

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

JANUARY 22, 2015

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 01/15/15 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 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 Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 01/22/15 from 6:22 p.m. to 6:55 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report dated 01/22/15, board awareness: payment in full
- Legal: Unapproved interior modifications, spa heat attorney request letter
- Minutes: Executive Session 12/04/14, Special Executive Session Minutes

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 7:03 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:

- Termite Treatment Schedule
- Spa Heat
- Compliments to the landscape committee
- 19 Segura Plumbing Repair
- Extra Dumpsters during termite fumigation project

Architectural Committee Report

Architectural Committee 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
- Final placement tree/plant material along back wall on Navarre

Refurbishment Project Update

- Paint Schedule
- Termite Fumigation update

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the revised Minutes of the December 4, 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 11/30/14 with a balance of; \$72,379.72 in Operating; \$33,936.36 in Sunwest Bank MMA, \$55,313.52 in Pacific Western S/A, \$55,313.52 due from (to) operating, \$292,914.43 in Pacific Western Money Market, \$269,232.28, in Popular Banking Money Market, \$213,575.15 in Morgan Stanley and \$201,451.52 in Mutual of Omaha Money Market, for a total balance of \$1,040,678.19 (less loans) in Reserves, for a total balance of \$1,019,370.96, unbilled Special Assessment reserve asset \$614,235.53, as presented, and a combined balance of \$1,712,209.67 subject to audit/review by a CPA at fiscal year-end.

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 12/31/14 with a balance of; \$80,783.28 in Operating; \$33,938.06 in Sunwest Bank MMA, \$52,791.74 in Pacific Western S/A, \$36,749.14 due from (to) operating, \$292,914.43 in Pacific Western Money Market, \$245,973.07, in Popular Banking Money Market, \$213,575.15 in Morgan Stanley and \$201,485.74 in Mutual of Omaha Money Market, for a total balance of \$1,040,678.19 (less loans) in Reserves, for a total balance of \$1,073,107.50, unbilled Special Assessment reserve asset \$587,848.91, as presented, and a combined balance of \$1,682,036.27 subject to audit/review by a CPA at fiscal year-end.

Reimbursement Request ~ Jill Cooper

A motion was made, seconded and unanimously carried to approve the reimbursement request from Jill Cooper for landscape supply reimbursement for \$1,330.00 to be paid from Operating GL #7225 (Landscape Replacement) and \$110.62 for holiday decorations to be paid from Operating GL #7790 (Contingency).

South County Plumbing Invoice ~ Slab Leak Repair at 1 Segura

A motion was made, seconded and carried to APPROVE payment of invoice #3998 from South County Plumbing dated 12/15/14 to repair the slab leak at 1 Segura for \$1,890.00 to be paid from Operating GL #7620 (Plumbing Repairs).

ABSTAIN: Lewis

24 Hour Restoration ~ Water Intrusion Repair at 1 Segura

A motion was made, seconded and carried to APPROVE payment of invoice #15607 from 24 Hour Restoration dated 12/29/14 to repair water intrusion from a slab leak at 1 Segura for \$2,031.17 to be paid from Operating GL #7620 (Plumbing Repairs).

ABSTAIN: Lewis

Grants Landscape Proposal ~ Plant Material Installation

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape to install new plant material at the four corners located on Morena dated 12/16/14 for \$1,890.00 to be paid from Special Assessment Reserve GL #3840 (Landscape Replacement).

Premier Roofing Proposal ~ Window Seal Repair #9 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing to repair window seal at 9 Navarre dated 12/16/14 for \$475.00 to be paid from Operating GL #7614 (Common Area Repairs).

Premier Roofing Proposal ~ Repair of Electrical Room Door between 1&7 Segura

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 12/05/14 to repair the electrical room door located between 1 and 7 Segura for \$475.00 to be paid from Operating GL #7614 (Common Area Repairs).

Plumbing Repair Proposal ~19 Segura

The Board reviewed three (3) proposals to repair the main line located in front of 19 Segura. A motion was made, seconded and unanimously carried to APPROVE the proposal from Drill Sub dated 01/06/15 to repair the main line located in front of 19 Segura for \$7,500.00 to be paid from Operating GL #7620 (Plumbing Repairs).

Previously Tabled 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 (76) existing column fixtures and (129) existing wall mounted fixtures for \$60.00 per unit for a total cost of \$12,300.00, to be funded from Refurbishment Reserve GL# 3860.

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.

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. Items were to be replaced no later than the January 1, 2015 which is an extended installation date from the original date of 10/31/14. Management to follow up as to when the change out will take place.. No action required.

Spa Jet Assessment

The Board discussed the appropriate temperature setting for the community Jacuzzi to accommodate comfort, maintenance costs and equipment longevity. A motion was made, seconded and unanimously carried to APPROVE the spa heat setting to remain at 102 -103 degrees.

CC&R and By-Law Restatement

The Board reviewed the recommended changes as presented by Denise Iger of Hickey & Petchul for the updates to the By-Laws and the CC&R's. A motion was made, seconded and unanimously carried to approve the changes with changes and to proceed with final draft will be provided to management for 30-day comment period mailing to the membership.

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 09/12/07, 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.

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. Reimbursement Request ~ Beth Kojian

A motion was made, seconded and unanimously carried to APPROVE the reimbursement request for Board Member, Beth Kojian, for printing and copying for newsletter and meeting notices for \$52.70 to be paid from Operating GL#8450.

Next Meeting

The next meeting of the Board of Directors and Annual Meeting is scheduled for Thursday, February 26, 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 at 7:50 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

2-26-2015
Dated

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

FEBRUARY 26, 2015

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 02/20/15 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, President
Jim Weaver, Vice President
Elizabeth Kojian, Treasurer
Dan Wells, Secretary
Jill Ann Cooper, Member at Large

Directors Absent: None

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

Executive Session Disclosure §4935(a)

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 02/26/15 from 6:19 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report dated 02/26/15 and Owner request to waive collection fee
- Legal: Unapproved interior modifications, Garage door painting and Bylaws and CC&Rs Amendment
- Minutes: Executive Session 01/22/15

Call to Order General Session

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.

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:

- Announcement of Architectural Committee member resignation
- Compliments to the Landscape Committee

Architectural Committee Report

Architectural Committee provided a verbal report that there are no current applications for review. Additionally, the Board announced that Jim Weaver has been appointed as the Chair of the Architectural Committee.

Landscape Committee Report

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

- Plant material during fumigation project update
- Enhancement of the four (4) corners on Morena
- Front entrance planter enhancement

Refurbishment Project Update

- Paint schedule
- Termite fumigation update
- Asphalt repair and slurry seal update

Secretary's Report / Minutes

A motion was made, seconded and carried to APPROVE the Minutes of the January 22, 2015 General Session of the Board of Directors as written.

ABSTAIN: Weaver, Wells

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the January 22, 2015 Organizational Meeting of the Board of Directors as written.

The Board reviewed the Minutes of the January 22, 2015 Annual Membership Meeting & Election which will be presented to the Membership for approval at the next Membership Meeting. No corrections were needed.

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 01/31/15 with a balance of \$56,367.73 in Operating; \$33,939.60 in Sunwest Bank MMA, \$55,313.52 in Pacific Western S/A, \$8,007.00 due from (to) operating, \$316,542.45 in Pacific Western Money Market, \$246,073.98 in Popular Banking Money Market, \$213,578.98 in Morgan Stanley and \$201,519.96 in Mutual of Omaha Money Market, for a total balance of \$1,091,959.53 (less loans) in Reserves, for a total balance of \$1,091,959.53, unbilled Special Assessment reserve asset \$580,142.26, as presented, and a combined balance of \$1,671,718.47 subject to audit/review by a CPA at fiscal year-end.

OC Patrol Invoice ~ Guard Service for Termite Fumigation Project

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #1208 from OC Patrol dated 02/01/15 for 24/7 guard service for three (3) phases of the community-wide fumigation project to be paid from Refurbishment Reserve GL #3890 (Legal/Loan/Other).

Premier Roofing & Building Invoice ~ Water Heater and Man Garage Door Replacement

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #1087 from Premier Roofing & Building dated 01/09/15 to replace the water heater and garage man doors throughout the community for \$3,250.00 to be paid from Refurbishment Reserve GL #3860 (Wood/Lighting/Wood).

Grants Landscape Proposal ~ Flag Irrigation and Lawn Over Seed

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape dated 01/31/15 to flag irrigation and over seed the lawn with Blue Fescue Medallion grass seed for \$600.00 to be paid from Operating GL #7215 (Landscape Replacement).

Premier Roofing Proposal ~ Water Heater Door Replacement at 18 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 01/31/15 to replace the water heater door at 18 Navarre for \$525.00 to be paid from Refurbishment Reserve GL #3860 (Wood/Lighting/Wood).

Homeowner Request ~ Replacement of Atrium Door at 92 Navarre

The Board reviewed the request from the homeowner of 92 Navarre dated 01/22/15 to replace the atrium door next to the patio/kitchen. A motion was made, seconded and unanimously carried to APPROVE the replacement of the door frame molding and one wooden panel that is deteriorated only, cost to be provided by Premier Roofing & Building, to be paid from Refurbishment Reserve GL #3860 (Wood/Lighting/Wood).

Resident Request ~ Install Lighting in the Pod Area of 10-32 Segura

The Board reviewed the request from the resident of 26 Segura to install additional lighting in the pod area between 10-32 Segura. A motion was made, seconded and unanimously carried to DENY the request as it was determined that all of the lighting throughout the community is consistent, in fact that particular area has more lighting coming from the golf course.

Proposed Water Intrusion Policy

The Board reviewed a "sample" Water Intrusion Policy presented by Management as it is Management's recommendation that the Board adopt such policy to be prepared by the Association's legal counsel. A motion was made, seconded and unanimously carried to TABLE the Water Intrusion Policy until the March General Session for further review.

Resolution to Record Lien ~ Account# O963-00125-1

The Board reviewed the request for approval to record a lien for Account #O963-00125-1. A motion was made, seconded and unanimously carried to DENY recording a lien since the account is now current.

Proposal from Premier Roofing & Building ~ Atrium Door Replacement at 10 Segura

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing & Building dated 02/26/15 to replace the atrium door at 10 Segura for \$935.00 to be paid from Refurbishment Reserve GL# 3860.

Stop Sign Installation Update

Management reported that the requested stop sign installation at the exit of the Racquet Club is still under review with the City of Irvine. 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.

IRWD Toilet Replacement Program Update

Management reported that the low water toilets and faucets offered through IRWD exchange program have been approved for replacement at the pool area restrooms. Items were to be replaced no later than the January 1, 2015 which is an extended installation date from the original date of 10/31/14. Management to follow up as to when the change out will take place.

CC&R and By-Law Restatement

The Board reviewed the recommended changes as presented by Denise Iger of Hickey & Petchul for the updates to the Bylaws and the CC&Rs. A motion was made, seconded and unanimously carried to APPROVE the changes and proceed with final draft which will be provided to Management for 30-day comment period mailing to the membership by the middle of April.

Appointment of the Architectural Committee

In accordance with Article V. Section I the Association's CC&Rs, there shall be no less than (3) and no more than (5) members of the Architectural Committee. A motion was made, seconded and unanimously carried to APPROVE appointment of the Board of Directors as the Architectural Committee to include Cathy Lewis, Beth Kojian, Jill Cooper, Dan Wells and Jim Weaver as Chair. Furthermore, Architectural Applications will be sent to Jim Weaver who will then schedule a meeting with the Architectural Committee to review the application and return to management for processing.

Appointment of Board Liaison

A motion was made, seconded and unanimously carried to TABLE the appointment of the Board Liaison until the March General session pending further review.

Annual Membership Meeting & Election Tabulated Results

The tabulated results of the Annual Membership Meeting & Election held on January 22, 2015 to elect two (2) directors for a two (2) year term expiring 2017, as Certified by the Inspector(s) of Election are as follows:

Debra Redmond	02 Votes	
Dick Seaholm	02 Votes	
James Weaver	72 Votes	ELECTED – 2 Year Term Expires 2017
Daniel Wells	72 Votes	ELECTED – 2 Year Term Expires 2017

ITEMS NEEDING IMMEDIATE ACTION

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

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

1. Cracked Window Replacement ~ 21 Morena

A motion was made, seconded and unanimously carried to APPROVE the replacement of the cracked window at 21 Morena that occurred during the refurbishment project at a cost not to exceed \$250.00 to be paid from Operating GL# 7614 (Common Area).

Next Meeting

The next meeting of the Board of Directors is scheduled for Thursday, March 26, 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 at 8:12 p.m.

SECRETARY'S CERTIFICATE

I, Daniel Wells, 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

March 26, 2015
Dated

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

MARCH 26, 2015

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 03/22/15 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, President
Elizabeth Kojian, Treasurer
Dan Wells, Secretary
Jill Ann Cooper, Member at Large

Directors Absent: Jim Weaver, Vice President

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

Executive Session Disclosure §4935(a)

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 03/26/15 from 6:17 p.m. to 7:05 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report dated 02/28/15
- Minutes: Executive Session 02/26/15

Call to Order General Session

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 7:10 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:

- Lawn Furniture
- Janitorial Services
- Slurry Seal

Architectural Committee Report

Architectural Committee provided a verbal report that there are no current applications for review.

