committee Report

Landscape Committee Chair, Jill Ann Cooper, provided verbal landscape report on the follow items:

- Update on pool area renovation
- Working on a Villas approved plant list
- Pool Area Enhancement
- Plant material preparation for fumigation will be discussed at Town Hall
- Winter Rye Grass will not be seeded this year due to the reconstruction project

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to TABLE the Minutes of the September 25, 2014 until the December General Session pending corrections

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 09/30/14 with a balance of; \$63,509.80 in Operating; \$60,639.40 in Pacific Western S/A , \$7,461.18 due from (to) operating, \$211,720.22 in Pacific Western Money Market, \$245,663.90 in Popular Banking Money Market, \$213,571.67 in Morgan Stanley and \$201,351.10 in Mutual of Omaha Money Market, for a total balance of \$1,082,856.57 (less loans) in Reserves, for a total balance of \$1,206,612.42, unbilled Special Assessment reserve asset \$652,642.46, as presented, and a combined balance of \$1,757,940.23 subject to audit/review by a CPA at fiscal year-end.

Previously Tabled Grants Landscape Proposal~ Tree Removal and Replacement

A motion was made, seconded and unanimously carried to APPROVE the previously tabled proposal from Grants Landscape Services dated 10/09/14 to remove, stump and grind one (1) medium, one (1) large, and ten (10) extra-large Aleppo Pine and replace with twenty-eight (28) 15-gallon Italian Cypress, forty-five (45) 1-gallon Mexican Sage, ten (10) 1-gallon Day Lilies, and top with mulch at #100 - #104 Navarre for \$10,434.00, to be funded from Refurbishment Reserve GL# 3840 (Landscape).

Previously Tabled Grants Landscape Proposal ~ Pool Area Enhancement

A motion was made, seconded and unanimously carried to APPROVE the previously tabled proposal from Grants Landscape Services dated 10/09/14 to install new plant material at the pool area, items #1 - #15 at a cost not to exceed \$7,155.00, to be funded from to be paid from Refurbishment Reserve GL# 3840 (Landscape).

Grants Landscape Proposal ~ Winter Flower Installation Proposal

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape dated 09/17/14 to install winter flowers at the entrance planter for \$580.00, to be funded from Operating GL #7215.

Grants Landscape Proposal ~ Scalp Grass and Seed with Winter Rye

A motion was made, seconded and unanimously carried to DENY the proposal from Grants Landscape dated 09/17/14 to Scalp Grass and Seed with Winter Rye for \$1,500.00 due to the on-going renovation project and termite fumigation project scheduled for January, which will cause damage to the landscape.

Three Phase Lighting Proposal - Light Pole Fixtures

A motion was made, seconded and unanimously carried to TABLE the proposal from Three Phase Lighting to clean and retrofit all of the common area lighting (with the exception of the 23 light posts that was approved in September for \$1,037.00 light pole fixtures for \$45.00 each) until the December General Session in order to obtain two (2) additional proposals.

Workers' Compensation Insurance Renewal Quote & Proposal

The Board reviewed the renewal policy quote from CID Insurance for workers' compensation insurance coverage renewing 12/2/14. A motion was made, seconded and unanimously carried to APPROVE the renewal quote from Berg Insurance dated 10/01/10 with a policy limit of \$1 million for a total annual premium of \$525.00 subject to rate changes to be paid from Operating.

Audit/Tax Return Proposals FYE 12/31/14

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 Inouye, Shively, Longin & Klatt, CPA dated 07/24/14 to conduct an audit of the Association's financial records and prepare tax returns for fiscal year ending 12/31/2014 for \$900.00.

Roof Maintenance Proposals (1)

The Board reviewed two (1) roof maintenance proposals from Premier roofing dated 10/15/14 for the Annual Roof Maintenance. A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing for roof maintenance of 24 building and the pool house for \$7,900.00, to be funded from Operating GL #7655 (Roof Repairs). Furthermore, a motion was made, seconded and unanimously carried to APPROVE payment of the invoice from Premier Roofing for \$7,900.00, to be paid from Operating GL #7655 (Roof Repairs) when received.

Diversified Painting Proposal ~ Painting of the Gas Meter & Irrigation Boxes

The Board reviewed the painting proposal from Diversified Painting to paint the gas meters and irrigation boxes throughout the community. A motion was made, seconded and unanimously carried to TABLE the proposal from Diversified Painting Dated 10/17/14 for \$2,200.00 until the July 2015 General Session as The Gas Company has advised the meters will be replaced.

