

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 10, 2022**

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 at the offices of The Management Trust at 160 Blue Ravine Road, Folsom.

Board Members Present:	Brian Provencal	President
	Joan Poimiroo	Vice-President (by Zoom)
	Tom Austin	Treasurer (by Zoom)
	David Yaw	Secretary
	Cacy Roth	Member-at-Large

The Management Trust:	Mimi Menzies	Executive Community Association Manager
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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:** The Board was presented with information and history regarding the trail off Hathaway Court leading to Brown's Ravine. There is a proposal to extend the use of the trail to be a mountain biking trail causing more access possibilities into the Summit. The Board discussed whether better signage at Hathaway would be necessary, but until there is a problem, no attention should be brought to it encouraging more than what happens already.

4. CONSENT CALENDAR

- A. Approval of January 13, 2021 Board Minutes
- B. Resolution Regarding Monthly Review of Financial Statements
- C. Resolution for Authorization for Payment Plan
- D. Resolution Regarding Monthly Transfer of Funds to Reserves.

Motion Provencal, seconded Yaw and unanimously carried to approve the Consent Calendar as submitted.

- 5. EXECUTIVE SESSION REPORT:** In accordance with Civil Code §4935(e), an Executive Session was held prior to this meeting regarding a member compliance hearing, legal issue and member matters.

6. FINANCIAL REPORT

A. Treasurer's Report: Management sent the financial report for January 31, 2022 prior to the meeting for review by the Board. Tom Austin provided the financial report that was accepted as submitted.

B. 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 **January 31, 2022**, 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 any and all lien authorization forms as may be required for those delinquent members as identified by the association account number: **462297; 462092; 462161; 462160; 43171562; 503530 and 462064.***

Motion Provencal, seconded Roth and unanimously carried to approve the Lien Resolution.

C. Reserve Expense Authorization: The following reserve expense authorization was submitted to the Board for their review and action:

DV Austin Contractors 48 mailbox message boxes \$2,394

Motion Yaw, seconded Roth and unanimously carried to approve the reserve expense authorization as submitted.

7. COMMITTEE REPORTS

A. Architectural: Tom Austin presented the architectural report stating there was no activity since the last meeting except that the addition to Lot 148 (1395 Crocker) is now underway.

B. Landscaping: Joan Poimiroo reported that Capital Landscape should review the large tree in the island off Francisco for pruning.

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.

E. LFOA: There is a major irrigation pipe break under Francisco Drive that will cause the street to be closed. Capital is working with the Department of Transportation regarding how it will be coordinated.

F. Streets: No report.

G. Compliance: Management continues to work with Lynn Provencal in reviewing compliance matters throughout the community with a report submitted with each board packet.

8. UNFINISHED BUSINESS

A. Membership Directory: Management stated that another attempt will be made to get people to send in their contact information in order to prepare an accurate directory.

- B. **Elite Security Availability in Case of an Emergency:** Management reported that Elite Security can be contacted in case of an emergency for a cost of \$25 per 15 minute check of the community. No action was taken.
- C. **Tennis Court Locks/New Keys:** Management reported that the lock had to be rekeyed at the tennis court and new keys were sent to about 20 owners already. Owners were notified by the web portal email they are available and what the tennis court reservation link is.

9. **NEW BUSINESS**

- A. **Annual Meeting Candidate Applications:** Management will send the annual Candidate Statement with a newsletter along with the directory information form.
- B. **Appoint Inspector of Elections:** The annual meeting is in May and since Brian Provencal is not running this year, Lynn Provencal volunteered to be the Inspector of Elections.

Motion Poimiroo, seconded Yaw and approved by a majority of the Board. Provencal abstained from the vote.

10. **INFORMATIONAL** No action by the Board was necessary.

- A. **Action Report – January**
- B. **Compliance Log**
- C. **Work Order Log**
- D. **Security Patrol Report (If applicable)**

11. **ADJOURNMENT:** The meeting was adjourned at 5:15 PM.

12. **NEXT MEETING:** The next Board of Directors meeting will be on Thursday, March 10, 2021 at 4:30 PM via Zoom and in the offices of The Management Trust.

Respectfully submitted,

Mimi Menzies, CCAM
Executive Community Association Manager



The Management Trust™
Community Management. Built Differently.

Attested to:

Board Member

3/10/2022

Date Approved

Unofficial until approved and dated.