

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 11, 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 4:30 PM by President Brian Provencal via Zoom videoconference. Brian asked for a motion to add the resignation of a board member and appointment of new member to the agenda.

***Motion Coghlan, seconded Yaw and unanimously approved to add this topic to the agenda.***

|                        |                 |                   |
|------------------------|-----------------|-------------------|
| Board Members Present: | Brian Provencal | President         |
|                        | Joan Poimiroo   | Vice-President    |
|                        | David Yaw       | Secretary         |
|                        | Jim Coghlan     | Member-at-Large   |
| Advisor to Board       | Tom Austin      |                   |
| Management Trust:      | Mimi Menzies    | Executive Manager |

**2. CONFIRM POSTING OF AGENDA**

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

**3. OPEN FORUM:** The following issues were raised by numerous attending members as follows:

- Concern about the recent truck theft and lack of notification to residents of the incident.
- Suggestions about increasing security.
- Neighbors should be aware of their neighboring properties and help when needed.
- Porch lights and column lights are essential.
- An onsite 24/7 guard was suggested, but major retrofit of the guardhouse would have to be done; including ADA requirements and a restroom. The Lakecrest gate would have to be inaccessible.
- Deactivating Lakecrest gate during certain hours was suggested.
- Floodlights recommended for gates.
- Rental on Columbia is a problem.
- Periodic gate code changes were recommended.
- Email blasts with information should be more frequent.

4. **RESIGNATION OF BOARD MEMBER AND APPOINT NEW MEMBER:** Helen Austin resigned her position on the Board of Directors.

*Motion Poimiroo, seconded Coghlan and unanimously approved to appoint Tom Austin to fill the Treasurer's position vacated by Helen Austin until May when there is a new election.*

5. **APPROVAL OF MEETING MINUTES**

*Motion Poimiroo, seconded Yaw and unanimously carried to the December 10, 2020 and January 14, 2021 Board of Directors Meeting Minutes as submitted.*

6. **EXECUTIVE SESSION REPORT:** There has been no Executive Session since the last meeting.

7. **FINANCIAL REPORT**

**A. Treasurer's Report:** Prior to the meeting, Management sent the December 31, 2021 financial report for review by the Board. Tom Austin stated that since it had not been provided in time, this was tabled until the March meeting.

**B. CD/Investment Accounts:** Management stated that both UBS and CTI have provided CD rates for the requested \$250,000 CD investment for 12 months and another \$250,000 for 18 months. The company with the best rates will be notified and the investments made.

**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 December 31, 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 and 462327.*

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

**D. Reserve Expense Authorization:** There were no Reserve Expense Authorizations for this meeting.

8. **COMMITTEE REPORTS**

**A. Architectural:** Tom Austin stated there was only one ACC application since the last meeting for Lot 121 (1390 Crocker) approved solar.

**B. Landscaping:** Joan Poimiroo reported that a couple of the newly planted trees blew over as well as a fence on Lot D, all of which was being taken care of.

**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. Management stated that one of the board members may be leaving which will cause a vacancy. Tom Austin indicated that for all the years the LFOA has been meeting, he has been the only member to attend, probably because the meeting notices are posted at the fire station.
- F. **Streets:** No report.

9. **UNFINISHED BUSINESS**

- A. **Guardhouse Improvements/Repairs:** Brian Provencal spoke to Scott Joseph, the owner of River City Restoration, regarding repairs to the guardhouse and review of the proposal submitted.

***Motion Austin, seconded Poimiroo and unanimously carried to accept the proposal from River City Restoration in the amount of \$1,965.***

- B. **Guardhouse Roofing Proposals/Recommendations:** Management indicated there are 2 contractors working on the proposals for lightweight slate to be installed on the guardhouse. Brian Provencal indicated that the copper ridges and gutters need to be replaced as well. This was tabled until the March meeting.
- C. **Installation of Traffic Calming Devices:** The information that Management submitted to the Board was the same that had been sent in September. There were additional requests made to the prior manager that was not submitted. Management will follow up and ensure this is handled for a decision at the March meeting.
- D. **ACC Deposits – Unclaimed Property:** Management submitted information regarding whether the ACC deposits are considered unclaimed property that have to be returned to the State. Since it was determined they do not, Management will continue to seek an accurate accounting.
- E. **Membership Directory Update:** Management indicated that owners are submitting their directory information. March 16 is the deadline and it will be reviewed at that time whether to go forward with the directory or allow more time for people to respond.
- F. **Street Address Stenciling:** Management reported that DV Austin Contractors is continuing the quest to get new stencils made for the curb addresses. This subject was tabled.
- G. **Tennis Court Gate Repairs:** This subject was tabled pending drawings being prepared by Brian Provencal.
- H. **Barbecue Area Repairs:** Management submitted a proposal from CityWide Property Services to not only repair the barbecue bricks, but also a trip hazard in the park.

***Motion Provencal, seconded Poimiroo, and unanimously approved to accept the bid from CityWide Property Services for \$2,331, but the cost may be reduced once the bricks in the guardhouse are determined to be usable for that project. The electrical outlet must be kept on the side of the barbecue.***

- I. **LED Light Replacement at Gate Columns:** Brian Provencal stated the new LED bulbs look great, but the 4 fixtures themselves need to be replaced. Since they are so tall, Management was requested to have the electrician submit a recommended replacement.

**10. NEW BUSINESS**

- A. Drain at Park around Tennis Court:** Paul from Capital Landscape submitted a proposal for a rock swale rather than a French drain around the tennis courts.

*Motion Yaw, seconded Coghlan and unanimously approved to accept the recommendation from Capital Landscaping to install a swale drainage system around the tennis courts for \$4,985.*

- B. Preventative Maintenance Report and Proposal for Gates:** Management submitted the preventative maintenance proposal from Alltech for repairs needed at both gates.

*Motion Austin, seconded Provencal and unanimously approved to accept the proposal from Alltech Gates to repair both gate areas for a total of \$1,980.*

- C. Mailbox Painting Proposals:** Management has contacted DV Austin Contractors to bid painting Summit II mailboxes. That bid has not been received, so this subject was tabled until the next meeting.

- D. Summit Website Status:** Management reported that the website had been suspended but was again up and running with a 5-year renewal contract.

- E. Golf Cart Concerns:** Brian Provencal requested this be an agenda item because of concerns about golf cart use in the community by unlicensed young children. Only licensed drivers are allowed to drive golf carts. This will be addressed in the next newsletter to the members.

- 11. NEXT MEETING:** The next Board of Directors meeting will be on Thursday, March 11, 2021 at 4:30 PM to be held at the offices of The Management Trust at 160 Blue Ravine, Suite C., Folsom.

- 12. ADJOURNMENT:** The meeting was adjourned at 5:50 PM by unanimous consent of the Board.

Respectfully submitted,

Mimi Menzies, CCAM  
Executive Community Association Manager



**The Management Trust™**  
Community Management. Built Differently.

Attested to:

Joan Poemcoo  
Board Member

3/11/2021  
Date Approved

*Unofficial until approved and dated.*