

**The Lake Forest- Summit Owners Association
Annual Meeting of the Membership
December 10, 2020**

MINUTES

**Due to COVID 19 restrictions, the meeting was held
Via Zoom**

1. CALL TO ORDER AND ROLL CALL

The meeting of the Lake Forest Summit Owners Association, Annual Meeting of the Membership was called to order at 5:34 PM by President Brian Provencal via zoom 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. VERIFICATION OF QUORUM:** It was reported that 55 ballots were received for the Annual Meeting, therefore establishing quorum for the Annual Meeting.
- 3. ANNUAL BOARD ELECTION:** The Inspector of Elections was unavailable to open the ballots at this meeting, therefore the election and organizational meeting will take place at the next scheduled meeting of January 14th 2021.
- 4. PRESIDENTS REPORT:**
- A. The Board Members were thanked for their time and efforts.
 - B. Tom Austin was thanked and commended for all his work on street paving plans, preparation of the annual reserve study, contractor meetings and architectural review.
 - C. The Street paving projects were all completed for the year 2020.
 - D. Improvements will be made to the guard house, such as dryrot, paint and a new roof.
 - E. The camera monitoring system is completed and fully operational.
- 5. FINANCIAL REPORT**
- A. It was reported that the Reserve account is in better financial condition than planned, and financials are in good shape.
- 6. APPROVAL OF PRIOR MINUTES:** *The Minutes of the Annual Meeting of May 9, 2019 were unanimously approved as submitted. (M/Poimiroo, S/Coghlan)*

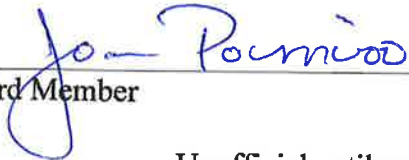
7. **OPEN FORUM:** Items brought before the board by the member's present.
- A. Mention of a property that is causing several nuisances to surrounding properties, with regards to noise, parking and also the amount of individuals believed to be living in the residence.
 - B. Irena offered to open ballots at the meeting of January 14, 2021
 - C. There was discussion of the drainage around the Tennis Courts and the landscaping that needs to be addressed around the Tennis Courts.

8. **ADJOURNMENT:** The meeting was adjourned at 6:36pm PM. (M/S/Carried)

NEXT MEETING: January 14, 2021

Respectfully submitted,
Kelly Kozicki, CCAM
Association Manager

Attested to:


Board Member


Date Approved

Unofficial until approved and dated.



The Management Trust™
Community Management. Built Differently.

NOT VALID FOR TRANSFER