

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
November 12, 2020**

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 conference call only.

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

Board Members Absent:	None	
Advisor to Board	Tom Austin	
The Management Trust:	Kelly Kozicki	Association Manager

2. CONFIRM POSTING OF AGENDA

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

3. MANAGEMENT REPORT:

A. Current Covid-19 Conditions regarding parking enforcement will be discussed at the October meeting. Currently vehicles are being reported by security, however violations are not issued.

4. OPEN FORUM: No additional homeowners were in attendance.

5. APPROVAL OF PRIOR MINUTES: *The Minutes of the October 15, 2020 Board of Directors Meeting were unanimously approved as corrected. (M/Poimiroo, S/Coghlan)*

6. EXECUTIVE SESSION REPORT: In accordance with Civil Code §4935(e), the board met Executive Session prior to the meeting to discuss a compliance matter.

7. FINANCIAL REPORT

A. Treasurer's Report: Financials through September 30, 2020 were reviewed and discussed.

1. It was reported that the Reserve account is in better financial condition than planned, and financials are in good shape.

2. Net Operating Cash - \$81,412.00

3. Reserve Account - \$967,545.00

4. There was a motion made to move \$250,000 into Alliance bank CD rate of .8%, for 12 months and \$250,000.00 to a CD with CIT with an interest rate of .8% for 18 months. (M/Poimiroo, S/Yaw, Carried Unanimously)

There was discussion of the 2 accounts that are currently in collections, and the status of those accounts.

5. **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 September 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 attached to these Minutes as identified by the association account number:
No action taken at this time
6. **C. Bad Debt Write-Off/ Aggregate Delinquency Total:** There is no Bad Debt Write-off at this time.
7. **D. Reserve Expense Authorizations-** None

8. COMMITTEE REPORTS

A. Architectural: Tom Austin provided the report for architectural activity as of November 12, 2020.

- i. Lot 31 – Solar Project approved.
- ii. 3 Homes under Construction
- iii. 1 home, plan approved construction not yet started
 1. Lot 38 (2121 Hamilton)- construction approved
 2. Lot 159 (1024 Columbia)- construction approved
 3. Lot 63 (2147 Huntington)- construction approved
 4. Lot 157 (1050 Columbia)
- iv. Vacant Lots: There are 9 vacant Lots in Summit 1 and 11 lots remaining in Summit II. Total vacant Lots=20 *4 lots are being held as a buffer for Lot 152.

B. Landscaping: Annuals that Capital Landscape planted were not planted very deep at the back gate and were pulled out by deer, but the front gate was better. There is a Magnolia Tree between the redwoods as you are existing the Summit 1 gate on the right side that looks to be dead and may need to be removed. There are 2 Magnolias outside of the Summit 1 gate, exit side, that have dead wood.

C. Social: The Fall community event will be cancelled due to Covid 19.

D. Welcoming: Lynn Provencal continues to meet and welcome all New Owners upon receipt of the deed information from Management. All welcome packets have been distributed.

E. Streets: Street sealing project has been completed for 2020.

F. LFOA: There has not been a recent LFOA Board Meeting.

9. UNFINISHED BUSINESS

A. Traffic Calming - Management presented a cost for electronic speed signs for traffic calming. There was much discussion on the signage, and the board requested Management seek further clarification on the questions raised by the board. Responses will be presented at the next meeting. The board asked of the different wattages for

Solar 60W,90W,140W, should this be increased if there are cloudy days? What are the color options for the poles and the signage.

- B. ARC Deposit reconciliation** – The Management Trust is currently working on reconciling these accounts, and will send the list to Tom Austin.
- C. Membership Directory** – Management received very little updated information forms back from the membership to update the directory. Management will work on a draft directory with new information provided and send to the board, but many properties will be listed without contact information.
- D. Street Address Stencils** –Dawn Austin is working on finding a company to order the stencils from, management will follow up with Dawn. Management submitted a cost from RCR in the amount of \$12,935.00, that the board felt this was extremely high in cost. Management was requested to investigate, and also break out the cost of the stencils.
- E. Flock Safety System** -Tom Austin reported on an ongoing project with Flock Safety. The cameras have all been installed and moved.
- F. Tennis Court gate** – Brian will provide a diagram on what he wants on the gate to Management to seek costs.
- G. Brian** reported that the electrical project update is complete, Xelectrix submitted a complete a diagram of the circuits to Brian.

10. NEW BUSINESS:

- A.** Proposal for Guardhouse Improvement/repairs was presented from RCR in the amount of \$1,965.00. The board would like to meet with RCR and discuss the scope of work further.

11. MANAGEMENT DIRECTION

- A.** Have capital evaluate the landscape around the Tennis Court and possibly install a French drain to divert water from the Tennis Court.
- B.** Exit gate at Summit 1, there is stainless steel panel cover plate (rt. Side gate motor) at the gate that needs to be re-attached with a key.
- C.** Seek bid to re-build the brick at the BBQ (brick located in the guard house), and to install a vandal proof sink and faucet that will be provided by Summit.

12. ADJOURNMENT: The meeting was adjourned at 6:06pm PM. *(M/S/Carried)*

NEXT MEETING: *December 10th, 2020*

Respectfully submitted,
Kelly Kozicki, CCAM
Association Manager

Attested to:



Board Member



Date Approved

Unofficial until approved and dated.



The Management Trust™
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