

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
March 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 and 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
	Jim Coghlan	Member-at-Large
Board Members Absent:	David Yaw	Secretary
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 attending members:

- A Black Lives Matter sign is posted on Promontory.
- Landscapers are working on Sundays that is not allowed.

**4. APPROVAL OF MEETING MINUTES**

***Motion Poimiroo, seconded Coghlan and unanimously carried to approve the February 11, 2021 Board of Directors Meeting Minutes as submitted.***

**5. EXECUTIVE SESSION REPORT:** An Executive Session was reconvened after the February 11 open meeting to discuss a member compliance issue; a compliance hearing was held on February 16 and an Executive Session was held prior to this meeting regarding a member issue.

**6. FINANCIAL REPORT**

**A. Treasurer's Report:** Prior to the meeting, Management sent the February 28, 2021 financial report for review by the Board. Tom Austin gave the report.

**B. CD/Investment Accounts:** Management submitted bank signature cards for Board action for the CD investments with UBS and CIT Investment companies. Since Tom Austin and David Yaw were not physically present, the cards will be delivered to them for their signatures so the accounts can be opened.

**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 **February 28, 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 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; 953691; 462208; 462064; 462327/ 132662 and 869021.*

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

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

**7. COMMITTEE REPORTS**

- A. Architectural:** Tom Austin stated there had been one home plan for 602 Lakecrest that was approved in 2017 and resubmitted.
- B. Landscaping:** Joan Poimiroo reported the redwood trees have not been raised at the park; there is a light bulb out under a magnolia tree at the Lakecrest exit; and the fence repair on Lot D needs to have the post painted. Just down from that location on Lot D, there are boards that need to be nailed.
- 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:** Tom Austin reported that Ray Myers has resigned from LFOA. Summit owners present volunteered to be on the Board. Tom will follow up. Management is to see if Silvercreek has minutes from a meeting that apparently took place last week.
- F. Streets:** Brian Provencal stated that Sierra National Asphalt (SNA) would be reviewing the next phase of street sealing for Promontory Point Drive, Huntington Circle and Hamilton Place.

**8. UNFINISHED BUSINESS**

- A. Guardhouse Roofing Proposals:** Management stated that bids are still being requested for a lightweight slate roof and copper gutter replacement. This subject was tabled.
- B. Installation of Traffic Calming Devices:** Management submitted the proposal for two (2) radar signs (traffic calming devices) as requested in prior meetings.

***Motion Provencal, seconded Poimiroo and unanimously carried to purchase two (2) radar signs (traffic calming devices) in white for a total amount of \$6,098.53.***

- C. Membership Directory Update:** Management indicated that owners are submitting their directory information but the Board said to go ahead and extend the submission time from March 16 to April 2. Any owner who was in a previous directory who has not submitted a new form will automatically be in the new one.
- D. Street Address Stenciling:** Management submitted a proposal from DV Austin for the stencils since she found a manufacturer to make them. Dawn Austin will work with Tom on the total number of stencils, including corner undeveloped lots.

***Motion Poimiroo, seconded Coghlan and unanimously approved to have the stencils ordered by Dawn Austin for an amount not to exceed \$6,000. The Management Trust will be paying for the cost of the stencils.***

- E. Tennis Court Gate Repairs:** This subject was tabled pending drawings by Brian Provencal.
- F. LED Light Replacement at Gate Columns:** Management stated that Daniel, the electrician from Xelectrix, had been contacted by email several times with no response. Brian stated he would follow up to find out the status of light replacements.
- H. Mailbox Painting of Summit II:** DV Austin submitted a proposal to paint the Summit II mailboxes with a recommendation to paint three in Summit 1. The Board thought that based on that recommendation all the mailboxes could be done at one time, which will make future painting easier. Management will request an updated proposal for review and action at the April meeting.

**9. NEW BUSINESS**

- A. May Annual Meeting:** Management stated that two candidate applications have been received and the Inspector of Elections will be appointed at the April meeting.
- B. March 15 Insurance Renewal:** Management submitted the renewal proposal from AJ Gallagher with an increase of \$498.25 from last year.

***Motion Coghlan, seconded Poimiroo and unanimously carried to accept the insurance proposal from AJ Gallagher for \$8,511.***

**10. INFORMATIONAL**

- A. Action Report:** Information only for the Board. No action required.
- B. Compliance Log:** Information only for the Board. No action

**11. NEXT MEETING:** The next Board of Directors meeting will be on Thursday, April 8, 2021 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.

**112. ADJOURNMENT:** The meeting adjourned at 5:30 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:

  
Board Member

  
Date Approved

*Unofficial until approved and dated.*