

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 13, 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 160 Blue Ravine Road, Folsom.

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

The 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 no open forum.

4. CONSENT CALENDAR

- A. Approval of November 11, 2021 Board Minutes
- B. Resolution for Authorization to Reverse Lake Fee
- C. Resolution for Consent for Emergency Meetings via Email
- D. Resolution for Authorization for Payment Plan
- E. Assignment of Authority for Outside a Meeting Action

Motion Poimiroo, seconded Austin and unanimously carried to approve the Consent Calendar as submitted except for the Authorization for Payment Plan review.

5. EXECUTIVE SESSION REPORT: In accordance with Civil Code §4935(e), an Executive Session was held November 11, 2021 for a member compliance hearing.

6. FINANCIAL REPORT

A. Treasurer's Report: Management sent the financial report for November 30, 2021 prior to the meeting for review by the Board. Tom Austin provided the financial report to the Board members that was accepted as submitted.

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 November 30, 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 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; 770604; ; 948691; 953691; 462208; 462327; 42728681; 462208; 948961;*

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

D. Reserve Expense Authorization: The following reserve expense authorizations were submitted to the Board for their review and action:

James E. Williams and Son	Final billing for guardhouse roof	\$ 9,837.18
City Wide Property	Entry way coating-Promontory	\$ 6,345.00
City Wide Property	Tile, grout & water line for barbecue	\$ 1,965.00
Flock Safety	6 Flock cameras	\$12,000.00

Motion Poimiroo, seconded Austin and unanimously carried to approve the reserve expense authorizations as submitted.

7. COMMITTEE REPORTS

- A. Architectural:** Tom Austin presented the architectural report stating there have been 4 reviews since the last board meeting, including a major modification for a larger garage with living quarters above (244 Lockridge); a remodel approval; pool approval and solar approval.
- B. Landscaping:** Joan Poimiroo reported that one of the landscape lights is not working outside the Lakecrest exit gate.
- 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. There were no new owners this month.
- E. LFOA:** There was nothing new to report.
- 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. Mailbox Message Boxes: DV Austin Contractors installed all the mailbox message boxes with extras put in the guardhouse. The Board said Dawn Austin did a great job.

B. Speeding, Stop Signs and CHP: Brian stated that people continue to complain about stop sign running and speeding. Although the CHP could be hired, their minimum payment is \$42,000 to \$48,000 a year, with a 2-year contract required.

9. NEW BUSINESS

A. Annual Legal Services Agreement – Baydaline & Jacobsen: This was tabled.

B. Power Outage Emergency Procedures: The Board discussed the recent power outage and what would happen if it were more than just a few hours. This subject was tabled pending whether Elite Security could be available in case of an emergency.

C. Community Communication Enhancements: The Board discussed communications and how they are formatted and reviewed prior to sending. Management was reminded that any communications sent by an email blast through the web portal should also be in a pdf format.

10. INFORMATIONAL No action by the Board was necessary.

A. Action Report – November

B. Compliance Log

C. Work Order Log

D. Security Patrol Report (If applicable)

E. 2022 Calendar

11. ADJOURNMENT: The meeting was adjourned at 5:15 PM into an Executive Session.

12. NEXT MEETING: The next Board of Directors meeting will be on Thursday, February 11, 2021 at 4:30 PM via Zoom.

Respectfully submitted,

Mimi Menzies, CCAM
Executive Community Association Manager



The Management Trust™
Community Management. Built Differently.

Attested to:

Board Member

Feb 10 / 2022

Date Approved

Unofficial until approved and dated.