Landscape Committee Report

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

- Trees will be trimmed in April
- Overseeding will be performed when the water is increased
- Committee will provide an update on the approved plant palette at the April Board Meeting

Refurbishment Project Update

- Asphalt repair and slurry seal update

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the February 26, 2015 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 02/28/15 with a balance of \$69,339.09 in Operating; \$37,497.04 in Sunwest Bank MMA, \$495,256.12 in Pacific Western S/A, \$25,216.75 due from (to) operating, \$340,169.93 in Pacific Western Money Market, \$246,168.19 in Popular Banking Money Market, \$213,580.65 in Morgan Stanley and \$201,550.88 in Mutual of Omaha Money Market, for a total balance of \$1,500,829.86 (less loans) in Reserves, unbilled Special Assessment reserve asset \$556,303.46, as presented, and a combined balance of \$1,570,477.04 subject to audit/review by a CPA at fiscal year-end.

Revised Grants Landscape Services Proposal ~ Landscape Enhancement/Restore Landscape throughout the Community

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 03/03/15 to perform the landscape enhancements / restoration of landscape throughout the community, in the amount of \$3,357.00, to be paid from Reserves G/L #3840 (Refurbishment Landscape).

Grant's Landscape Services Proposal ~ Landscape Renovation in front of 39 Navarre

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Grant's Landscape dated 03/12/15 to convert two (2) sections of grass into a shrub bed in front of 39 Navarre, in the amount of \$675.00, to be paid from Reserves G/L #3840 (Refurbishment Landscape).

Grant's Landscape Services proposal ~ Landscape Replacement in Front of 34 and 36 Morena

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape Services dated 02/11/15 for landscape replacement in front of 34 and 36 Morena, in the amount of \$460.00, to be paid from Operating GL #7215 (Landscape Replacement).

Refurbishment Project Punch List and Outstanding Items

The Board discussed with management the punch list and the outstanding items from the refurbishment project. Management will be discussing with Jim Zimmerman and Premier Roofing for the outstanding items at 78 Navarre.

Storage Closet Policy

The Board discussed with management the number of storage closets within the community. A motion was made, seconded and unanimously carried to TABLE further discussion of the proposed Storage Closet Policy to the April General Session to allow management to send a copy of the proposed policy to Association's Legal Counsel, Dirk Petchul of Hickey Petchul, for review and recommendations.

Review of Current Lighting Contracts

Representatives of Three Phase Electric were present to discuss the Boards concerns with the lack of performance of the lighting maintenance. The Board requested that all lighting fixtures be cleaned at no expense to the community, all lights that are still burnt out to be replaced no later than April 2, 2015, there be two (2) inspections performed monthly, and there be resolution to all outstanding items.

Three Phase Proposal ~ Light Fixture Repair

A motion was made, seconded and unanimously carried to APPROVE the proposal from Three Phase Electric dated 03/19/15 to remove the one (1) pole top fixture, one (1) wall mounted fixture, and one (1) column fixture for assessment and repair quoting, at cost not to exceed \$400.00, to be paid from Reserves G/L #3860 (Refurbishment Stucco/Light Replacement/Wood).

Culvert Maintenance Responsibility

A motion was made, seconded and unanimously carried to TABLE the discussion regarding the culvert maintenance responsibility to the April General Session to allow management to communicate with the Racquet Club to again confirm the property lines and the survey that was performed.

Proposed Water Intrusion Policy

A motion was made, seconded and unanimously carried to TABLE the Water Intrusion Policy until the June General Session to allow legal counsel to review and draft a policy in accordance with the Association's governing documents.

Review of Homeowner Correspondence ~ Rules and Concerns

The Board reviewed the anonymous correspondence regarding parking on the streets rather than in garages. There was no action taken.

D&O Insurance Renewal

The Board discussed the D&O Insurance Renewal and management confirmed it was renewed with their current broker, Alante Insurance. There was no action required.

IRWD Toilet Replacement Program Update

Management reported that the low water-usage toilets and faucets offered through IRWD exchange program have been approved for replacement at the pool area restrooms. Items were to be replaced no later than the January 1, 2015 which is an extended installation date from the original date of 10/31/14. Management to follow up as to when the change out will take place.

CC&R and By-Law Restatement

A motion was made, seconded and unanimously carried to TABLE the discussion of the CC&R Amendment and By-Law Restatement to the April General Session to allow Beth Kojian to work with Jim Somers on the final draft.

Fire Extinguisher Service

A motion was made, seconded and unanimously carried to TABLE the discussion of the fire extinguisher service until the April Board Meeting pending receipt of additional proposals.

Approved Redaction of Signature on Approved Minutes for Posting

Management was requested to contact legal counsel to determine if the signatures on the signed Minutes can be redacted prior to posting on the Association website.

Street Sign Installation Update

Management advised the street signs were ordered and will be installed as soon as received.

Board Liaison

A motion was made, seconded and unanimously carried to APPROVE the appointment of Cathy Lewis, Board President, to act as the Board Liaison to Optimum Professional Property Management in accordance with the Management Agreement.

Approve New Homeowner Welcome Package

A motion was made, seconded and unanimously carried to TABLE the approval of the New Homeowner Welcome Package to the April Meeting to make the needed corrections.

ITEMS NEEDING IMMEDIATE ACTION

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

**The Villas Community Association
General Session Minutes
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A motion was made, seconded and unanimously carried to TABLE the approval of the New Homeowner Welcome Package to the April Meeting to make the needed corrections.

ITEMS NEEDING IMMEDIATE ACTION

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

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

1. Request for Reimbursement ~ Website

A motion was made, seconded and unanimously carried to APPROVE the request for reimbursement to Cathy Lewis of 1 Segura for the website in the amount of \$431.89, to be paid from operating G/L #8499 (Miscellaneous Administration).

Next Meeting

The next meeting of the Board of Directors is scheduled for Thursday, April 23, 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 at 8:30 p.m.

SECRETARY'S CERTIFICATE

I, _____, duly Appointed and Acting Secretary of The Villas Community Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the General Session of the Board of Directors held on the above date, as approved by the Board of Directors of The Villas Community Association.

ATTEST:

Approved
Appointed Secretary

4/23/15
Dated

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

APRIL 23, 2015

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 04/17/15 for the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

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

Directors Present: Jim Weaver, Vice President
 Elizabeth Kojian, Treasurer
 Dan Wells, Secretary

Directors Absent: Cathy Lewis, President
 Jill Cooper, Member at Large

Others Present: Morgen Hardigree, Senior CCAM[®], Optimum Professional Property Mgmt. (ACMF[®])
 Morgan Winegar, Senior CCAM[®], Optimum Professional Property Mgmt. (ACMF[®])
 See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 04/23/15 from 6:20 p.m. to 6:40 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report dated 02/28/15
- Minutes: Executive Session 02/26/15

Call to Order General Session

Vice President and Presiding Chair, Jim Weaver, called the General Session of the Board of Directors to order following Executive Session at 7:02 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:

- Street Signs
- Landscape in Common Area
- Slurry Seal

Architectural Committee Report

Architectural Committee provided a verbal report that there were two applications that were reviewed and approved. There was no further action required.

Landscape Committee Report

Landscape Committee Representative, Dan Wells, provided verbal landscape report on the following:

- Trees will be trimmed on April 28, 2015
- Proposed new plant material list – to be included on May Agenda
- Irrigation Rebate for newly renovated areas

Refurbishment Project Update

- New Pool Mastic Proposals
- Termite work and attics
- Sandblasting and Slurry Seal

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the March 26, 2015 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 03/31/15 with a balance of \$40,765.67 in Operating; \$247,480.68 in Sunwest Bank MMA, \$255,709.92 in Pacific Western S/A, \$7,754.86 due from (to) operating, \$369,022.30 in Pacific Western Money Market, \$246,275.90 in Popular Banking Money Market, \$213,582.57 in Morgan Stanley and \$201,585.12 in Mutual of Omaha Money Market, for a total balance of \$1,533,656.49 (less loans) in Reserves, unbilled Special Assessment reserve asset \$549,480.96, as presented, and a combined balance of \$1,475,997.15 subject to audit/review by a CPA at fiscal year-end.

Draft Audit FYE 12/31/14

A motion was made, seconded and unanimously carried to ACCEPT the draft audit and tax returns as presented for fiscal year-ended 12/31/14 prepared by Inouye Shively Longtin & Klatt, CPA.

Reserve Study Proposals FY 01/01/16 to 12/31/16

A motion was made, seconded and unanimously carried to TABLE the proposal the three (3) proposals for an update Reserve Study fiscal year 01/01/16 to 12/31/16 to the May General Session pending further review and discussion.

Refurbishment Project Punch List and Outstanding Items

The Board discussed with management the punch list and the outstanding items from the refurbishment project. Management will be meeting working directly with Accord Construction to rectify the outstanding issues.

04/15/15 Accord Construction Correspondence

The Board reviewed the comments from Jim Zimmerman of Accord Construction in regards to the pending proposals with Premier Roofing. There was no action required.

Premier Roofing Proposal ~ Storage Closet Doors ~ 5 Segura

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 02/16/15 to replace the storage closet doors near 5 Segura, in the amount of \$685.00, to be paid from Reserves G/L #3860 (Refurbishment: Stucco/Light Post/Wood).

Premier Roofing Proposal ~ Rotted Piece of Wood Trim by Sliding Door Replacement ~ 5 Segura

A motion was made, seconded and unanimously carried to DENY the proposal from Premier Roofing dated 02/16/15 to replace the wood trim by the sliding door at 5 Segura in the amount of \$475.00 as the area is not deteriorated, and the problem with the wood trim was a result of the window installation at 5 Segura, and the repair has been determined to be a homeowner responsibility. Furthermore, Management was requested to advise the owners of 5 Segura the Association will not be repairing the wood trim.

Premier Roofing Proposal ~ Phase 3 Buildings

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 03/23/15 for Phase 3 of the Roofing project, to replace 130 pieces of broken tile due to the fumigation within the community, in the amount of \$1,349.00, to be paid from Reserves G/L #3870 (Refurbishment - Termite).

Premier Roofing Proposal ~ Leaking Rain Gutter ~ 35 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 03/11/15 to remove and replace the leaking rain gutter around the atrium at 35 Navarre, in the amount of \$785.00, to be paid from Reserves G/L #3860 (Refurbishment: Stucco/Light Post/Wood).

Premier Roofing Proposal ~ Roof Leak Over Den & Bathroom ~ 30 Segura

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 03/11/15 to repair the roof leak at 30 Segura, in the amount of \$1,375.00, to be paid from Reserves G/L #3860 (Refurbishment – Stucco/Light Post/Wood).

Premier Roofing Proposal ~ Replacement of Beam ~ 11 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 04/01/15 to replace the wood beam over the front door at 11 Navarre, in the amount of \$725.00, to be paid from Reserves G/L #3860 (Refurbishment – Stucco/Light Post/Wood).

Premier Roofing Proposal ~ Replacement of Water Heater Door ~ 32 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 04/01/15 to replace the water heater door at 32 Navarre, in the amount of \$625.00, to be paid from Reserves G/L #3860 (Refurbishment – Stucco/Light Post/Wood).

Premier Roofing Proposal ~ Multiple Items

A motion was made, seconded and unanimously carried to TABLE the proposal from Premier Roofing dated 04/03/15 for multiple items to the May General Session to allow management discuss the proposal with Accord Construction, as there are too many areas that need stucco patch and replacement, which should have been done as part of the refurbishment project. Furthermore, Management is requested to obtain a separate proposal for the removal and replacement of the left and right garage door jambs at 25 Navarre for the Board to review at their May General Session.

Three Phase Proposal ~ Light Fixture Repair

A motion was made, seconded and unanimously carried to RESCIND prior approval as recorded in the March 26, 2015 General Session Minutes of the proposal from Three Phase Electric dated 03/26/15 to remove the one (1) pole top fixture, one (1) wall mounted fixture, and one (1) column fixture for assessment and repair quoting, at cost not to exceed \$400.00, to be paid from Reserves G/L #3860 (Refurbishment Stucco/Light Replacement/Wood). Furthermore, management advised that proposals have been requested for monthly lighting maintenance for the community for the Board to review at their May General Session.

Grants Landscape Proposal ~ March Punch List Items

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape dated 04/01/15 per the action items from the March 13, 2015 landscape walk through, in the amount of \$2,123.00, to be paid from Reserves G/L #3840 (Refurbishment – Landscape).

Grants Landscape Proposal ~ April 3, 2015 Landscape Walk Items

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape dated 04/09/15 per the action items from the April 3, 2015 landscape walk through, in the amount of \$858.00, to be paid from Reserves G/L #3840 (Refurbishment – Landscape).

Grants Landscape Proposal ~ April 3, 2015 Landscape Walk Items

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grants Landscape dated 04/01/15 per the action items from the April 3, 2015 landscape walk through, in the amount of \$340.00, to be paid from Reserves G/L #3840 (Refurbishment – Landscape).

Aquatrends Proposal – Pool & Spa Heater Repairs

A motion was made, seconded and unanimously carried to TABLE the proposal from Aquatrends to the May General Session to allow management obtain an additional proposal from One Stop Pool Pros for the proposed repairs to the pool and spa heater, and to obtain a second opinion as to if the work needs to be performed.

Storage Closet Policy

The Board discussed with management the storage closets within the community. A motion was made, seconded and unanimously carried to TABLE further discussion of the proposed Storage Closet Policy to the May General Session to allow management to send a copy of the proposed policy to Association's Legal Counsel, Dirk Petchul of Hickey Petchul, for review and recommendations. Furthermore, management is requested to discuss with Dirk Petchul his recommendations on items that have been abandoned in the storage closets.

Culvert Maintenance Responsibility

A motion was made, seconded and unanimously carried to TABLE the discussion regarding the culvert maintenance responsibility to the May General Session to allow management to communicate with the Racquet Club as to documentation that confirms who is responsible for the maintenance of the culvert along the two property lines at Culver Drive

Proposed Water Intrusion Policy

A motion was made, seconded and unanimously carried to TABLE the Water Intrusion Policy until the June General Session to allow legal counsel to review and draft a policy in accordance with the Association's governing documents.