Homeowner Request ~ 40 Navarre (Park-Newland)

The Board reviewed the 2nd request (previously submitted to the Board in June 2014) to repair the corroding wrought iron patio fence gate that is homeowner responsibility however the homeowner claims the damage is caused by the Associations irrigation. A motion was made, seconded and carried to APPROVE obtaining proposals to repair the corroded gate.

For: Somers, Kojian

Against: Cooper

Pool Safety Equipment Assessment

The Board reviewed the assessment of the pool safety equipment from Aquatrends stating all of the required equipment is present and in good working condition. No further action was required.

IRWD Toilet Replacement Program Update

Management reported to the Board that the low water toilets and faucets offered through IRWD exchange program have been approved for replacement at the pool area restrooms and will be installed no later than 10/31/14. No action required.

Stop Sign Installation Update

Management reported to the Board that the requested stop sign installation at the exit of the Racquet Club is still under review with the City of Irvine. Contact Hernan Santos will be reporting back to Management the Association's options to pursue installation of the stop sign. Management will continue to update the Board on the progress.

Inspectors of Election ~ Annual Meeting

A motion was made, seconded and unanimously carried to APPROVE the appointment of Mary Ann Somers, to certify the results of the vote count in accordance with the adopted Election Rules for the Annual Meeting to be held on January 22, 2015 at 7:15 p.m. with registration at 7:30 p.m., at Rancho Senior Center. Furthermore, Optimum Professional Property Management, Inc. is authorized to receive the ballots and will turn them over to the Inspectors of Election prior to the meeting.

Next Meeting

The next meeting of the Board of Directors is scheduled for Thursday, December 5, 2014 at 6:15 p.m. Executive and 7:00 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 8:20 p.m.

SECRETARY'S CERTIFICATE

I, [REDACTED], 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:

[REDACTED]
Appointed Secretary

12-4-14
Dated

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

DECEMBER 4, 2014

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 11/26/14 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: James B. Somers, President
 Cathy Lewis, Vice President
 Elizabeth Kojian, Treasurer
 Jill Ann Cooper, Member at Large

Directors Absent: Barbara Trospen, Secretary

Others Present: Rebecca Smith, CCAM[®], Optimum Professional Property Management, Inc. (ACMF[®])
 See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with State Statute, notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 12/04/14 from 6:17 p.m. to 7:02 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report dated 12/04/14
- Contracts: Rodent Pest Technologies
- Legal: CC&R Amendment Review
- Minutes: Executive Session 10/23/14
- CC&R/By-Law Amendment Review

Call to Order General Session

President and Presiding Chair, Jim Somers, called the General Session of the Board of Directors to order following Executive Session at 7:05 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:

- Termite Treatment Schedule
- Hotel Group Rate Recommendations
- Report of light out at 39 Morena
- Water intrusion stain at 18 Morena
- Large Item pick up request

Architectural Committee Report

Architectural Committee Chair, Barbara Trospen was not present to provide a verbal report, however Management reported there are no current applications for review

Landscape Committee Report

Landscape Committee Chair, Jill Ann Cooper, provided verbal landscape report on the follow items:

- Plant Material Instruction during fumigation Project
- Pool Area Enhancement update
- Plant material preparation for fumigation will be discussed at Town Hall

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the revised Minutes of the September 25, 2014 General Session of the Board of Directors as written.

A motion was made, seconded and carried to APPROVE the Minutes of the October 23, 2014 General Session of the Board of Directors as written.

ABSTAIN: Lewis

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 10/31/14 with a balance of; \$101,773.70 in Operating; \$22,005.52 in Pacific Western S/A, \$737,026.38 due from (to) operating, \$211,720.22 in Pacific Western Money Market, \$245,768.03, in Popular Banking Money Market, \$213,573.53 in Morgan Stanley and \$201,418.41 in Mutual of Omaha Money Market, for a total balance of \$1,073,107.50 (less loans) in Reserves, for a total balance of \$1,073,107.50, unbilled Special Assessment reserve asset \$651,029.04, as presented, and a combined balance of \$1,706,621.20 subject to audit/review by a CPA at fiscal year-end.

Previously Tabled Three Phase Lighting Proposal - Light Pole Fixtures

A motion was made, seconded and unanimously carried to TABLE the proposal from Three Phase Lighting to clean and retrofit all of the common area lighting (with the exception of the 23 light posts that was approved in September for \$1,037.00 light pole fixtures for \$45.00 each) until the January General Session in order to obtain additional information and one more proposal.

