

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

JULY 23, 2019

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community pool at least four (4) days prior to the General Session of the Board of Directors of The Villas Community Association held on the above date at Rancho Senior Center, 3 Ethel Coplen Way, Irvine, California.

Roll Call

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

Directors Present: Daniel Wells, President
 Cathy Lewis, Vice President
 Jill Cooper, Secretary
 Robert Fallone, Treasurer
 Angie Dickson, Member at Large

Directors Absent: None

Others Present: Nancy Blasco | Senior CCAM®, Optimum Professional Property Management, Inc.
 Morgan Winegar | Director, Optimum Professional Property Management, Inc.

Executive Session Disclosure §4935(a)

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on July 23, 2019 from 6:20 p.m. to 7:20 p.m. for the following:

- Delinquencies: A/R Aging and Reconciliation Report dated 06/30/19
- Hearings-3: (1) Property Maintenance and (2) Reimbursement Assessment
- Minutes: Executive Session 05/28/19

Call to Order General Session

President and Presiding Chair, Dan Wells, called the General Session of the Board of Directors to order following Executive Session at 7:20 p.m.

Appointment of Director

A motion was made, seconded and unanimously carried to APPROVE the appointment of Angie Dickson of 5 Segura to fill the vacant seat previously occupied by Beth Kojian (Treasurer) for term expiring January 2020. Furthermore, Angie Dickson will serve as Member at Large.

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:

- Windows – Replacement and Sealing Responsibility

Architectural Committee Report

The Architectural Committee reviewed the current open architectural applications within the community.

Architectural Application: Windows – 11 Segura (Drozdoz)

A motion was made, seconded and unanimously carried to APPROVE the architectural application from Dmitriy Drozdoz owner of 11 Segura dated 07/17/19 to install new window with the condition the window installation will commence after the roof has been replaced at 11 Segura.

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Landscape Committee Report

Landscape Committee discussed with the Board the current Landscape issues.

Grant's Landscape Proposal – Cupania Tree

A motion was made, seconded and unanimously carried to APPROVE quote #150 from Grant's Landscape dated 01/17/19 to install one (1) 15 gallon Cupania (Carrotwood) tree for \$85.00 to be paid from Operating GL #7225 (Landscape Replacement).

Grant's Landscape Proposal – Bubblers

A motion was made, seconded and unanimously carried to TABLE quote #156 from Grant's Landscape dated 04/03/19 to install bubblers for the Magnolia trees for \$600.00 until the September board meeting.

Grant's Landscape Proposal – Sod Plugs

A motion was made, seconded and unanimously carried to TABLE quote #158 from Grant's Landscape dated 04/17/19 to install St. Augustine sod plugs at various locations for \$1,260.00 until the September board meeting.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the March 28, 2019 General Session of the Board of Directors as written.

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the May 28, 2019 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 05/31/19 as presented, subject to audit/review at fiscal year-end by CPA.

Morgan Stanley CD Maturing 08/12/19

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Morgan Stanley, G/L #1218 in the amount of \$100,000.00 plus interest maturing 08/12/19 for a term of fifteen (15) months at the best available rate.

Tri County Lighting Invoice – 3rd Installment

A motion was made, seconded and unanimously carried to TABLE payment of invoice #144257 from Tri County Lighting dated 06/01/19 for the replacement of lighting fixtures throughout the community for \$7,745.51 (3rd Installment) until the September board meeting pending further review.

CPR Invoice –Interior Repairs 70 Navarre

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #24997 from CPR Construction dated 07/12/19 for interior repairs needed as a result of a window leak at 70 Navarre for \$2,982.00 to be paid from Operating GL #7614 (Common Area Repairs).

Janitorial Service

The Board discussed their disappointment with Jots janitorial services and requested Management obtain proposals to be presented at the September board meeting.

Premium Builders Proposal – Water Intrusion at 21 Segura

A motion was made, seconded and unanimously carried to RATIFY the Emergency Board Meeting By Email Resolution dated 06/26/19 approving the proposal from Premium Builders dated 06/18/19 to repair the

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garage wall foundation due to water intrusion at 21 Segura for \$3,600.00 to be paid from Operating GL #7614 (Common Area Repairs).