IRWD ~ Pool Area Toilet Replacement

Management advised that they were in contact with Amy McNulty of the Irvine Ranch Water District and the rebate webpage that provides vendors who can assist the Association with the installation of three (3) toilets and obtain the rebate. A status report will be provided at the May General Session.

Approved Redaction of Signature on Approved Minutes for Posting

Management advised that per legal counsel, the approved Minutes can be signed "Approved" with the date approved rather than the Board of Director's Secretary signature for the posting on the website. Furthermore, the Secretary's signature is required when Minutes are requested for recording purposes. Management was requested to send the General Session Minutes with an "Approved" Signature to the webmaster after approval at the appropriate Board Meeting.

Approve New Homeowner Welcome Package

A motion was made, seconded and unanimously carried to TABLE the approval of the New Homeowner Welcome Package to the May General Session to make the needed corrections. Furthermore, Beth Kojian will be providing management with the current copy of the member directory on the Association website to also be updated and sent along with the New Homeowner Welcome Package. Finally management advised the final product will be included on the May General Session Agenda for final approval by the Board. Once approved by the Board, management will send out to the 23 homeowners it was sent to since 2014 at no cost to the community.

Community Barbecue Scheduled for August 29, 2015

A motion was made, seconded and unanimously carried to TABLE the discussion of the community barbecue to the May General Session pending further discussion.

Next Meeting

The next meeting of the Board of Directors is scheduled for Thursday, May 28, 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 at 8:24 p.m.

SECRETARY'S CERTIFICATE

I, _____, duly Appointed and Acting Secretary of The Villas Community Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the General Session of the Board of Directors held on the above date, as approved by the Board of Directors of The Villas Community Association.

ATTEST:

Approved by Board
Appointed Secretary

5.28.15
Dated

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

MAY 28, 2015

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 05/22/15 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, President
Jim Weaver, Vice President
Elizabeth Kojian, Treasurer
Dan Wells, Secretary
Jill Cooper, Member at Large

Directors Absent: None

Others Present: Morgen Hardigree, Senior CCAM[®], Optimum Professional Property Mgmt. (ACMF[®])
Morgan Winegar, Senior CCAM[®], Optimum Professional Property Mgmt. (ACMF[®])
See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 05/19/15 from 6:15 p.m. to 7:34 p.m., and 5/23/15 from 6:19 p.m. to 7:02 p.m. for the following:

- Contracts: Management Contract
- Delinquencies: A/R Aging dated 05/21/15 and Reconciliation Report dated 04/30/15
- Legal: Front Door Policy
- Hearings: One (1) Hearing resulting in non-compliance of the governing documents for garage door
- Minutes: Executive Sessions 04/23/15 and 05/19/15

Call to Order General Session

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.

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:

- Landscape in Common Area
- Hooks in Men's restroom or bench at pool area
- CC&R & Bylaw Amendments

Architectural Committee Report

Architectural Committee provided a verbal report advising there were no applications submitted for approval for the community. There was no further action required.

Landscape Committee Report

Landscape Committee Representative, Jill Cooper, provided a verbal landscape report on the following:

- New landscape will be replanted after slurry seal
- Water restriction times and allotment

Refurbishment Project Update

Management advised a meeting had been scheduled with Jim Zimmerman on June 5, 2015 to discuss the final items on the master punch list that still need to be completed.

Secretary's Report / Minutes

A motion was made, seconded and carried to APPROVE the Minutes of the April 23, 2015 General Session of the Board of Directors as written.

Abstain: Jill Cooper and Cathy Lewis

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 04/30/15 with a balance of \$49,521.61 in Operating; \$247,482.22 in Sunwest Bank MMA, \$159,245.64 in Pacific Western S/A, \$8,283.66 due from (to) operating, \$392,655.64 in Pacific Western Money Market, \$246,376.93 in Popular Banking Money Market, \$213,584.36 in Morgan Stanley and \$201,618.26 in Mutual of Omaha Money Market, for a total balance of \$1,408,395.44 (less loans) in Reserves, unbilled Special Assessment reserve asset \$542,741.91, as presented, and a combined balance of \$1,459,063.75 subject to audit/review by a CPA at fiscal year-end.

Management Billing Invoice

The Board reviewed the management billing invoice for May 2015. Management was requested to include the management billing invoice as part of the Treasurer/s Report / Financials and not include as a separate line item on the Meeting Agenda.

Reserve Study Proposals FY 01/01/16 to 12/31/16

The Board reviewed three (3) proposals for an update reserve study. A motion was made, seconded and unanimously carried to APPROVE the proposal from Association Reserves dated 04/17/15 for an update reserve study for fiscal year 01/01/16 to 12/31/16/ for \$550.00.

PCW Outstanding Invoice ~ Request for Payment

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #41109 dated 09/18/14 for the completed painting of the wall and baseboard in the master bedroom closet, to be paid for from operating g/l #7614 (Common Area Repairs).

Irvine Ranch Water District Notice of Proposed Water and Sewer Rate Change

The Board reviewed the correspondence from the Irvine Ranch Water District advising of a proposed increase in the rates starting in July 2015. There was no action required as this was for information purposes only.

Proposed Plant Palette

The Board reviewed the proposed plant palette to be used as a guideline for the replanting of the Associations common areas. The Board advised this palette was to be used as a guideline for the Landscape Committee, the Board and management, and was requested to be removed from the website and residence guide.

Grant's Landscape Proposal ~ 60 & 80 Navarre

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 03/12/15 for landscape replacement at 68 & 80 Navarre, in the amount of \$1,175.00, as there are items that are missing from the proposal.

Grant's Landscape Proposal ~ 23 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 05/07/15 for the replacement of the plant material at 23 Navarre, in the amount of \$554.00, to be paid from Reserves G/L #3840 (Refurbishment - Landscape).

Grant's Landscape Proposal ~ 33 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 05/07/15 for the replacement of the plant material at 33 Navarre, in the amount of \$265.00, to be paid from Reserves G/L #3840 (Refurbishment - Landscape).

Grant's Landscape Proposal ~ 23 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 05/07/15 for the replacement of the plant material at 23 Navarre, in the amount of \$500.00, to be paid from Reserves G/L #3840 (Refurbishment - Landscape).

Grant's Landscape Proposal ~ May Punch List Items

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 05/18/15 for the May punch list items, in the amount of \$1,185.00, as there are items that are missing from the proposal.

Grant's Landscape Proposal ~ May Punch List Items

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 05/18/15 for the May Punch List Items, in the amount of \$116.00, to be paid from Reserves G/L #3840 (Refurbishment - Landscape).

Landscape Damage 1-15 Segura Parking Lot

A motion was made, seconded and unanimously carried to TABLE the proposal from Grant's Landscape dated 05/28/15 for the damaged landscape at the Segura parking lot, in the amount of \$125.00 to the June Meeting pending additional discussion.

Homeowner Request for Reimbursement ~ 27 Navarre ~ Damage during Painting

A motion was made, seconded and unanimously carried to DENY the request from the owner of 27 Navarre (Cavalier) requesting reimbursement for an angel that was broken on her patio wall during the painting project, as the homeowners were provided several written notices advising them to remove all personal belongings from the patios and walls during the painting project.

Refurbishment Project Punch List and Outstanding Items

Management advised they were meeting with Accord Construction on June 5, 2015 to discuss the outstanding items. Furthermore, the Board requested a copy of the revised master list, as two (2) lists used to be provided by Accord Construction.

Premier Roofing Proposal ~ Stucco Repairs ~ \$3,675.00

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing to perform stucco repairs throughout the community with the stipulation they reduce the price from \$3,675.00 to \$3,300.00, as the Board feels the original cost is to excessive and unwarranted, to be paid from Reserves G/L #3860 (Refurbishment: Stucco/Light Posts/Wood).

Premier Roofing Proposal ~ Drain Pipe at 31 Navarre ~ \$525.00

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 05/14/15 to repair the drain pipe at 31 Navarre, in the amount of \$525.00, to be paid from Reserves G/L #3860 (Refurbishment: Stucco/Light Post/Wood).

Premier Roofing Proposal ~ 25 Navarre Door Jambs~ \$725.00

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 05/16/15 to repair the drain pipe at 25 Navarre, in the amount of \$725.00, to be paid from Reserves G/L #3860 (Refurbishment: Stucco/Light Post/Wood). Furthermore, management was requested to send a Request for Reimbursement Hearing Notice to the owners of 25 Navarre as this work should have been performed as part of the renovation project however, the tenants of 25 Navarre continually refused to allow the work or schedule the work to be performed.

05/08/15 Red-Curb at Round-a-bouts Correspondence

A motion was made, seconded and unanimously carried to TABLE the correspondence in regards to the painting the curbs of the islands within the community red by Ben's Asphalt until the June General Session to allow management to request clarification from Ben's Asphalt as to who directed them to paint the islands and to have them provide the Code from the Fire Authority mandating them to paint the curbs red.

Proposals (3) Lighting Maintenance

The Board reviewed three (3) proposals for routine lighting maintenance. A motion was made, seconded and unanimously carried to APPROVE the proposal from Tri-County Lighting dated 04/29/15 for lighting maintenance one (1) time per month for \$95.00 per month as of July 1, 2015. Management was requested to have Tri-County Lighting attend the July Board Meeting to discuss the expectations of their services from the Board. Furthermore, the contract with Three Phase Electric will be terminated as of the last day of June 2015.

Proposals (3) Fire Extinguisher Service

The Board reviewed three (3) proposals for fire extinguisher service. A motion was made, seconded and unanimously carried to APPROVE the proposal from Mobile Fire Extinguisher dated 04/30/15 to service the Association's fire extinguishers, in the amount of \$460.00, to be paid from operating g/l #7555 (fire extinguishers). Furthermore, the Board requested Mobile Fire Extinguisher provide a proposal for the replacement of the fire extinguisher cabinets.

Proposals (3) Janitorial Maintenance

The Board reviewed three (3) proposals for routine janitorial maintenance. A motion was made, seconded and unanimously carried to APPROVE the proposal from JOTS Construction dated 04/29/15 for janitorial maintenance one (1) time per week, and the cleaning of the five (5) trash enclosures for \$219.00 per month as of July 1, 2015. Furthermore, the contract with Sims Janitorial Service will be terminated as of the last day of June 2015.

Proposals (3) Pool Mastic Replacement

The Board reviewed three (3) proposals for the replacement of the mastic in the pool area. A motion was made, seconded and unanimously carried to APPROVE the proposal from One Stop Pool Pros dated 04/28/15 to replace the mastic at the pool area in the amount of \$2,251.0, to be paid from Reserves G/L #3820 (Refurbishment: Concrete/Pool). Management was requested to have this work scheduled as soon as possible.

Proposals (2) Poo/Spa Heater Repairs

The Board reviewed two (2) proposals for the repair of the pool and spa heaters. A motion was made, seconded and unanimously carried to APPROVE the proposal from Aquatrends dated 04/08/15 to repair the pool and spa heaters, in the amount of \$2,532.00, to be paid from Reserves G/L #3140 (Pool/Spa/Cabana).

Proposals (2) Toilet & Faucet Replacements at Pool Restrooms

The Board reviewed two (2) proposals for the replacement of the toilets and the faucets at the pool restrooms. A motion was made, seconded and unanimously carried to APPROVE the proposal from James LeCourt Plumbing dated 05/21/15 to replace the toilets and faucets at the pool restrooms, in the amount of \$2,875.00, to be paid from Reserves G/L #3820 (Refurbishment: Concrete/Pool).

04/28/15 Correspondence ~ OCHD Inspection Report

The Board reviewed the correspondence from Aquatrends in regards to the recent inspection report from the Orange County Health Department and advised no new timer nor signage was needed to be installed and the pool code the Inspector was referring to was for pools built after 1984 and the Association's pool was built in 1977, therefore no further action was required.

CC&R & Bylaw Proposed Amendments

A motion was made, seconded and unanimously carried to TABLE the discussion of the proposed CC&R and Bylaw Amendments to the June General Session pending further discussion and changes to be made by Association legal counsel.

Storage Closet Policy

A motion was made, seconded and unanimously carried to TABLE further discussion of the proposed Storage Closet Policy to the June General Session to allow Association's Legal Counsel, Dirk Petchul of Hickey Petchul, additional review and recommendations.

Culvert Maintenance Responsibility

After reviewing the Association's governing documents, it was determined the responsibility of the cleaning of the culver at Culver Drive, adjacent to the Tennis and Racquet Club is the Association. Management agreed to reach out to the Tennis and Racquet Club and request they remove the tennis balls from the culvert on a weekly basis. Furthermore, management is requested to obtain a proposal from Grant's Landscape for the quarterly cleaning of the culvert.

Approve New Homeowner Welcome Package

A motion was made, seconded and unanimously carried to TABLE the approval of the New Homeowner Welcome Package to the June General Session to make the needed corrections to the cover page.

Community Barbecue Scheduled for August 29, 2015

A motion was made, seconded and unanimously carried to TABLE the discussion of the community barbecue to the June General Session to allow management to reach out to the volunteer from last year to schedule the vendors to assist with donations and to create the invitation/flyer.

Next Meeting

The next meeting of the Board of Directors is scheduled for Thursday, June, 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 at 9:00 p.m.

SECRETARY'S CERTIFICATE

I, _____, duly Appointed and Acting Secretary of The Villas Community Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the General Session of the Board of Directors held on the above date, as approved by the Board of Directors of The Villas Community Association.

ATTEST:

Approved By Board
Appointed Secretary

6-25-15
Dated

**THE VILLAS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 28, 2015
MEMBER SIGN IN SHEET**

IF YOU ARE NOT A MEMBER OF THE ASSOCIATION (HOMEOWNER) YOU MUST OPENLY IDENTIFY YOURSELF TO THE BOARD OF DIRECTORS UPON ARRIVAL TO THE MEETING.