Three Phase Lighting Proposal – Monthly Maintenance Lighting Proposal

The Board reviewed the proposal for increase in monthly maintenance service from (1) one time per month to (2) two times per month. A motion was made, seconded and unanimously carried to APPROVE the proposal from Three Phase Lighting for increase in monthly maintenance service to (2) two times per month for \$230.00 to be paid from Operating GL #7540 (Lighting Contract).

Spa Jet Assessment

The Board reviewed the correspondence from Lonie Washburn, construction project manager and Aquatrends, the association's pool vendor stating that it is the opinion of the experts that the spa jets are working properly as there is no obstruction of the water flow due to the newly refinished plaster of the spa jets. A motion was made, seconded and unanimously carried to DENY any further assessment or repair of the spa jets due to the results of the professional assessment.

Garage Trim Damage Repair Proposal ~ 33 Navarre

The Board reviewed (3) three proposals to repair the damaged garage trim damage located at 33 Navarre. A motion of made, seconded and unanimously carried to APPROVE the proposal from CPR Construction dated 11/20/14 to repair the wood trim garage door at 33 Navarre at a cost not to exceed \$1,310.00 to be paid from Operating GL #7614 (Common Area Repairs).

Reimbursement Request ~ Barbara Trospen

A motion was made, seconded and unanimously carried to approve the reimbursement request from Barbara Trospen for newsletter printing for \$8.42 to be paid from Operating GL #8450 (Printing/Copies).

IRWD Toilet Replacement Program Update

Management reported to the Board that the low water toilets and faucets offered through IRWD exchange program have been approved for replacement at the pool area restrooms and will to be installed no later than the January 1, 2015 which is an extended installation date from the original date of 10/31/14. No action required.

Stop Sign Installation Update

Management reported to the Board that the requested stop sign installation at the exit of the Racquet Club is still under review with the City of Irvine. Contact Hernan Santos will be reporting back to Management the Association's options to pursue installation of the stop sign. Management will continue to update the Board on the progress.

Inspectors of Election ~ Annual Meeting

A motion was made, seconded and unanimously carried to APPROVE the appointment of two (2) additional Inspectors of Election, Annette Richie and Denise Van Horn to certify the results of the vote count in accordance with the adopted Election Rules for the Annual Meeting to be held on January 22, 2015 at 7:15 p.m. with registration at 7:30 p.m., at Rancho Senior Center. Furthermore, Optimum Professional Property Management, Inc. is authorized to receive the ballots and will turn them over to the Inspectors of Election prior to the meeting.

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §1363.05(4) states that the board of directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (f).

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. Furthermore, the Board advised the membership present that the following items required immediate action:

1. Grant's Landscape – Holiday Bonus

A motion was made, seconded and unanimously carried to APPROVE a holiday bonus to be given to the onsite landscape worker, Jesus Castaneda, employed by Grant's Landscape in the amount of \$150.00 to be paid from Operating GL #7790 (Contingency).

Next Meeting

The next meeting of the Board of Directors and Annual Meeting is scheduled for Thursday, January 22, 2015 at 6:15 p.m. Executive Session and 7:00 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 to Executive Session at 8:10 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

January 22, 2015

THE VILLAS COMMUNITY ASSOCIATION

Managed by Optimum Professional Property Management, Inc. (ACMF)

ACCREDITED COMMUNITY MANAGEMENT FIRM

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NOTICE OF ANNUAL ELECTION RESULTS

DATE: January 23, 2014

TO: All Members of The Villas Community Association

FROM: Your Board of Directors

SUBJECT: Annual Election Results

In accordance with California Civil Code §5120 (b), *“Within fifteen (15) days of the election, the board shall give general notice pursuant to Section 4045 of the tabulated results of the election.”*

The Annual Membership Meeting and Election of The Villas Community Association was held on January 23, 2014.

The appointed Inspectors of Election tabulated the votes and certified the results of the Election. There were three (3) seats up for election on the Board of Directors. The following incumbent candidates listed in alphabetical order were nominated and two (2) members were elected for a two (2) year term and one (1) member for a one (1) year term:

<u>Name (Alpha Order)</u>	<u>Tabulated Votes</u>	<u>Term Expires</u>
Elizabeth Kojian	81	2016
Cathy Lewis	62	2015
Barbara Trosper	79	2016

If you have any questions regarding the Annual Membership Meeting & Election, please contact our Community Association Manager with Optimum Property Management, Inc. at (714) 508-9070.

Thank you for your participation in this year's Annual Membership Meeting & Election.