

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

**MAY 25, 2023**

**Notice of Meeting**

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool at least four (4) days prior to the General Session of the Board of Directors of The Villas Community Association held on the above date at Optimum Professional Property Management, Irvine, California and Zoom.

**Roll Call**

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

Directors Present: Daniel Wells, President  
Angie Dickson, Vice President  
Jill Cooper, Secretary  
Marilyn Curry, Treasurer  
Ali Gharavi Esfahani, Member at Large – (*Via Zoom*)

Directors Absent: None

Others Present: Jenn Luckham, Community Manager, Optimum Professional Property Management, Inc.  
Patricia Amundson – 18 Morena - Landscape

**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 May 25, 2023 from 6:15 p.m. to 7:15 p.m. for the following:

- Delinquencies: A/R Aging & Collection Report 04/30/23
- Hearings (11): Non-Compliance of the Governing Documents
- Legal: Traffic & Parking, Garage Use, Surveillance Policy
- Minutes: Executive Session 04/27/23

**Call to Order General Session**

President and Presiding Chair, Daniel Wells, called the General Session to order at 7:15 p.m.

**Homeowner Forum**

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

- Patricia Amundson – 18 Morena

**Architectural Review Committee**

The following architectural applications were reviewed and approved as submitted by the Architectural Review Committee for the month of April: None.

**Villas Park Landscape Proposal**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Villa Park Landscape dated 04/18/23 for April walk throughout the community for \$3,342.00.00 pending follow up with vendor.

**Villas Park Landscape Proposal for Tree Replacement at 12 Segura**

A motion was made, seconded, and unanimously carried to TABLE the proposal from Villa Park Landscape dated 05/16/23 for tree replacement and removal of dying Tristania at 12 Segura for \$1,635.00 pending follow up with vendor. Furthermore, a NTE of \$1,000 is approved for 24" box Arbutus Marina AND to remove the dying Tristania tree. Board instructed management to obtain proposal from Villa Park Landscape.

**Senior Center Correspondence**

The Board reviewed the correspondence from the senior center who is located adjacent to the Villas. Dan confirmed that on the next landscape walk we will walk over to follow up with them about the irrigation issues.

**Cool Block Club**

Angie Dickson updated the Board on the green waste bins. Management stated what Optimum Janitorial would charge to clean the bins monthly and quarterly. Angie will research another company and keep us posted.

**Secretary's Report / Minutes**

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the April 27, 2023 General Session of the Board of Directors as written.

**Treasurer's Report / Financial Statements**

A motion was made, seconded, and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 04/30/23 as presented, subject to audit/review at fiscal year-end by a CPA.

**Board Resolution – Monetary Transfers Civil Code Sections 5380(b)(6) and 5502**

A motion was made, seconded, and unanimously carried to APPROVE the Board Resolution confirming compliance with Civil Code Sections 5380(b)(6) and 5502 requiring prior written approval of the Board of Directors before any financial transfers greater than five thousand dollars (\$5,000) if 50 or fewer units and ten thousand dollars (\$10,000) for 51 or more units or five percent (5%) of an association's total combined reserve and operating expenses; and Civil Code Section 5500 requires monthly review by the Board of all of the financial statements specified therein; and Civil Code Section 5501 provides that: The review requirements of Section 5500 may be met when every individual member of the board, or a subcommittee of the board consisting of the treasurer and at least one other board member, reviews the documents and statements described in Section 5500 independent of a board meeting, so long as the review is ratified at the board meeting subsequent to the review and that ratification is reflected in the minutes of that meeting.

**Contracts: Monthly Lighting (2)**

A motion was made, seconded, and unanimously carried to TABLE the two (2) proposals for monthly lighting until the June board meeting pending further information for review.

**Contracts: Monthly Pest Control (2)**

A motion was made, seconded, and unanimously carried to TABLE the two (2) proposals for monthly pest control until the June board meeting pending further information for review. The Board directed management to get more information from the current vendor.

**1<sup>st</sup> Street Painting Proposal – Exterior Preparation and Painting of California French Doors**

A motion was made, seconded, and unanimously carried to APPROVE a NTE of \$2,700.00 for First Street Painting to prep and paint the California French Doors throughout the community for \$75.00 each to be paid from Reserves G/L #35400 (Painting).

**Optimum Janitorial Proposal**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from Optimum Janitorial dated 05/01/23 to clean the address monuments for \$495.00 as the board is considering replacing and decided is not cost effective at this time.

**24HRC Proposal – Drywall Repairs at 20 Segura**

A motion was made, seconded, and unanimously carried to TABLE the proposal from 24HRC dated 02/27/23 for repairs at 20 Segura for \$9,260.00 pending further proposals.

**Tri-Star Construction and Restoration Services Proposal – Stucco/Drywall Repairs at 35 Morena**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from Tri Star Construction and Restoration Services dated 04/04/23 for repairs at 35 Morena for \$9,870.00 pending more proposals.

**Tri-County Invoice – Lighting Repairs**

A motion was made, seconded, and unanimously carried to TABLE payment of invoice #157146-1 from Tri-County Lighting dated 11/22/22 for lighting repairs for \$2,645.64 pending follow up with vendor.

**24 HRC Invoice – Community Wide Wood Repair – Change Order #3**

A motion was made, seconded, and unanimously carried to APPROVE the payment of invoice #771606 from 24 HRC dated 04/28/23 for community wide wood repairs for \$4,990.00 to be paid from Reserves G/L #35400 (Painting).

**24 HRC Invoice – Community Wide Wood Repair – Change Order #4**

A motion was made, seconded, and unanimously carried to APPROVE the payment of invoice #771607 from 24 HRC dated 04/28/23 for community wide wood repairs for \$7,090.00 to be paid from Reserves G/L #35400 (Painting).

**24 HRC Invoice – Build Back at 50 Navarre**

A motion was made, seconded, and unanimously carried to APPROVE the payment of invoice #37126 from 24 HRC dated 04/12/23 for build back / remodel services for \$4,590.00 to be paid from Reserves G/L #38950 (Contingency).

**Insurance Renewal 07/24/2023**

The Board discussed the upcoming insurance renewal and advised Management to obtain additional proposals for insurance.

**Draft Spring Tree Trimming Notice to Membership**

The Board discussed the notice for tree trimming and asked management to hold off on sending until Dan could review the tree trimming proposal list.

**September 2023 Meeting**

Management advised Board that Jenn Luckham will not be able to attend the September 28, 2023 Board meeting. The Board does not want to reschedule, and Eli Perez will attend the meeting in Jenn Luckham's absence.

**Next Meeting**

Meetings of the Board of Directors are held every month on the 4<sup>th</sup> Thursday. The Annual Membership Meeting and Election is held in January. The next meeting of the Board of Directors is scheduled for Thursday, July 27, 2023, at 6:15 p.m. Executive Session, 7:00 p.m. General Session at Optimum and Zoom.

**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 9:15 p.m.

**SECRETARY'S CERTIFICATE**

I, JILL-ANN M. COOPER, 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:

Jill-Ann M. Cooper  
Appointed Secretary

JUNE 22, 2023  
Dated