

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 14, 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 6:00 PM by President Brian Provencal via Zoom videoconference.

Board Members Present:	Brian Provencal	President
	Joan Poimiroo	Vice-President
	Helen Austin	Treasurer
	David Yaw	Secretary
	Jim Coghlan	Member-at-Large

Advisor to Board Tom Austin

The Management Trust:	Mimi Menzies	Executive Manager
	Andrea Dunifon	VP-Community Assn. Manager

2. ANNUAL ELECTION – TABULATION OF BALLOTS

Gene Harris was introduced as the Inspector of Elections and Irina Petkova as the Election Official to assist with the ballot tabulation. A quorum was reached with 55 ballots received and attendees were able to see Gene and Irena as they opened them via Zoom.

3. 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.

4. OPEN FORUM

- Leaves under the redwood trees in the park need to be blown out as well as the culvert in the same location. Redwood branches should be cut up three feet.
- Parties have calmed down since the holidays are over.
- The new bank address for monthly assessments reminder should go into the next newsletter.

5. CONSENT CALENDAR

- A. Approval of November 12, 2020 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
- F. Resolution Regarding Monthly Review of Financial Statements

G. Resolution Regarding Monthly Transfer of Funds to Reserves

Motion Poimiroo, seconded Coghlan and unanimously carried to approve the Consent Calendar with the Monthly Transfer of Funds to Reserve amount be changed to reflect the 2021 transfer amount.

6. **EXECUTIVE SESSION REPORT:** In accordance with Civil Code §4935(e), an Executive Session was held prior to and will be reconvened after the Open Meeting to address Member compliance issues.

7. **FINANCIAL REPORT**

A. **Treasurer's Report:** Management sent the financial report for November 30, 2020 prior to the meeting for review by the Board. On behalf of Helen Austin, Tom Austin provided the financial report as follows:

Operating Cash:	\$74,713
Reserve Balance:	\$997,571
Income (Year to Date)	\$390,975
Operating Expenses (Year to date)	\$219, 109
Reserve Expenses (Year to date)	\$49,540

B. **CD/Investment Accounts:** Management indicated that Alliance Association Bank AAB) is now the new bank for all of The Management Trust. Pacific Western Bank (PWB) had so many issues with the new computer software, it became necessary to move association banking. AAB only services homeowner associations, so it is a very positive move. Since the Board had requested \$250,000 be transferred into a CD at AAB, Management looked into alternatives for the CD transfers. Management will look into both USB and Citi Banks to ensure they will match the requested interest rates.

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, 2020, 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; 462114; 462092; 462161; 462160; 503530; 948691; 953691; 462208; 462327; 918349; and 462064.*

Motion Poimiroo, seconded Coghlan and unanimously carried to approved the Lien Resolution.

D. Reserve Expense Authorization: Management was informed this expense had already been authorized.

Capital Landscape	Lot D Tree/shrub removal/cleanup	\$19,250
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8. COMMITTEE REPORTS

- A. Architectural:** Tom Austin stated there had been no updates since the December meeting.
- B. Landscaping:** Joan Poimiroo indicated that vegetation and trees needs pruning on Lot C. The Magnolia and Cypress trees have all been replaced at the back gates, as well as the dead Magnolia replaced at the Francisco exit.
- 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:** No meeting has been scheduled.
- F. Streets:** No report.

9. UNFINISHED BUSINESS

- A. Current Covid Parking Enforcement:** The Board discussed reverting back to the pre-covid rule of night street parking. The Board agreed that February 1, 2021 the parking restrictions will be reactivated. Management will notify Elite Security that between 2:00 AM and 5:00 AM cars can be ticketed and towed if necessary.
- B. Guardhouse Improvements/Repairs:** Brian indicated that he will be discussing the proposal from River City Restoration for the work they plan on doing. Management was requested to be sure and have the copper gutters replaced on the guardhouse when the roofing proposals are received.
- C. Installation of Traffic Calming Devices:** The Board indicated that the prior manager had the information regarding traffic calming devices. This subject was tabled pending receipt of that information.
- D. ARC Deposits:** This subject was tabled until such time as the accounting can be straightened out by Management.
- E. Membership Directory Update:** Management indicated that few owners had submitted their directory information. It was suggested an updated form be sent with a newsletter indicating that by not submitting the form, it will cause any information in the current directory to be used. The Board agreed and Management will update the current form with new information.
- F. Street Address Stenciling:** Management reported that DV Austin Contractors is working with several manufacturers to get new stencils made for the curb addresses. Management indicated that The Management Trust will pay for the new stencils since the original ones could not be located. This subject was tabled.
- G. Tennis Court Gate Repairs:** Brian indicated he is working on a design for the gate that will include attaching the large brass logo from when all the signs were stolen off

Francisco Drive many years ago. The gate lock is being redesigned as well. Brian will submit the drawings for the next meeting.

H. Barbecue Area Repairs: Management stated that CityWide Construction had been requested to submit a proposal to repair the damaged bricks in the park barbecue. CityWide has been advised there are bricks in the guardhouse.

10. NEW BUSINESS

A. Column Light Replacement – Both Gates: Management was requested to contact Daniel at Xelectrix to replace the gate column lights with LED bulbs.

11. ADJOURNMENT: The meeting was adjourned at 7:00 PM into a reconvened 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,



The Management Trust™
Community Management. Built Differently.

Mimi Menzies, CCAM
Executive Community Association Manager

Attested to:

John Pomicino
Board Member

2/11/2021
Date Approved

Unofficial until approved and dated.

NOT VALID FOR TRANSFER