

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
April 8, 2021**

MINUTES

1. CALL TO ORDER AND ROLL CALL

The meeting of the Lake Forest – Summit Owners Association Board of Directors was called to order at 4:30 PM by President Brian Provencal via Zoom videoconference and in person in the offices of The Management Trust at 160 Blue Ravine Road, Suite C., Folsom, CA.

Board Members Present:	Brian Provencal	President
	Joan Poimiroo	Vice-President
	Tom Austin	Treasurer (by Zoom)
	David Yaw	Secretary
	Jim Coghlan	Member-at-Large
Management Trust:	Mimi Menzies	Executive Manager

2. CONFIRM POSTING OF AGENDA

In accordance with Civil Code §4290, Management confirmed that the agenda was posted on the guardhouse door at least four days prior to the meeting.

3. OPEN FORUM: There was nothing brought up in Open Forum.

4. APPROVAL OF MEETING MINUTES

Motion Poimiroo, seconded Coghlan and unanimously carried to approve the March 11, 2021 Board of Directors Meeting Minutes as submitted.

5. EXECUTIVE SESSION REPORT: The Board met in an Executive Session following adjournment of the March 11 Board of Directors meeting to discuss a member compliance issue.

6. FINANCIAL REPORT

A. Treasurer's Report: Prior to the meeting, Management sent the March 31, 2021 financial report for review by the Board. Tom Austin gave the report.

B. CD/Investment Accounts: Management submitted bank signature cards for Board action for the CD investments with UBS and CIT Investment companies. Since Tom Austin and David Yaw were not physically present, the cards will be delivered to them for their signatures so the accounts can be opened.

C. Lien Resolution: *In accordance with Civil Code 5673, the Board of Directors hereby authorizes and instructs the Association's collection service to record a lien in the full amount of unpaid assessments, late charges, interest and collection fees and costs against the property owned by the member(s) listed on the association's delinquency reported dated **March 31, 2021**, and who are, or become, delinquent beyond sixty (60) days. This authorization shall only apply to those members who have been properly noticed of the delinquent assessment and of their rights as delinquent members in accordance to Civil Code 5660. The Board further authorized any director to sign and date all lien authorization forms as may be required for those delinquent members as identified by the association account number: **462297; 462114; 462092; 462161, 462160; 953691; 462208; 462064; 462327/ 132662 and 869021.***

Motion Poimiroo, Coghlan seconded and unanimously carried to approve the Lien Resolution as submitted.

D. Reserve Expense Authorization: There were no Reserve Expense Authorizations for this meeting.

7. COMMITTEE REPORTS

A. Architectural: Tom Austin stated there had been one recent ACC remodel to convert the garage into guest quarters that was approved.

B. Landscaping: No report.

C. Social: No report.

D. Welcoming: As new owners are identified, Management will continue to send the information to Lynn Provencal so they can be welcomed to the community. The Board requested that any new owner information be included in future meeting minutes.

E. LFOA: Management indicated that Silvercreek, the management company for LFOA, had been contacted to send any recent meeting minutes and to be included on future agenda distributions. Management will follow up since no response was received.

F. Streets: Brian Provencal stated that Sierra National Asphalt (SNA) would be meeting with him regarding the next phase of street sealing for Promontory Point Drive, Huntington Circle and Hamilton Place.

8. UNFINISHED BUSINESS

A. Guardhouse Roofing Proposals: Management stated that all the contractors that were contacted have declined to install a lightweight slate roof. Management recommended contacting the company in San Francisco that sells that material and will contact them to see if they have any referrals for this area.

B. Installation of Traffic Calming Devices: Management indicated the solar powered speed signs (traffic calming devices) have been ordered. As soon as they received the payment, they will be shipped. Since Paul from Capital Landscape cannot install them, Management arranged with CityWide to have them delivered to their offices and they will install them once the locations in Summit are received.

C. Membership Directory Update: Management stated that no more directory forms were received. The Board said to go forward and prepare a directory with whatever information is available.

D. Street Address Stenciling: DVAustin presented the final proposal for the curb address stenciling.

Motion Poimiroo, seconded Coghlan and unanimously approved for the stenciling of all curbs for a cost of \$5,015.

E. Mailbox Painting Update: DVAustin submitted the final proposal for painting all the mailboxes in both Summit I and Summit II.

Motion Poimiroo, seconded Yaw and unanimously approved to have all the Summit mailboxes painted for \$2,740.

F. Tennis Court Gate Repairs: This subject was tabled pending drawings by Brian Provencal.

G. LED Light Replacement at Gate Columns: Brian Provencal contacted the electrician who will be submitting possible light replacements for the gate columns.

9. **NEW BUSINESS**

A. May Annual Meeting: The Board discussed the upcoming Annual Membership Meeting and Board election. Since there are three (3) members running for three (3) positions, it was determined that an election by acclamation would be done. Management will send a proxy ballot since the fund carry-over resolution still needs a vote and a quorum must be achieved in order to hold the Annual Membership Meeting.

B. Weed Abatement Notice – June 1 Deadline: Management submitted the annual weed notice to be mailed after this meeting. Dave Yaw stated he had just received a notice from the Fire Department stating that all unimproved lots must be abated by May 1. Management will make the appropriate modification to the notice and get it mailed immediately. Management was also requested to have Paul from Capital Landscaping weed abate Lots A and B before the May 31 deadline as he did last year.

10. **INFORMATIONAL**

A. Action Report: Information only for the Board. No action required.

B. Compliance Log: Information only for the Board. No action require.

C. Work Order Log: Information only.

D. Security Violations: The Board reviewed the violation tickets issued since the last meeting and will take appropriate action when necessary.

11. **NEXT MEETING:** The next Board of Directors meeting will be on Thursday, May 13 at 4:30 PM to be held at the offices of The Management Trust at 160 Blue Ravine, Suite C., Folsom as well as Zoom videoconferencing.

12. **ADJOURNMENT:** The meeting adjourned at 5:35 PM by a unanimous consent of the Board.

Respectfully submitted,

Mimi Menzies, CCAM
Executive Community Association Manager



The Management Trust™
Community Management. Built Differently.

Attested to:

Janet Pomilio Vice Pres.
Board Member

5-13-21
Date Approved

Unofficial until approved and dated.