The Board of Directors welcomes your comments. Comments will be limited to 3 minutes per homeowner and each will be timed accordingly. Please remember that this is your time to be heard by the Board. If a decision is needed regarding your issue, you are requested to put it in writing to be placed on the next Agenda for consideration. Also, please address your comments to the Board as a whole, as comments to individual members are not permitted. Keep your comments brief, to the point, and do not repeat prior comments so that everyone can be heard. In the interest of time, if several people wish to address the same issue, the Board will request those with the same concern to appoint ONE person to speak collectively on their behalf.

Civil Code §4920/ Board Meeting Agendas

Effective January 1, 2008 requires an agenda for each regular board meeting be published to homeowners no less than 4 days prior to the scheduled meeting. The agenda may be distributed via regular mail, by newsletter, included in a billing statement or be posted in a prominent common area location. The bill *does not* prohibit homeowners from speaking about issues during homeowner forum that are not on the agenda; however, the board is limited to comments and actions regarding these issues. Items that homeowners bring up during a meeting that are not on the agenda will be included on the following month's agenda for board discussion.

The following are exceptions to Civil Code §4920:

- Emergencies
- Items discussed on the previous month's agenda (cannot exceed 30 days)
- Brief comments or statements by the board to management in response to homeowner issues that are not on the agenda
- Brief instructions or administrative tasks to manager or staff regarding a future meeting's agenda item

Name (Please Print)	Property Address	Issue
Wally Jones	34 Navarre	—
Dick & Lynn Seeholm	17 Navarre	
Pat Amundson	28 Morena	
FRANCO SPRINGOLA	19 MORENA	
Marguerite Buens	86 Navarre	

EMERGENCY BOARD MEETING BY EMAIL

THE VILLAS COMMUNITY ASSOCIATION

A California Non-Profit Corporation

We, Members of the Board of Directors of The Villas Community Association, a corporation organized under the Non-profit General Corporation Law of California, being all the current members of such Board as presently constituted, do hereby consent to this emergency email meeting pursuant to Civil Code 1363.05(j)(2)(B) to make the following resolution(s) in accordance with the Association's governing documents via emergency email meeting:

WHEREAS, the Board of Directors has the powers and duties to administer the affairs of The Villas Community Association; and

WHEREAS, the Board of Directors hereby APPROVES this emergency meeting via email as the circumstances of the situation could not have been reasonably foreseen, immediate attention is required, and providing notice to the members under the Open Meeting Act is impracticable due to the threat of property damage;

NOW, BE IT RESOLVED, that the Board of Directors hereby APPROVES the proposal from C & R Drains, Inc. dated 06/11/15 to replace a section of the gas line to the pool in the amount of \$4,830.00 to be funded from Operating G/L #7620 (Plumbing).

We direct that this consent be filed along with the emails from the Board of Directors approving this emergency action in the Minute Book of the Corporation with the Minutes of the proceeding Meeting of the Board of Directors of this Corporation.

Dated: 06/11/15

Board of Directors

THE VILLAS COMMUNITY ASSOCIATION

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

JUNE 25, 2015

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 06/19/15 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, President
Jim Weaver, Vice President
Elizabeth Kojian, Treasurer
Dan Wells, Secretary
Jill Cooper, Member at Large

Directors Absent: None

Others Present: Morgen Hardigree, Senior CCAM[®], Optimum Professional Property Mgmt. (ACMF[®])
Morgan Winegar, Senior CCAM[®], Optimum Professional Property Mgmt. (ACMF[®])
See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on 06/25/15 from 6:16 p.m. to 7:01 p.m. for the following:

- Delinquencies: A/R Aging dated 06/17/15 and Reconciliation Report dated 05/31/15
- Hearings: Two (2) Hearings resulting in non-compliance of the governing documents for garage door and garage door Jamb
- Legal: IDR Process and Custom Policy
- Minutes: Executive Sessions 05/28/15
- Non-Compliance: Screen Door

Call to Order General Session

President and Presiding Chair, Cathy Lewis, 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:

- Landscape in Common Area
- Front Doors
- Interior Repairs

Architectural Committee Report

Architectural Committee provided a verbal report advising there were no applications submitted for approval for the community. There was no further action required.

Landscape Committee Report

Landscape Committee Representative, Jill Cooper, provided a verbal landscape report on the following:

- Water restriction times and allotment

Refurbishment Project Update

Jim Zimmerman was present to advise he was meeting Bob Price of Premier Roofing on June 26, 2015 to review the outstanding punch list for work that needs to be completed as part of the renovation contract that was not completed. Management would follow up with Jim after the meeting was held.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the May 28, 2015 General Session of the Board of Directors as written.

A motion was made, seconded and unanimously carried to APPROVE the Emergency Vote by Email dated June 11, 2015 for the repair to the emergency gas leak.

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 05/31/15 with a balance of \$42,884.26 in Operating; \$37,448.71 in Sunwest Bank MMA, \$263,197.93 in Pacific Western S/A, \$5,117.71 due from (to) operating, \$415,895.47 in Pacific Western Money Market, \$246,474.63 in Popular Banking Money Market, \$213,586.09 in Morgan Stanley and \$201,652.51 in Mutual of Omaha Money Market, for a total balance of \$1,321,439.55 (less loans) in Reserves, unbilled Special Assessment reserve asset \$535,952.86, as presented, and a combined balance of \$1,321,439.55 subject to audit/review by a CPA at fiscal year-end.

Management Billing Invoice

The Board reviewed the management billing invoice for June 2015. Management was requested to inquire as to why the Association was billed for the audit mail out on the June 2015 invoice, as it is to be included in the new contract dated June 1, 2015.

06/08/15 GLS Correspondence ~ Water Allocation Change

The Board discussed the correspondence from Grant's Landscape Service and the correspondence from IRWD for the water allocation changes. Management was requested to sign up the community for IRWD's reports that can be reviewed and printed by the Landscape Committee and Management. Furthermore, management was requested to determine what the community water allocation is from IRWD.

Grant's Landscape Proposal ~ 60 & 80 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 03/12/15 for landscape replacement at 68 & 80 Navarre, in the amount of \$1,175.00, to be paid from Reserves G/L #3840 (Refurbishment - Landscape)

Grant's Landscape Proposal ~ May Punch Items

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 05/18/15 for the May punch list items, in the amount of \$1,188.00, to be paid from Reserves G/L #3840 (Refurbishment - Landscape).

Grant's Landscape Proposal ~ June Punch Items

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 06/10/15 for the June punch list items, in the amount of \$405.00, to be paid from Reserves G/L #3840 (Refurbishment - Landscape).

Grant's Landscape Proposal ~ Quarterly Cleaning of the Culvert

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 06/16/15 for the quarterly cleaning of the culvert at Culver Drive, in the amount of \$200.00 annually, to be paid from Operating G/L #7215 (Landscape Extras).

Grant's Landscape Proposal ~ 1-15 Segura Parking Lot (Previously Tabled)

A motion was made, seconded and unanimously carried to APPROVE Grant's Landscape Service to replace the landscape material that was damaged from the car at the 1-15 Segura parking lot, in the amount of \$125.00, to be paid from Operating G/L #7215 (Landscape Extras).

Refurbishment Project Punch List and Outstanding Items

Jim Zimmerman was present to advise he was meeting Bob Price of Premier Roofing on June 26, 2015 to review the outstanding punch list for work that needs to be completed as part of the renovation contract that was not completed. Management would follow up with Jim after the meeting was held.

Issuing of Community Work Orders to Accord Construction

A motion was made, seconded and unanimously carried to APPROVE issuing work orders to Accord Construction for the smaller maintenance items that need to be completed within the community.

Authorization for Association Plumber

A motion was made, seconded and unanimously carried to APPROVE the use of South County Plumbing for the needed repairs for the Association's plumbing.

Premier Roofing Proposal ~ Roof Tiles Damaged by Tree Trimmers

A motion was made, seconded and unanimously carried to DENY the proposal from Premier Roofing dated 05/27/15 to provide a proposal in the amount of \$575.00 for the repair of the roof tiles damaged by the tree trimmers, as it could not be determined which tiles were damaged and the cost was not warranted at this time.

05/08/15 Re-Curb Correspondence Re: Round-a-bouts

A motion was made, seconded and carried to APPROVE keeping the curbs at the community round-a-bouts (medians) red, and to not have the red paint removed, with the stipulation there is no stenciling on the roundabouts.

OPPOSED: Jill Cooper, Dan Wells

Final Punch Items ~ Slurry Seal Project

The Board reviewed the correspondence from Ben's Asphalt in regards to the final punch list items from the slurry seal project. Management was requested to confirm the final items have been completed and to confirm if it has to say "Fire Lane" on the red curbs to be able to tow vehicles.

Mobile Fire Extinguisher Proposal ~ Cabinet Replacements

A motion was made, seconded and unanimously carried to APPROVE the proposal from Mobile Fire Extinguisher dated 05/29/15 to replace the plastic cabinets that house the fire extinguishers within the community, in the amount of \$3,651.84, to be paid from Reserves g/l #3300 (Contingency).

Mobile Fire Extinguisher ~ 6 Year Teardown (Recharge)

A motion was made, seconded and unanimously carried to APPROVE performing the six (6) year teardown (recharge) on six (6) fire extinguishers, in the amount of \$480.00, to be paid from operating G/L 7555 (Fire Extinguishers).

Insurance Renewal Quote & Proposal

The Board reviewed the renewal policy quote from State Farm Insurance and a proposal from Berg Insurance Agency for insurance coverage renewing 07/24/15. A motion was made, seconded and unanimously carried to APPROVE the proposal from Berg Insurance Agency dated 06/12/15 to include property coverage with a policy limit of \$29,185.00 and deductible of \$1,000, liability coverage with a policy limit of \$2 million, umbrella coverage with a policy limit of \$15 million, and Directors & Officers coverage with a policy limit of \$1 million for a total annual premium of \$62,321.60 subject to rate changes to be paid from Operating.

CC&R & Bylaw Proposed Amendments

The Board announced the ballots and voting instructions would be mailed to the membership for the membership to vote on with a due date and vote to be counted at the September Board Meeting. There was no action required.

Approval of IDR Policy

A motion was made, seconded and unanimously carried to TABLE the approval of the proposed IDR Policy until the Board reviews the Rules and Regulations at a later date.

Storage Closet Policy

A motion was made, seconded and unanimously carried to TABLE further discussion of the proposed Storage Closet Policy to the July Executive Session for further review.

Approve New Homeowner Welcome Letter

A motion was made, seconded and unanimously carried to APPROVE the New Homeowner Welcome letter as presented.

Community Barbecue Scheduled for August 29, 2015

Management advised that correspondence had been sent to the community vendors asking for donations, and the theme this year would be The Villas Cruise with different tables to be different ports. Management also advised they would donate \$150.00 towards the event for food, etc.

Three Phase Electric Outstanding Invoices and Electrical Report

A motion was made, seconded and unanimously carried to TABLE payment of final invoices from Three Phase Electric to the July General Session to confirm the work was performed and to review the first report from the new Electric Company Tri-County Lighting.

Maintenance of Property between Golf Course & Community

Management was requested to contact the Golf Course to discuss assistance in payment of the cleaning out and planting of the property between the golf course and the community, as the area is dead/dying and needs to be replanted, and it cannot be determined who has the maintenance responsibility.

Street Sign Proposals (2)

The Board reviewed two (2) proposals for street signs. A motion was made, seconded and unanimously carried to APPROVE having Accord Construction refurbish and re-install the signs at the community, in the amount \$600.00, to be paid from Reserves G/L #3185 (Mailboxes/Signage/Utility Door). Furthermore, a motion was made, seconded and unanimously carried to APPROVE purchase of said signs from Absolute Signs in the amount of \$702.00 if Accord Construction cannot complete the job for under the approved amount, to be paid from Reserves G/L #3185 (Mailboxes/Signage/Utility Door).

SECRETARY'S CERTIFICATE

I, _____, duly Appointed and Acting Secretary of The Villas Community Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the General Session of the Board of Directors held on the above date, as approved by the Board of Directors of The Villas Community Association.

ATTEST:

Approved By Board
Appointed Secretary

07-23-15
Dated

**THE VILLAS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 25, 2015
MEMBER SIGN IN SHEET**

IF YOU ARE NOT A MEMBER OF THE ASSOCIATION (HOMEOWNER) YOU MUST OPENLY IDENTIFY YOURSELF TO THE BOARD OF DIRECTORS UPON ARRIVAL TO THE MEETING.

*The Board of Directors welcomes your comments. **Comments will be limited to 3 minutes per homeowner and each will be timed accordingly.** Please remember that this is your time to be heard by the Board. If a decision is needed regarding your issue, you are requested to put it in writing to be placed on the next Agenda for consideration. Also, please address your comments to the Board as a whole, as comments to individual members are not permitted. Keep your comments brief, to the point, and do not repeat prior comments so that everyone can be heard. In the interest of time, if several people wish to address the same issue, the Board will request those with the same concern to appoint ONE person to speak collectively on their behalf.*

Civil Code §4920/ Board Meeting Agendas

Effective January 1, 2008 requires an agenda for each regular board meeting be published to homeowners no less than 4 days prior to the scheduled meeting. The agenda may be distributed via regular mail, by newsletter, included in a billing statement or be posted in a prominent common area location. The bill *does not* prohibit homeowners from speaking about issues during homeowner forum that are not on the agenda; however, the board is limited to comments and actions regarding these issues. Items that homeowners bring up during a meeting that are not on the agenda will be included on the following month's agenda for board discussion.

