

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 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 4:32 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
	Cacy Roth	Member-at-Large

Management Trust:	Mimi Menzies	Executive Community Assoc. 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. APPROVAL OF SPETEMBER 9, 2021 MINUTES

Motion Provencal, seconded Yaw, and unanimously carried to approve the August 12, 2021 Minutes as submitted.

4. OPEN FORUM: There was no open forum to come before the board.

5. EXECUTIVE SESSION REPORT: It was reported that the Board of Directors met in an Executive Session prior to this meeting to discuss member compliance issues and a third party contract.

6. FINANCIAL REPORT

A. Treasurer's Report: Director Austin reported that the September financial had not been submitted, but the August financials showed the association remains in a good position with reserves being funded monthly.

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 **August 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 all lien authorization forms as may be required for those delinquent members as identified by the association account number: **462297, 462092, 953691, 462064.***

Motion Provencal, seconded Cacy and unanimously carried to approve the Lien Resolution as submitted.

D. Reserve Expense Authorizations

Motion Austin, seconded Poimiroo and unanimously carried to ratify the following Reserve Expense Authorizations: \$3,760 – City Wide Property Services: Speed indicator preparation for installing; \$2,400 - Capital Landscape – bark and \$8,354.05 – JWS – Progress billing for guardhouse roof project;

7. COMMITTEE REPORTS

A. Architectural: Tom Austin reported on the following:

- Lot 157 - 1050 Columbia- solar approved
- 2147 Huntington – lot 63 – unapproved landscaping
- Trees were removed on Lot 175 – 602 Lakecrest
- 1350 Promontory – Lot 97 – Roof installation on Saturday
- Lot 148 = 1395 Crocker – Remodel garage for guest quarters approved

B. Landscaping: Joan Poimiroo requested that it be confirmed that Capital Landscape does the 3 color changes every year. Management indicated a homeowner felt the island inside the Promontory entrance needed to be reviewed for proper maintenance. Joan will review and report back to Management.

C. Social: There was discussion about the cancellation of the Fall Festival and the lack of communication when emails were being sent and received.

D. Welcoming: There were no new owners to report this month.

E. Streets: No report.

F. Ad Hoc Compliance: Management is working with Lynn Provencal to ensure compliance is being reviewed.

8. UNFINISHED BUSINESS

A. Guardhouse Roofing Project: The Board stated their concern about JWS not being able to obtain a lift to finish the guardhouse roofing project. Management will follow up with them.

B. Tennis Court Painting Project: Management had gone out to bid for the tennis court gate and fence to be painted.

Motion Provencal, seconded Roth and unanimously carried to accept the proposal from City Wide Property Services in the amount of \$19,000.

C. Gate Column Light Fixtures: Brian stated the lights were ordered and installed based on the discussion last month.

Motion Provencal, seconded Yaw and unanimously carried to approve the installation of the new column lights for \$13,236.

D. Amendment to Noise Rule: Tom submitted changes to the rule based on the input from members and the Board. There were minor adjustments made and the rule updated.

Motion Provencal, seconded Poimiroo and unanimously carried to accept the Amendment to Noise Rule as submitted.

E. 2022 Budget/Reserve Study Discussion/Action: Management submitted a draft budget as discussed in the October meeting with an increase in the monthly assessment of \$10 to \$185/lot per month. Tom explained how the reserves have been impacted and how important it is to keep them properly funded.

Motion Austin, seconded Poimiroo and unanimously carried to approve the 2022 budget and reserve study with an increase in the monthly assessment to \$185/lot.

9. **NEW BUSINESS:** There was no new business to come before the Board at this time.
10. **INFORMATIONAL:** The Board reviewed the informational reports. No action was taken.
 - A. **Action Report**
 - B. **Compliance Log**
 - C. **Work Order Log**
11. **NEXT MEETING:** The next Board of Directors meeting will be on Thursday, November 11th 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 was adjourned at 5:50 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:

Jon Poimiroo
Board Member

11-11-21
Date Approved

Unofficial until approved and dated.