CPR Construction Proposal – Roof Leak / Interior Repair at 22 Segura

A motion was made, seconded and unanimously carried to RATIFY the Emergency Board Meeting By Email Resolution dated 06/06/19 approving the proposal from CPR Construction dated 06/06/19 to perform interior repairs needed as a result of a roof leak at 22 Segura for \$3,343.00 to be paid from Operating GL #7655 (Roof Repairs).

Premium Builders Proposal – Plumbing Leak / Interior Repair at 35 Navarre

A motion was made, seconded and unanimously carried to APPROVE the Emergency Board Meeting By Email Resolution dated 06/26/19 approving the proposal from Premium Builders dated 06/10/19 to perform interior repairs needed as a result of a common area plumbing leak at 35 Navarre for \$3,500.00 less the cost of the flooring as this is the unit owner's responsibility for a revised total of \$2,600.00 to be paid from Operating GL #7620 (Plumbing).

Ben's Asphalt Proposal

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY proposal #4001JR from Ben's Asphalt dated 03/19/19 to paint the red curbs and restripe all large drains that go to the ocean as it has been determined this work is not needed at this time.

Jots Proposal – Re-Coat Floor

A motion was made, seconded and unanimously carried to TABLE proposal #11761 from Jots HOA Construction Services to re-coat the floors in the common area restrooms at the pool until the September board meeting pending receipt of additional proposals.

PCW Proposal – Window Replacement at 15 Segura

A motion was made, seconded and unanimously carried TABLE INDEFINITELY the proposal from PCW Contracting Services dated 06/20/19 to replace the leaking windows at 15 Segura as the windows have been caulked and sealed.

South County Plumbing Estimate – Pool Shower Hot Water Line

A motion was made, seconded and unanimously carried to APPROVE estimate #4014 from South County Plumbing dated 11/10/16 to convert the pool shower hot/cold water back to the original valves for \$850.00 to be paid from Operating GL #7620 (Plumbing Repairs).

Premier Roofing Change Order #1 – Plywood

A motion was made, seconded and unanimously carried to APPROVE change order #1 from Premier Roofing dated 06/26/19 to supply and install fifteen (15) sheets of plywood needed to pass inspection for \$1,125.00. to be paid from Reserve GL #3130 (Roofing). NOTE: The original contract amount was \$757,480.00 and the new contract amount is \$758,605.00.

Premier Roofing Change Order #2 – Plywood

A motion was made, seconded and unanimously carried to APPROVE change order #2 from Premier Roofing dated 07/10/19 to supply and install sixteen (16) sheets of plywood needed to pass inspection for \$1,200.00 to be paid from Reserve GL #3130 (Roofing). NOTE: The original contract amount was \$757,480.00 and the new contract amount is \$759,805.00.

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Premier Roofing Change Order #3 – Plywood

A motion was made, seconded and unanimously carried to APPROVE change order #3 from Premier Roofing dated 07/11/19 to supply and install sixteen (16) sheets of plywood needed to pass inspection for \$1,425.00 to be paid from Reserve GL #3130 (Roofing). NOTE: The original contract amount was \$757,480.00 and the new contract amount is \$761,230.00.

Insurance Renewal Quote & Proposals

The Board reviewed the renewal policy quote from Berg Insurance and proposals from Alante and LaBarre/Oksnee for insurance coverage renewing 07/24/19. A motion was made, seconded and unanimously carried to APPROVE the renewal quote from Berg Insurance dated 06/24/19 to include property coverage with a policy limit of \$26,084.00 and deductible of \$5,000.00, liability coverage with a policy limit of \$1 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 \$55,394.00 subject to rate changes to be paid from Operating.

Pool Monitor

Management received multiple concerns of children under the age of 14 in the spa, both supervised and unsupervised. The Board directed Management to speak with the Association's legal counsel to determine if the Association is required or legally obligated to further enforce any rules regarding this concern.

Next Meeting

NOTE: Meetings of the Board of Directors are held every other month. The Annual Membership Meeting and Election is held in January.

The next meeting of the Board of Directors is scheduled for Tuesday, September 24, 2019 at 6:15 p.m. Executive Session, 6:45 p.m. General Session, at Rancho Senior Center, Irvine, California.

Adjourn General Session

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded and unanimously carried to ADJOURN at 9:05 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

September 26, 2019
Dated