The following are *exceptions* to Civil Code §4920:

- Emergencies
- Items discussed on the previous month's agenda (cannot exceed 30 days)
- Brief comments or statements by the board to management in response to homeowner issues that are not on the agenda
- Brief instructions or administrative tasks to manager or staff regarding a future meeting's agenda item

Name (Please Print)	Property Address	Issue
Avi Schwartz	62 Navarre	Wall repair
Gernhard STEHR	32 MORENA	Front Door
Mary Ann Somers	34 Navarre	—
JOHN REESE	33 MORENA	—

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

JULY 23, 2015

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 07/16/15 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, President
Jim Weaver, Vice President
Dan Wells, Secretary
Jill Cooper, Member at Large

Directors Absent: Elizabeth Kojian, Treasurer

Others Present: Morgen Hardigree, Senior CCAM[®], Optimum Professional Property Mgmt. (ACMF[®])
See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on July 23, 2015 from 6:18 p.m. to 7:02 p.m. for the following:

- Delinquencies: A/R Aging dated 07/16/15 and Reconciliation Report dated 06/30/15
- Hearings: Three (3) for window tinting, screen door, and overgrown landscape
- Legal: Storage Closet Door Policy, IDR Process and Custom Policy, and Rules and Regulations
- Minutes: Executive Session 06/25/15

Call to Order General Session

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.

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:

- Ants
- Rules and Regulations
- Pool Restrooms

Architectural Committee Report

Architectural Committee provided a verbal report advising there were four (4) applications submitted for approval for the community. No action required.

Landscape Committee Report

Landscape Committee Representative, Jill Cooper, advised that due to the water restriction, the Committee is being very selective as to the areas to be planted on a priority basis. No action required.

Refurbishment Project Update

Management was again requested to ask Jim Zimmerman of Accord Construction the status of the tacking of the cable to the stucco at 94 Navarre, as this has been requested since March 2015, and needs to be completed as soon as possible. Furthermore, the Board is requesting a status from Mr. Zimmerman as to the outstanding items on the master punch list that should have been completed as part of the renovation project under contract.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the June 25, 2015 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 06/30/15 with a balance of \$46,573.44 in Operating; \$37,450.35 in Sunwest Bank MMA, \$266,360.44 in Pacific Western S/A, \$6,364.93 due from (to) operating, \$439,529.94 in Pacific Western Money Market, \$246,582.48 in Popular Banking Money Market, \$213,588.01 in Morgan Stanley and \$201,685.66 in Mutual of Omaha Money Market, for a total balance of \$1,405,196.88 (less loans) in Reserves, unbilled Special Assessment reserve asset \$532,666.41, as presented, and a combined balance of \$1,346,608.76 subject to audit/review by a CPA at fiscal year-end.

Board Memorandum ~ Special Assessment Payment Plans

The Board reviewed correspondence from Joseph Boone, Controller with Optimum Professional Property Management, dated 07/14/15 advising that the ledgers for the Special Assessment Payment Plan were updated on June 30th and December 31st in an attempt to not leave too much time between updates as well as to avoid charging additional fees at an excessive pace. No action required.

Request for Reimbursement ~ Newsletter Printing

A motion was made, seconded and unanimously carried to APPROVE the request for reimbursement from Board Treasurer, Beth Kojian, for newsletter printings on 03/04/15, 03/30/15 and 06/30/15 for \$45.87 to be paid from Operating G/L #8450 (Printing/Mailing/Supplies).

Guest Speaker ~ Tri County Lighting ~ Lighting Expectations

Kevin Hatch of Tri-County Lighting was present to discuss with the Board their expectations of the lighting service to be provided by Tri County Lighting. The Board requested Tri County Lighting provide a proposal to replace the common area lighting fixtures, as well as a list of all broken lighting fixtures. Mr. Hatch also advised the Board the pagoda light installed was a temporary light fixture until the permanent fixture was repaired and replaced.

IRWD Correspondence ~ Drought Survival Guide

The Board reviewed correspondence from Irvine Ranch Water District in regards to providing a guide for surviving the drought in California. No action required.

Approval of GLS Invoice #33245 ~ Navarre Plantings

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #33245 from Grant's Landscape Service dated 03/12/15 for landscape renovations throughout the community for \$5,475.00 to be paid from Reserves G/L #3840 (Refurb: Landscape).

GLS Proposal ~ Installation of Mulch

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 07/14/15 to install mulch in the planter beds and tree walls within the community for \$1,800.00 to be paid from Reserves G/L #3840 (Landscape).

CID Insurance Programs Proposal ~ Master Fidelity Coverage

A motion was made, seconded and unanimously carried to TABLE the renewal policy quote from CID Insurance Programs dated 06/26/15 for Master Fidelity Coverage renewing 08/30/15 with a policy limit of \$165,000.00 and a deductible of \$2,500.00 for a total annual policy premium of \$1,258.00 to the August General Session to confirm the Association does not have this type of insurance coverage with Farmers Insurance.

Drill Sub, Inc. Invoice #1967 ~ Emergency Repair 17 Segura

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #1967 from Drill Sub, Inc. dated 02/20/15 for emergency repairs made at 17 Segura for \$7,800.00 to be paid from Reserves G/L #3820 – (Refurb: Concrete/Pool).

DryMaster Invoice #2015-5717 ~ 40 Morena Remediation

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #2015-5717 from DryMaster dated 07/15/15 for remediation at 40 Morena for \$4,254.81 to be paid from Reserves G/L #3860 (Refurb: Stucco/Light Post/Wood). Furthermore, Management was requested to ask Accord Construction why the weep screed in this area was not repaired prior as part of the project.

Refurbishment Project Punch List and Outstanding Items

This was discussed earlier in the meeting.

GuardTop Correspondence ~ Sealcoat (Information Only)

The Board reviewed correspondence from GuardTop dated 06/17/15 in regards to the sealcoat test results for the work performed by Ben's Asphalt. No action required.

Painting of Gas Meters & Irrigation Boxes

The Board agreed this work would not be performed and Management was requested to remove the item from the Agenda.

Community Barbecue Scheduled for 08/29/15

Management advised the contract had been received from Classic Party Rentals and it was agreed the tables and chairs would be picked up after the party at 9:00 p.m. Management was requested to follow up with the Committee Chair in regards to the creation of the invitation.

Three Phase Electric Outstanding Invoices and Electrical Report

A motion was made, seconded and unanimously carried to TABLE payment of final invoices from Three Phase Electric to the August General Session to confirm the work was performed and to review the first report from the new electric company Tri-County Lighting.

Maintenance of Property between Golf Course & Community

Management was requested to send a copy of the revised proposal from Grant's Landscape Service to the golf club to discuss the potential splitting of the cost of the work to be performed.

Inspectors of Election ~ Annual Membership Meeting & Election

A motion was made, seconded and unanimously carried to TABLE appointment of volunteers to act as the Inspector of Election and certify the results of the election in accordance with the adopted Election Rules for the Amendment of the CC&Rs and Bylaws Ballot count to be held on September 24, 2015 at 7:15 p.m. with registration at 7:00 p.m. at the Rancho Senior Center, 3 Ethel Coplen Way, Irvine until the August General Session. Furthermore, Optimum Professional Property Management, Inc. is authorized to receive the ballots and will turn them over to the Inspector of Election prior to the meeting.

ITEMS NEEDING IMMEDIATE ACTION

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

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

1. **Reimbursement Request ~ Dan Wells**

A motion was made, seconded and unanimously carried to APPROVE the reimbursement request for Board Member, Dan Wells, for the purchase of plant material for the front median, in the amount of \$77.76, to be paid from Operating G/L #7225 (Landscape Replacement).

2. **Approval of Resolution ~ Insurance Payment from Borrowed from Reserves**

A motion was made, seconded and ominously carried to APPROVE signing the Resolution allowing the Board to borrow from Reserves for the purpose of paying the annual Property, General, D&O, Fidelity, Umbrella, Workers Comp, and Earthquake insurance premium. The amount borrowed will be \$62,322.00 and the funds will be paid back in 12 equal monthly installments of \$5,193.50.

3. **DryMaster Proposal ~ 40 Morena Build-Back**

A motion was made, second and unanimously carried to APPROVE the proposal from DryMaster dated 07/14/15 for the build back at 40 Morena due to leaks in the weepscreed for \$2,810.00 to be paid from Reserves G/L #3860 (Refurb: Stucco/Wood/Light Poles) with the stipulation Jim Zimmerman of Accord Construction reviews the proposal and concurs with the work to be performed.

Next Meeting

The next meeting of the Board of Directors is scheduled for Thursday, August 27, 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 at 8:15 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

9.24.15

Dated

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

AUGUST 27, 2015

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 08/21/15 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, President
Jim Weaver, Vice President
Dan Wells, Secretary
Elizabeth Kojian, Treasurer
Jill Cooper, Member at Large

Directors Absent: None

Others Present: Morgen Hardigree, Senior CCAM®, Optimum Professional Property Mgmt. (ACMF®)
See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on August 27, 2015 from 6:19 p.m. to 7:02 p.m. for the following:

- Delinquencies: A/R Aging dated 08/20/15 and Reconciliation Report dated 07/31/15
- Hearings: Four (4) hearing resulting in non-compliance of the governing documents for screen door, excessive water usage, dead tree, and spraying of pesticide in common area
- Non-Compliance: Garage door modifications and replacement and request for extension
- Legal: Common Area Plantings
- Minutes: Executive Session 06/25/15 & 07/23/15

Call to Order General Session

President and Presiding Chair, Cathy Lewis, 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:

- Cleaning of Culvert
- Roof Maintenance
- CC&R and Bylaw Amendment
- Drains

Architectural Committee Report

Architectural Committee provided a verbal report advising there were no open applications for review at the current time. No action required.

Landscape Committee Report

Landscape Committee Representative, Jill Cooper, discussed with the Board the recent Landscape Committee walk held. The Board would be reviewing proposals from Grant's Landscape later on in the meeting.

Refurbishment Project Update

Management will be discussing later on as part of the Agenda.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to TABLE the Minutes of the July 23, 2015 General Session of the Board of Directors to the September General Session pending corrections.

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 07/31/15 with a balance of \$76,853.29 in Operating; \$37,451.94 in Sunwest Bank MMA, \$229,192.38 in Pacific Western S/A, \$62,322.00 due from (to) operating, \$398,315.18 in Pacific Western Money Market, \$246,687.00 in Popular Banking Money Market, \$213,589.86 in Morgan Stanley and \$201,719.92 in Mutual of Omaha Money Market, for a total balance of \$1,325,621.09 (less loans) in Reserves, unbilled Special Assessment reserve asset \$509,661.68, as presented, and a combined balance of \$1,465,157.56 subject to audit/review by a CPA at fiscal year-end.

Furthermore, management was requested to schedule a meeting with the Board Treasurer Beth Kojian and Senior Controller Joseph Boone at the offices of Optimum to discuss the difference between the difference in the amount of money spent for the rehabilitation project submitted by Ms. Kojian and by Optimum, and to clarify where the interest is paid.

Finally, management was requested to clarify the fee charged for Mr. Boone's time.

CID Insurance Programs Proposal ~ Master Fidelity Coverage

A motion was made, seconded and unanimously carried to APPROVE the renewal policy quote from CID Insurance Programs dated 06/26/15 for Master Fidelity Coverage renewing 08/30/15 with a policy limit of \$1,650,000.00 and a deductible of \$2,500.00 for a total annual policy premium of \$1,258.00 to be paid from Operating G/L #8412 (Fidelity Coverage).

GLS Proposal ~ Landscape Removal and Plantings 8-18 Segura

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 07/21/15 to remove the dead / dying plant material in the planters between 8 and 18 Segura, in the amount of \$3,060.00, to be paid from Reserves G/L #3840 (Refurb: Landscape).

GLS Proposal ~ August Walk Through Punchlist

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 08/17/15 for the August Punch list items, in the amount of \$2,025.00, to be paid from Reserves G/L #3840 (Refurb: Landscape).

GLS Proposal ~ Removal of Cupania Tree

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 08/17/15 for the removal of the dead Cupania tree at 17 Morena, in the amount of \$625.00, to be paid from Reserves G/L #3180 (Landscape).

Refurbishment Project Punch List and Outstanding Items

Management distributed the revised Master Punch list from Jim Zimmerman of Accord Construction in regards to the outstanding punch list items. Management advised Mr. Zimmerman was supposed to be updated per Management's comments, but when resubmitted it was the same list. Jim agreed to email the Board and management with the revised list. Furthermore, management advised they had scanned and emailed to Jim and Lonie Accord of Accord Construction the Mast list submitted in April 2015 with items remaining outstanding

from the original project and contractual items, and requested status and clarification as to why there is not one (1) Master list but two (2) separate lists.

Proposals (5) Re-Keying of Pool Area

The Board reviewed five (5) proposals for the re-keying of the pool area. A motion was made, seconded and unanimously carried to APPROVE the proposal from Tustin Lock and Safe dated 08/11/15 to rekey the three (4) pool locks, two (2) restroom doors, one (1) spa on/off switch and two (2) perimeter gates, at a cost not to exceed \$750.00, to be paid from Reserves G/L #3140 (Pool/Spa/Cabana).

Proposals (3) Change out of Plumbing Fixtures at Pool Shower

The Board reviewed the three (3) proposals for the replacement of the pool shower fixtures to alleviate excess water usage. A motion was made, seconded and unanimously carried to APPROVE the proposal from Scott English Plumbing dated 08/11/155 to replace the fixtures, in the amount of \$1,978.00, to be paid from Reserves G/L #3140 (Pool/Spa/Cabana).

Scope of Work ~ Bathroom Refurbishment

The Board reviewed the scope of work prepared by Jim Zimmerman of Accord Construction for the renovations of the interior of the pool restrooms. Management was requested to send the scope of work to vendors to obtain proposals for the Board to review at their September Board Meeting.

Proposals and Samples of Exterior Light Fixture Refurbishment

The Board reviewed the revised proposal from Tri County Lighting 08/26/15 distributed by management for the replacement of all exterior light fixtures and address placards, in the amount of \$63,995.10. A motion was made, seconded and unanimously carried to TABLE the proposal to the September Meeting to allow management request different samples of glass for the light fixtures (less opulent), and to obtain two (2) additional proposals.

Ben's Asphalt Proposal ~ Wheel Stops

A motion was made, seconded and unanimously carried to APPROVE the proposal from Ben's Asphalt to install six (6) wheel stops at the guest parking spaces on Segura, in the amount of \$250.00, to be paid from Reserves G/L #3135 (Paved Surfaces and Concrete).

Owner Request: Reimbursement for Shutters at 40 Morena (Lewis)

A motion was made, seconded and carried to APPROVE the request from Cathy Lewis for reimbursement for the replacement of the shutters at 40 Morena, in the amount of \$275.00, to be paid from Reserves G/L #3860 (Refurb: Stucco/Light Post/Wood).

ABSTAIN: Cathy Lewis

City of Irvine / Waste Management Recycling Correspondence

The Board and Management discussed the programs from Waste Management for recycling bins in the community trash enclosures at no cost to the community. Management was directed to have Waste Management place 96 gallon bins in each trash enclosure and provide all information to each homeowner.

Buck-A-Door Pledge – CAI Community Legislative Action Committee (CLAC)

The Board reviewed correspondence from Community Associations Institute (CAI) for a community pledge requesting a donation of \$1.00 per door to help with public education and advocacy for homeowners and community associations. A motion was made, seconded and unanimously carried to APPROVE making a donation to Community Associations Institute for Community Legislative Action Committee (CLAC), "A Buck a Door" program for \$1.00 per door, which is equal to \$144.00 to be paid from Operating G/L #8499 (Miscellaneous Administration).

Three Phase Electric Outstanding Invoices and Electrical Report

A motion was made, seconded and unanimously carried to DENY payment of final invoices from Three Phase Electric as the Board feels payment of the invoices are not warranted as the work was not performed, nor were any of the punch list items from the March Meeting were completed as requested.

Community Barbecue Scheduled for 08/29/15

Management advised the tables and chairs were to be delivered at 3:00 p.m. on Saturday, August 29, 2015 and picked up at 9:00 p.m. the same night. Jim Weaver agreed to volunteer the table and hand out the name tags, and the Board requested management to advise the Barbecue Coordinator Ava Parks they would be at the pool area in the morning and afternoon to assist her with the set up. Furthermore, a motion was made, seconded, and unanimously carried to APPROVE reimbursement to Ava Parks of 21 Navarre for out of pocket expenses for the community event, in the amount of \$500.00, to be paid from operating g/l #8499 (Miscellaneous Administration).

Inspectors of Election ~ Annual Membership Meeting & Election

A motion was made, seconded and unanimously carried to APPROVE appointment of Brian Kraft of 45 Morena, Avraham Schwartz of 62 Navarre, and William Leek of 9 Segura to act as the Inspector of Election and certify the results of the CC&R and Bylaw Amendments Ballot in accordance with the adopted Election Rules for the CC&R and Bylaw Amendment Vote to be held on September 24, 2015 at 7:00 p.m. with registration at 6:45 p.m. at the Rancho Senior Center.

ITEMS NEEDING IMMEDIATE ACTION

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

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

1. **Premier Roofing Proposal – 36 Morena – Lap Paper Installation**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 07/30/15 to install lap paper and stucco at 36 Morena, with the stipulation management clarify why the work needs to be completed, and to request Premier Roofing honor the original price of \$1,626.00, to be paid from Reserves G/L #8460 (Stucco/Light Posts/Wood).

Next Meeting

The next meeting of the Board of Directors is scheduled for Thursday, September 24, 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 at 8:43 p.m.

The Villas Community Association
General Session Minutes
August 27, 2015
Page 4 of 4

Community Barbecue Scheduled for 08/29/15

Management advised the tables and chairs were to be delivered at 3:00 p.m. on Saturday, August 29, 2015 and picked up at 9:00 p.m. the same night. Jim Weaver agreed to volunteer the table and hand out the name tags, and the Board requested management to advise the Barbecue Coordinator Ava Parks they would be at the pool area in the morning and afternoon to assist her with the set up. Furthermore, a motion was made, seconded, and unanimously carried to APPROVE reimbursement to Ava Parks of 21 Navarre for out of pocket expenses for the community event, in the amount of \$500.00, to be paid from operating g/l #8499 (Miscellaneous Administration).

Inspectors of Election ~ Annual Membership Meeting & Election

A motion was made, seconded and unanimously carried to APPROVE appointment of Brian Kraft of 45 Morena, Avraham Schwartz of 62 Navarre, and William Leek of 9 Segura to act as the Inspector of Election and certify the results of the CC&R and Bylaw Amendments Ballot in accordance with the adopted Election Rules for the CC&R and Bylaw Amendment Vote to be held on September 24, 2015 at 7:00 p.m. with registration at 6:45 p.m. at the Rancho Senior Center.

ITEMS NEEDING IMMEDIATE ACTION

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

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

1. **Premier Roofing Proposal – 36 Morena – Lap Paper Installation**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Premier Roofing dated 07/30/15 to install lap paper and stucco at 36 Morena, with the stipulation management clarify why the work needs to be completed, and to request Premier Roofing honor the original price of \$1,626.00, to be paid from Reserves G/L #8460 (Stucco/Light Posts/Wood).

Next Meeting

The next meeting of the Board of Directors is scheduled for Thursday, September 24, 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 at 8:43 p.m.

SECRETARY'S CERTIFICATE

I, _____, duly Appointed and Acting Secretary of The Villas Community Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the General Session of the Board of Directors held on the above date, as approved by the Board of Directors of The Villas Community Association.

ATTEST:

Approved 9.24.15
Appointed Secretary

9.24.15
Dated

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

SEPTEMBER 24, 2015

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 09/18/15 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, President
Jim Weaver, Vice President
Dan Wells, Secretary
Elizabeth Kojian, Treasurer
Jill Cooper, Member at Large

Directors Absent: None

Others Present: Morgen Hardigree, Senior CCAM[®], Optimum Professional Property Mgmt. (ACMF[®])
Morgan Winegar, Senior CCAM[®], Optimum Professional Property Mgmt. (ACMF[®])
See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on September 24, 2015 from 6:18 p.m. to 7:02 p.m. for the following:

- Delinquencies: A/R Aging dated 09/17/15 and Reconciliation Report dated 08/31/15
- Legal: Common Area Plantings, Pool and Spa Usage
- Minutes: Executive Session 08/27

Call to Order General Session

President and Presiding Chair, Cathy Lewis, called the General Session of the Board of Directors to order following Executive Session at 7:30 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:

- Drains
- Landscaping along Segura and the Golf Course
- Parking
- Rules and Regulations
- Newsletter

Architectural Committee Report

Architectural Committee provided a verbal report advising there were no open applications for review at the current time. No action required.

Landscape Committee Report

Landscape Committee Report

Landscape Committee Representative, Jill Cooper, discussed with the Board the recent Landscape Committee walk held. The Board thanked Grant's Landscape for their donation of a tree to be planted in honor of former Board Member James Somers, and agreed that an Arbutus tree would be planted in his memory.

Refurbishment Project Update

Management was directed to remove this item from the Agenda and include as part of the General Section of the Agenda.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the July 23, 2015 General Session of the Board of Directors as written.

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the August 27, 2015 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 08/31/15 with a balance of \$70,823.98 in Operating; \$37,453.53 in Sunwest Bank MMA, \$218,705.28 in Pacific Western S/A, \$62,322.00 due from (to) operating, \$414,154.79 in Pacific Western Money Market, \$246,791.57 in Popular Banking Money Market, \$213,591.60 in Morgan Stanley and \$201,754.18 in Mutual of Omaha Money Market, for a total balance of \$1,323,830.79 (less loans) in Reserves, unbilled Special Assessment reserve asset \$503,085.99, as presented, and a combined balance of \$1,451,704.06 subject to audit/review by a CPA at fiscal year-end.

Recap of Meeting held with Management Re: Special Assessment / Loan

Board Treasurer Beth Kojian reported to the Board the meeting held at the offices of Optimum Professional Property Management, Inc. with Joseph Boone, Senior Controller and Community Manager Morgen Hardigree to discuss the distributions and payments to the Special Assessment / Loan, and agreed to transfer funds in excess of the FDIC limit to different banking institutions.

Transfer Funds in Excess of the FDIC Limit

A motion was made, seconded and unanimously carried to transfer funds from Pacific Western Bank Money Market Reserve Account G/L #1520 in the total amount of \$414,154.79 as follows: \$200,000.00 to be transferred to Sunwest Bank deposited in a 6 month Certificate of Deposit at the best available rate and \$200,000.00 to be transferred to MorganStanley deposited in tiered months at the best available rate.

Proposed Budget, Reserve Study and Reserve Funding Plan Fiscal Year 01/01/16 to 12/31/16

A motion was made, seconded and unanimously carried to APPROVE proposed budget #1 prepared 09/15/15 as presented for fiscal year 01/01/16 to 12/31/16 with assessments remaining at \$395.00 per unit per month and monthly funding to reserves in the amount of \$23,603.00, which is the amount recommended in the update reserve study by Association Reserves dated 09/09/15 with reserves funded at 130%.

NOTE: The Board of Directors is NOT currently considering a Special Assessment and/or obtaining a Bank Loan for fiscal year 01/01/16 to 12/31/16 to repair any major common area components or to fund the reserves and has not made any decisions to defer maintenance of any common area items.

Furthermore, the Board APPROVED the update Reserve Study prepared by Association Reserves dated 09/09/15 for fiscal year 01/01/16 to 12/31/16 with monthly recommended funding to reserves of \$23,603.00 with reserves funded at 130% in 2016 and projected funding at 122.3% in five (5) years.

Furthermore, the Board ADOPTED the Reserve Funding Plan presented by Association Reserves that shows reserves funded at 130% in 2016 and 122.3% in five (5) years based on the approved reserve funding amount of \$23,603.00.00 per month for fiscal year 01/01/16 to 12/31/16.

08/28/15 Aquatrends Correspondence – Contract Increase

The Board Reviewed the correspondence from Aquatrends dated 08/28/15 advising of a 2% contract increase commencing 2016. There was no action required.

09/08/15 Grant's Landscape Correspondence – Contract Increase

The Board Reviewed the correspondence from Grant's Landscape dated 09/08/15 advising of a 3% contract increase commencing 2016. There was no action required.

Audit/Tax Return Proposals FYE 12/31/15

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, Longtin and Klatt, CPA dated 07/30/15 to conduct an audit of the Association's financial records and prepare tax returns for fiscal year-ending 12/31/15 for \$925.00.

Record Results of Special Meeting Ballot Vote ~ Bylaws and CC&R Revisions

Due to lack of quorum, there are no results of the scheduled Special Meeting Ballot Vote for the proposed restated Bylaws and CC&R's. The adjourned meeting is scheduled for Thursday, October 22, 2015.

GLS Proposal ~ September Landscape Inspection – Landscape Replacement in front of 17, 19, 66, 72, 74, 76 and 78 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 09/14/15 to perform landscape removal and installations in front of 17 Navarre, 19 Navarre, 66 Navarre, 72 Navarre, 74 Navarre, 76 Navarre and 78 Navarre, in the amount of \$1,843.00, to be paid from Reserves G/L #3840 (Refurb: Landscape).

Plaque Samples

A motion was made, seconded and unanimously carried to APPROVE management purchase the chosen memorial plaque, in honor of former Board Member Jim Somers, at a cost not to exceed \$500.00.

Refurbishment Project Punch List and Outstanding Items

The Board reviewed the revised Master Outstanding Punch List Items provided by Accord Construction. Management was requested to advise Accord Construction the Board is still very unhappy with the painting of the buildings from 1-39 Morena, and the work needs to be performed again, as well as the front doors that the paint has failed.

Premier Roofing Proposal – 36 Morena – Lap Paper Installation

A motion was made, seconded and unanimously carried to APPROVE the revised proposal from Premier Roofing dated 07/30/15 to install lap paper and stucco at 36 Morena, at a cost of \$1,770.00, to be paid from Reserves G/L #3860 (Stucco/Light Posts/Wood).

Preventative Roof Maintenance Proposals (4)

The Board reviewed four (4) proposals for preventative roof maintenance. A motion was made, seconded and unanimously carried to APPROVE the proposal from Fontaine Roofing dated 09/04/15 to perform preventative roof maintenance and gutter cleaning at the community, in the amount of \$17,850.00, with the stipulation Fontaine confirms they are certified to work the manufacturer of the roofing material to provide clarification on resloping of the rain gutters, to ensure all gutters and joints are sealed, to be paid from Reserves G/L # 3130 (Roofs).

9/01/15 24Hour Restoration ~ Outstanding Invoice 2 Morena

To stay in good standing with the vendor, a motion was made, seconded and unanimously carried to APPROVE payment of invoice #14565 dated 03/22/14 for remediation services performed at 2 Morena, in the amount of \$2,691.47, to be paid from operating g/l #7620 (Plumbing). Furthermore, management was requested to send the invoice to the owners of 2 Morena requesting reimbursement to the Association as the remediation was needed due to a leaking dishwasher line.

Homeowner Request for Reimbursement ~ 1 Morena ~ Slab Leak Damage

Owner was not present. A motion was made, seconded and unanimously carried to DENY the request from the owner of 1 Morena requesting reimbursement for the replacement of carpet within the unit due to a slab leak in 2014, as the residents of 1 Morena repeatedly refused entrance to the community's vendors to perform the proper remediation services.

Re-Keying of Pool Area Status Update

Management advised the revised proposal for the additional rekeying of the pool area and pedestrian gates was under the approved amount of \$750.00. The Board agreed to distribute the new keys to the membership on November 7, 2015, from 9:00 a.m. to 11:00 a.m. Management was requested to send a notice to the membership advising them of the distribution date.

Proposals and Samples of Exterior Light Fixture Refurbishment

A motion was made, seconded and unanimously carried to TABLE further discussion of the replacement of the exterior light fixtures to the October Meeting due to time constraints. Furthermore, management was requested to contact Tri County Lighting to obtain their recommendations as to the type of fixtures to be installed at the community, and to provide samples for the Board to review.

Scope of Work ~ Bathroom Refurbishment

Management advised the proposals would be on the October Agenda for Review.

Trash Enclosure #2

A motion was made, seconded and unanimously carried to TABLE further discussion regarding the trash overflow at trash enclosure #2 to the October Agenda due to time constraints.

Options for 2nd Recycle Bin

Management advised Waste Management would be providing additional recycle bins in each trash enclosure, and that the recycling would be picked up every Thursday. There was no action required.

Drainage Culvert by Culver Drive

Management was directed to obtain the pricing of the drain covers chosen by the Board to cover the drain in the culvert along Culver Drive, as well as contact the City of Irvine and Racquet Club to discuss the abundance of landscape debris continuing to fill the culvert causing backups and stoppage of the culvert drain.

Free Gardening Workshop

A motion was made, seconded and unanimously carried to TABLE further discussion regarding the discussion of a free gardening workshop to the October Agenda due to time constraints.

Clearing of Common are Drains/Pipes in Streets and Alleyways

The Board requested management contact Accord Construction as well as The City of Irvine to discuss the concerns of potential flooding of the garages along Navarre due to the grading of the street and the potential installation of a drain.

Next Meeting

The next meeting of the Board of Directors is scheduled for Thursday, October 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 at 8:59 p.m.

SECRETARY'S CERTIFICATE

I, _____, duly Appointed and Acting Secretary of The Villas Community Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the General Session of the Board of Directors held on the above date, as approved by the Board of Directors of The Villas Community Association.

ATTEST:

Approved

Appointed Secretary

10-22-15

Dated

MINUTES
EMERGENCY GENERAL SESSION OF THE BOARD OF DIRECTORS
TO APPOINT THE INSPECTORS OF ELECTION
THE VILLAS CONDOMINIUM ASSOCIATION
A California Nonprofit Corporation

OCTOBER 22, 2015

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 10/16/15 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, President
Jim Weaver, Vice President
Elizabeth Kojian, Treasurer
Jill Cooper, Member at Large

Directors Absent: Dan Wells, Secretary

Others Present: Morgen Hardigree, Senior CCAM[®], Optimum Professional Property Mgmt. (ACMF[®])
Morgan Winegar, Senior CCAM[®], Optimum Professional Property Mgmt. (ACMF[®])
See Sign in Sheet

Call to Order

President and Presiding Chair, Cathy Lewis, called the Emergency General Session of the Board of Directors to order at 7:03 p.m.

Appointment of Inspector of Election

A motion was made, seconded and unanimously carried to APPROVE the appointment of Mary Ann Somers of 34 Navarre to act as the Inspector of Election and certify the results in accordance with the adopted Election Rules for the Special Membership Meeting for the Proposed Bylaw and CC&R's Amendment to be held on October 22, 2015 at 7:15 p.m. at the Rancho Senior Center, 3 Ethel Coplen Way as the previously appointed Inspector of Election, Avi Schwartz, was not able to attend.

Adjournment

There being no further business to come before the Board of Directors at the Emergency General Session, a motion was made, seconded and unanimously carried to ADJOURN at 7:05 p.m.

SECRETARY'S CERTIFICATE

I, _____, the duly appointed and Acting Secretary of Pinnacle at Monarch Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the Emergency General Session of the Board of Directors held on the above date as approved by the Board of Directors of Pinnacle at Monarch Association.

ATTEST:

Approved By Board
Appointed Secretary

12.5.15
Date

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

OCTOBER 22, 2015

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 10/16/15 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, President
Jim Weaver, Vice President
Elizabeth Kojian, Treasurer
Jill Cooper, Member at Large

Directors Absent: Dan Wells, Secretary

Others Present: Morgen Hardigree, Senior CCAM[®], Optimum Professional Property Mgmt. (ACMF[®])
Morgan Winegar, Senior CCAM[®], Optimum Professional Property Mgmt. (ACMF[®])
See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on October 22, 2015 from 6:17 p.m. to 7:02 p.m. for the following:

- Delinquencies: A/R Aging dated 10/14/15 and Reconciliation Report dated 09/30/15
- Hearings: Five (5) hearing resulting in non-compliance of the governing documents for reimbursement assessment, patio maintenance, screen doors, dead trees,
- Non-Compliance: One (1) request to waive fines
- Legal: Common Area Plantings, ADA
- Minutes: Executive Session 09/24/15

Call to Order General Session

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

Appointment of Secretary Pro Tem

A motion was made, seconded and unanimously carried to APPROVE the appointment of Board Member, Cathy Lewis, as Secretary pro tem for the October 22, 2015 General Session.

Homeowner Forum

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. The following items were presented:

- Drains
- El Nino

Architectural Committee Report

Architectural Committee provided a verbal report advising there were no open applications for review at the current time. No action required.

Landscape Committee Report

Landscape Committee Representative, Jill Cooper, discussed with the Board the recent Landscape Committee walk held. There was no action required.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the September 24, 2015 Notice of Adjournment of the Board of Directors as written.

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the September 24, 2015 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 09/30/15 with a balance of \$70,432.89 in Operating; \$37,453.53 in Sunwest Bank MMA, \$208,020.27 in Pacific Western S/A, \$57,128.50 due from (to) operating, \$447,133.63 in Pacific Western Money Market, \$246,791.57 in Popular Banking Money Market, \$213,593.51 in Morgan Stanley and \$201,787.34 in Mutual of Omaha Money Market, for a total balance of \$1,340,933.21 (less loans) in Reserves, unbilled Special Assessment reserve asset \$496,431.30, as presented, and a combined balance of \$1,464,023.17 subject to audit/review by a CPA at fiscal year-end.

Reclassification of Funds

A motion was made, seconded and unanimously carried to APPROVE the reclassification of funds in the amount of \$2,569.43 from Operating GL #8450 (Printing/Mailing Supplies) to Reserve GL #3890 (Refurb: Legal / Loan / Other) as the incorrect gate GL was used when reallocating funds.

Request for Reimbursement ~ Newsletter/Flyers for Community

A motion was made, seconded and carried to APPROVE the request for reimbursement from Board Member Beth Kojian for printing of newsletters and flyers for the community, in the amount of \$51.56, to be paid from operating g/l #8450 (Printing/Mailing/Supplies).

ABSTAIN: Beth Kojian

Record Results of Special Meeting Ballot Vote ~ Bylaws and CC&R Revisions

The tabulated results of the Reconvened Special Membership Meeting Ballot Vote for the proposed amendments of the Bylaws and CC&R's as Certified by the Inspector(s) of Election are as follows:

- 104 APPROVAL Votes
- 16 OPPOSED Votes

As 108 APPROVAL votes were needed to pass the proposed / Restated Bylaws and CC&Rs, the vote failed. Management was requested to contact Association's legal counsel to discuss petitioning the courts to request the proposed Bylaws and CC&R's be approved and amended as proposed.

GLS Proposal ~ Renovations to Common Area Landscape from 35 Navarre through 104 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 10/13/15 to perform landscape removal and installations in front of 52, 54, 56, 58, 62, 64, 82, 90, 98, 100, 102-104, and 104 Navarre, in the amount of \$2,902.00, to be paid from Reserves G/L #3840 (Refurb: Landscape).

Scope of Work ~ Bathroom Refurbishment

The Board reviewed three (3) proposals for the refurbishment of the Association bathrooms in the pool area. A motion was made, seconded and unanimously carried to APPROVE the proposal from Preferred General Contractors dated 10/07/15 for the refurbishment of the renovations in the pool area, per the scope of work

created by Accord Construction, in the amount of \$11,686.00, to be paid from Reserves G/L #3820 (Refurb: Pool).

Samples of Exterior Light Fixture Refurbishment

Management was requested to obtain prices for the purchase / fabrication and installation of the chosen light fixtures from the samples provided by Tri-County Lighting. The chosen samples were the Cozumel Series Wall fixture and the Rome Series Wall Fixture. Furthermore, management was requested to also have the bidders provide the prices for the free-standing light fixtures that match with the chosen samples and the respective address lights.

Plaque Samples

A motion was made, seconded and unanimously carried to APPROVE the purchase of the 12x3 memorial plaque to be installed by the with the donated tree.

10/15/15 Aquatrends Correspondence ~ Pool Equipment Room

The Board reviewed the correspondence from Aquatrends dated 10/15/15 in regards to the tampering with the spa chemical controller. Management was requested to issue a work order for the changing of the lock on the pool pump room and to have a total of six (6) keys made. Furthermore, management was directed to advise Aquatrends and their employees to make sure the door is locked each time they leave the room, as you cannot see the entrance to the room while servicing the pool.

Refurbishment Project Punch List and Outstanding Items

Management discussed with the Board 32 Navarre, and the opening in the stucco underneath the bathroom. Management advised this opening in the wall was not part of the original scope of work for the refurbishment project. Management was requested to obtain a proposal for the closing of the opening in the stucco.

Trash Enclosure #2

A motion was made, seconded and unanimously carried to TABLE further discussion regarding the trash overflow at trash enclosure #2 to the December Board Meeting pending further discussion.

Drainage Culvert by Culver Drive

Management advised they had received the exact measurements of the drain cover from Accord Construction. The Board requested management provides these measurements to Contech to have a customized drain cover made to install over the drain in the culvert. Furthermore, management was directed to confirm with Grant's Landscape the drain area is to be cleaned monthly until further directed by the Board.

Clearing of Common Area Drains/Pipes in Streets and Alleyways

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the clearing of the common area drain pipes (not landscape drains) as the Board determined not to pursue this project.

Homeowner Request Address on Address Monument

Owner was not present. The Board reviewed the correspondence from the owner of 23 Navarre advising her address was not on the address monument. Management was directed to contact Accord Construction to determine if the sign could be changed and if not, to obtain a proposal from Vasin Sign to correct the sign.

Inspectors of Election ~ Annual Membership Meeting & Election

A motion was made, seconded and unanimously carried to APPROVE appointment of Brian Kraft of 45 Morena, William Leek of 9 Segura, and Mary Ann Somers of 34 Navarre to act as the Inspector of Election and certify the results of the election in accordance with the adopted Election Rules for the Annual Membership Meeting & Election to be held on January 28, 2016 at 6:00 p.m. with registration at 5:45 p.m. at the Rancho Senior Center, 3 Ethel Copen Way. Furthermore, Optimum Professional Property Management, Inc. is authorized to receive the ballots and will turn them over to the Inspector of Election prior to the meeting.

Free Gardening Workshop

The Board reviewed the information in regards to a free gardening workshop and determined not to pursue this project.

100 Navarre Status Update

Management advised the Board the plans were being revised by OCBS per the City of Irvine's instructions and needed to be resubmitted to the City. There was no action required.

ITEMS NEEDING IMMEDIATE ACTION

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

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

1. **Grant's Landscape Proposal - #8-18 Segura**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 10/12/15 to install plant material across from #8-18 Segura to create a fence barrier, in the amount of \$595.00, to be paid from Reserves G/L #3840 (Refurb: Landscape).

2. **Grant's Landscape Proposal - Lawn Overseeding**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 10/05/15 to overseed the lawn areas with ryegrass, in the amount of \$1,500.00, to be paid from Operating G/L #7215 (Landscape Supplies).

3. **Grant's Landscape Proposal – 104 Navarre**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Grant's Landscape dated 10/12/15 to install plant material in front of 104 Navarre, in the amount of \$390.00, to be paid from Reserves G/L #3840 (Refurb: Landscape).

Next Meeting

The next meeting of the Board of Directors is scheduled for Thursday, December 3, 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 at 8:30 p.m.

SECRETARY'S CERTIFICATE

I, _____, duly Appointed and Acting Secretary of The Villas Community Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the General Session of the Board of Directors held on the above date, as approved by the Board of Directors of The Villas Community Association.

ATTEST:

Approved By Board
Appointed Secretary

12/14/15
Dated

MINUTES
SPECIAL MEMBERSHIP MEETING & VOTE TO AMEND BY-LAWS & CC&Rs
THE VILLAS COMMUNITY ASSOCIATION
A California Non-Profit Corporation

OCTOBER 22, 2015

Notice of Meeting

The Special Membership Meeting and Vote to Amend the Bylaws and CC&Rs of The Villas Community Association was originally noticed for September 24, 2015 and was adjourned due to lack of quorum to October 22, 2015, at which time the meeting was reconvened at the Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Inspectors of Election

The following Inspector of Election previously appointed by the Board of Directors on 08/27/15 and 10/22/15 to count the votes and certify the results of the election was present:

Brian Kraft of 45 Morena
William Leak of 9 Segura
Mary Ann Somers of 34 Navarre

Others Present

The following were also present:

Cathy Lewis, President
Jim Weaver, Vice President
Beth Kojian, Treasurer
Jill Cooper, Member at Large
Morgen Hardigree, Senior Certified Community Manager, Optimum Professional Property Management, Inc. (ACMF)
Morgan Winegar, Senior Certified Community Manager, Optimum Professional Property Management, Inc. (ACMF)
See List

Confirmation of Quorum

The Association's governing documents require at least seventy-five percent (75%) of the voting power of the Association (108 of 144) to be present in person or by ballot in order to achieve a quorum. The Inspector of Election reported that a quorum had been established with one hundred twenty (120) members represented.

Call to Order Special Membership Meeting

The Special Membership Meeting and Vote to Amend the Bylaws and CC&Rs was called to order by the Inspector of Election at 7:18 p.m.

Purpose of Meeting

The purpose of the meeting is for the membership to vote to amend the Bylaws and CC&R's of The Villas Community Association.

Close Registration

A motion was made, seconded and unanimously carried by the membership to APPROVE closing registration at 7:20 p.m.

Voting Procedures

It was explained to the membership that approval of at least a majority of the voting power of the Association (108/144) must be received for the proposed Bylaws and CC&Rs amendments to pass. Members are entitled to one (1) vote per unit either to approve or disapprove amending the Bylaws & CC&Rs.

**The Villas Community Association
Special Membership Meeting & Vote to Amend the Bylaws & CC&Rs
Thursday, October 22, 2015
Page 2**

Balloting

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

Vote Results

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

In Favor of By-law Amendment	104
Against By-law Amendment	16
Quorum Purpose Only	1

Therefore, the proposed Bylaws and CC&Rs Amendments DID NOT PASS.

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 at 8:00 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 Special Membership Meeting and Vote to Amend the Bylaws and CC&Rs held on the above date as approved by the membership of The Villas Community Association.

ATTEST:

Appointed Secretary

Date

THE VILLAS COMMUNITY ASSOCIATION

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

ACCREDITED COMMUNITY MANAGEMENT FIRM

17731 Irvine Boulevard, Suite 212, Tustin, CA 92780

(714) 508-9070 Office / (714) 665-3000 Fax

www.optimumpm.com

NOTICE OF SPECIAL MEMBERSHIP MEETING FOR PROPOSED RESTATED AND AMENDED CC&RS AND BYLAWS RESULTS

DATE: November 2, 2015

TO: All Members of The Villas Community Association

FROM: Your Board of Directors

SUBJECT: Special Membership Meeting for Proposed Restated and Amended
CC&Rs and Bylaws Results

The Special Membership Meeting and Secret Ballot Vote for the Proposed Restated and Amended CC&Rs and Bylaws for The Villas Community Association was held on October 22, 2015.

Homeowners had the option of voting to “Approve” or “Disapprove” Proposed Restated and Amended CC&Rs and Bylaws. Following are the tabulated results of the secret ballot vote count as certified by the appointed Inspectors:

IN FAVOR	104 Votes
AGAINST	16 Votes
ABSTAIN	0

Based on these results, the secret ballot vote **DID NOT PASS** in favor of the proposed Restated and Amended CC&Rs and Bylaws.

Furthermore, the Board of Directors has authorized legal counsel to petition the courts to move forward with approving the Proposed Restated and Amended CC&Rs and Bylaws, as only 108 “Approve” votes were needed to pass, and only 24 homeowners did not submit their ballot.

If you have any questions regarding this information, please feel free to contact our Senior Certified Community Association Manager, Morgen Hardigree, CCAM, with Optimum Professional Property Management, Inc. (ACMF) via email at mhardigree@optimumpm.com.

Thank you for your participation!

EMERGENCY BOARD MEETING BY EMAIL

THE VILLAS COMMUNITY ASSOCIATION

A California Non-Profit Corporation

We, Members of the Board of Directors of The Villas Community Association, a corporation organized under the Non-profit General Corporation Law of California, being all the current members of such Board as presently constituted, do hereby consent to this emergency email meeting pursuant to Civil Code 1363.05(j)(2)(B) to make the following resolution(s) in accordance with the Association's governing documents via emergency email meeting:

WHEREAS, the Board of Directors has the powers and duties to administer the affairs of The Villas Community Association; and

WHEREAS, the Board of Directors hereby APPROVES this emergency meeting via email as the circumstances of the situation could not have been reasonably foreseen, immediate attention is required, and providing notice to the members under the Open Meeting Act is impracticable due to the threat of property damage;

NOW, BE IT RESOLVED, that the Board of Directors hereby APPROVES the proposal from South County Plumbing dated 11/16/15 to reroute the piping from the guest bath to the guest room closet due to a slab leak at 1 Navarre, in the amount of \$1,650.00, to be funded from Operating G/L #7620 (Plumbing).

We direct that this consent be filed along with the emails from the Board of Directors approving this emergency action in the Minute Book of the Corporation with the Minutes of the proceeding Meeting of the Board of Directors of this Corporation.

Dated: 11/16/15

Board of Directors

THE VILLAS COMMUNITY ASSOCIATION

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

DECEMBER 3, 2015

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool on 11/25/15 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, President
Jim Weaver, Vice President
Elizabeth Kojian, Treasurer
Dan Wells, Secretary
Jill Cooper, Member at Large

Directors Absent: None

Others Present: Morgen Hardigree, Senior CCAM[®], Optimum Professional Property Mgmt. (ACMF[®])
See Sign in Sheet

Executive Session Disclosure §4935(a)

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on December 3, 2015 from 6:20 p.m. to 6:45 p.m. for the following:

- Delinquencies: A/R Aging dated 10/14/15 and Reconciliation Report dated 10/31/15
- Hearings: Five (5) hearing resulting in non-compliance of the governing documents for garage door, patio maintenance, screen doors, items in common area
- Legal: Common Area Plantings, ADA CC&R & Bylaw Revisions
- Minutes: Executive Session 10/22/15

Call to Order General Session

President and Presiding Chair, Cathy Lewis, 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:

- Holiday Lighting
- Cable Hanging from Building
- Abandoned vehicle

Architectural Committee Report

Management provided a log in the Directors Report of all open Architectural items. Management was directed to include this report in the Directors Report on a monthly basis.

Landscape Committee Report

Landscape Committee Representative, Jill Cooper, discussed with the Board the recent Landscape Committee walk held, and the pest that is attacking the Association's carrotwood trees. A motion was made, seconded and unanimously carried to APPROVE Grant's Landscape to treat the carrotwood trees for this pest, in the amount of \$1,140.00, to be paid from operating g/l #7215 (Landscape Supplies). Furthermore, a motion was made,

The Villas Community Association
General Session Minutes
December 3, 2015
Page 2 of 4

seconded and unanimously carried to APPROVE a bonus to Jesus Castaneda of Grant's Landscape in the amount of \$150.00, to be paid from operating g/l #7215 (Landscape Supplies).

Finally, a motion was made, seconded and unanimously carried to APPROVE the Landscape Committee to purchase additional holiday decorations from the center median, in the amount of \$500.00, to be paid from operating g/l #7790 (Contingency).

Secretary's Report / Minutes

A motion was made, seconded and carried to APPROVE the Minutes of the October 22, 2015 Emergency Special General Session of the Board of Directors as written.

ABSTAIN: Daniel Wells

The Board reviewed the Minutes of the October 22, 2015 Special Membership Meeting which will be presented to the Membership for approval at the next Membership Meeting. No corrections needed.

A motion was made, seconded and carried to APPROVE the Minutes of the October 22, 2015 General Session of the Board of Directors as written.

ABSTAIN: Daniel Wells

Emergency Board Meeting By Email Resolution Ratified

A motion was made, seconded and unanimously carried to RATIFY the Emergency Board Meeting By Email Resolution dated 11/16/15 approving the proposal from South County Plumbing dated 11/1/6/15 to repair the slab leak at 1 Navarre for \$1,650.00 to be paid from Operating G/L #7620 (Plumbing).

Treasurer's Report / Financials

The Board received and ACCEPTED the financial statements and reconciled bank statements for period ending 10/31/15 with a balance of \$72,344.08 in Operating; \$37,456.61 in Sunwest Bank MMA, \$183,310.75 in Pacific Western S/A, \$51,935.00 due from (to) operating, \$74,065.02 in Pacific Western Money Market, \$246,994.09 in Popular Banking Money Market, \$413,593.51 in Morgan Stanley and \$201,787.34 in Mutual of Omaha Money Market, for a total balance of \$1,337,459.77 (less loans) in Reserves, unbilled Special Assessment reserve asset \$489,778.61, as presented, and a combined balance of \$1,457,570.70 subject to audit/review by a CPA at fiscal year-end.

Furthermore, Management was requested to research and determine the status of the distribution of the certificate of deposits.

Delinquencies: Approval to Record Lien

In accordance with California Civil Code §5673: A motion was made, seconded and unanimously carried to DENY recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as #O963-100-2 as the account was brought current.

Grant's Landscape Proposals

A motion was made, seconded and unanimously carried to APPROVE the following proposals from Grants Landscape, to be paid from Reserves g/l #3840 (Refurbishment: Landscape):

- 11/30/15 Proposal to upgrade the landscape in front of 25, 29, 31, 80, 7, 3, 5, 1, 9, 11, 13, 15, 42, 44, 46, and 48 Navarre, in front of 40 Morena, and adjacent to #32 Navarre at the pool gate, in the amount of \$6,553.00.
- 11/30/15 Proposal to upgrade the landscape at 24, 22, 20, 18, 2, 16, 33, 25, 27, 29, 31, 41, 43, 45, and 47 Morena, and all mulch to all new plants, in the amount of \$7,023.00.
- 11/30/15 Proposal to upgrade the landscape in front of 40, 32, 32, 21, 19, 30, 28, and 26 Morena, 40, 38, 36, 34, 26, 28, 30, 32, and 18 Navarre, and to mulch all new plants, in the amount of \$7,587.00.

Samples of Exterior Light Fixture Refurbishment

A motion was made, second and unanimously carried to TABLE the proposals for the fabrication and installation of light fixtures within the community as management was requested to contact Tri-County Lighting and advise the price provided was for the wrong light fixture, it should be for the Cozumel light fixture. Furthermore, the Board would like to see samples of wall, post, and address numbers that are in relation to the Cozumel light fixture.

Drainage Culvert by Culver Drive

A motion was made, seconded and unanimously carried to APPROVE the proposal from Wrought Iron Works in the amount of \$1,500.00 to fabricate and install the grate over the drain in the culvert along Culver Drive, to be paid from Reserves G/L #3170 (Fencing & Trash Gates).

11/06/15 Proposal – Khatri International, Inc. ~ Drainage behind 33-39 Navarre

A motion was made, seconded and unanimously carried to APPROVE the proposal from Khatri International, Inc. dated 11/06/15 for civil engineering design of the drainage issue at 33 Navarre, in the amount of \$7,200.00, to be paid from Reserves G/L #3135 (Paved Surfaces).

Refurbishment Project Punch List and Outstanding Items

Management discussed with the Board the open projects within the community, including the bathroom renovations in the pool area. There was no action required.

Trash Enclosure #2

Management was requested to contact CR&R and ask them for the additional cost to add an extra pick up of the recycling within the community. Management was also requested to remove the discussion of additional an additional trash enclosure within the community from the Agenda.

Rain Gutters within the Community

Management was requested to follow up with Fontaine Roofing in regards to the reattachment of the rain gutters within the community and the report from the work performed as part of the Preventative Roof Maintenance.

Homeowner Request for Appeal for Denial ~ 1 Morena

The Board reviewed the correspondence from the owner of 1 Morena in regards to the denial from the Board at the October 22, 2015 Meeting for their request for reimbursement of their carpet. Management was requested to advise the homeowner the Board stands by their original decision for the denial of the request for reimbursement.

15 Segura – Handrail Update / Common Area or H/O

The Board reviewed the architectural application that was incomplete submitted by the owners of 15 Segura requesting the installation of a handrail to 15 Segura. Management was requested to remove this item from the Agenda as it is not the responsibility of the Association to install the handrail.

11/20/15 South County Plumbing, Inc. Proposal – Shower System

A motion was made, seconded and unanimously carried to APPROVE the proposal from South County Plumbing, Inc. date 11/20/15 for the installation of a comfort system recirculation system at the pool shower to bring hot water to the shower quicker, in the amount of \$985.00, to be paid from operating g/l #6215 (Pool Extras). Furthermore, management was requested to inquire as to wrapping the outside of the water heater.

11/17/15 Aquatrends Correspondence ~ Title 22 Service Proposal

The Board reviewed the correspondence from Aquatrends in regards to Title 22 in regards to the servicing of the pools. The Board agreed to take no action at this time until addressed by the Orange County Health Department.

Status Update ~ 100 Navarre

Management advised the City of Irvine had finally approved the plans and provided the permits for the work to be performed at 100 Navarre from the vehicle vs. structure that occurred in July 2015, and the new plans were also approved by the insurance carrier. There was no action required.

ITEMS NEEDING IMMEDIATE ACTION

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

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

1. **24 Hour Emergency Restoration Invoice #16937-1 Navarre**

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #16937 dated 11/30/15 for remediation services at 1 Navarre due to a slab leak, in the amount of \$1,974.20 to be paid from Reserves g/l #3860 (Refurb: Stucco/Wood/Light Post).

2. **24 Hour Emergency Restoration Proposal -1 Navarre**

A motion was made, seconded and unanimously carried to APPROVE the proposal submitted by 24 Hour Emergency Restoration dated 12/02/15 for build-back services at 1 Navarre due to a slab leak, in the amount of \$1,731.17 to be paid from Reserves g/l #3860 (Refurb: Stucco/Wood/Light Post).

Next Meeting

The next meeting of the Board of Directors is scheduled for Thursday, January 28, 2016 at 6:15 p.m. Executive Session and 7:00 p.m. General Session at Rancho Senior Center, Irvine, California.

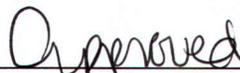
Adjourn General Session

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 at 8:07 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

2.25.16

Dated