

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
May 13, 2021**

**MINUTES**

**1. CALL TO ORDER AND ROLL CALL**

President Brian Provencal called the meeting of the Lake Forest – Summit Owners Association Board of Directors at 4:46 PM via Zoom videoconference and in person in the offices of The Management Trust at 160 Blue Ravine Road, Suite C., Folsom, CA. The meeting was held immediately following the Annual Membership Meeting

Board Members Present:	Brian Provencal	President
	Joan Poimiroo	Vice-President
	Tom Austin	Treasurer (by Zoom)
	Casy Roth	Member-at-Large

Board Member(s) Absent:	David Yaw	Secretary
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Management Trust:	Mimi Menzies	Executive 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. OPEN FORUM:** There was nothing brought up in Open Forum.

**4. APPROVAL OF MEETING MINUTES**

***Motion Poimiroo, seconded Roth and unanimously carried to approve the April 8, 2021 Board of Directors Meeting Minutes as submitted.***

**5. EXECUTIVE SESSION REPORT:** The Board met in an Executive Session following adjournment of the March 11 Board of Directors meeting to discuss a member compliance issue.

**6. FINANCIAL REPORT**

**A. Treasurer's Report:** Prior to the meeting, Management sent the March 31, 2021 financial report for review by the Board. Tom Austin gave the report during the Annual Membership Meeting.

**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 **May 7, 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; 462114; 462092; 462161, 462160; 462064; 953691; 462208; 462327; 918349 and 948691.***

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

**D. Reserve Expense Authorization:** The Board reviewed the REA for the work completed by Xelectrix.

***Motion Austin, Poimiroo seconded and unanimously carried to approve the REA for Xelectrix for \$5,533.70 for retracing the conduits and sub panel relocation at the Francisco Drive gates.***

**7. COMMITTEE REPORTS**

**A. Architectural:** Tom Austin stated there had been two landscaping submittals; two solar panel application and one request to install a back-up generator.

**B. Landscaping:**

- Brian reported that Rex in Promontory complained about numerous trees that have died on Lot C when the irrigation was off. He has requested additional landscaping be installed to screen his property. This was tabled until Joan could review.
- Capital Landscape will be weed abating Lots A and B before June 1.
- The tree in the middle of the island outside the Francisco gates needs to be pruned of dead wood.

**C. Social:** The Board discussed the possibility of having a Fall Festival but Joan indicated that it is always difficult to get volunteers and it will be hard to pull together a festival in time. This was tabled until July.

**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. The Board requested that any new owner information be included in future meeting minutes.

**E. LFOA:** Management reported that it is impossible to get any responses from the manager at Silvercreek. There still has been no meeting or notification there will be one.

**F. Streets:** The Board discussed the proposal submitted by Sierra National Asphalt (SNA) for \$51,420 for the 2021 street work.

***Motion Austin, Poimiroo seconded and unanimously carried to accept the proposal from SNA for \$51,420.***

**8. UNFINISHED BUSINESS**

**A. Guardhouse Roofing Proposal and Action:** Management was finally able to get a contractor to bid the lightweight slate roofing material and copper gutters for the guardhouse. The proposal was submitted to the Board for their review.

***Motion Poimiroo, seconded Provencal and unanimously carried to accept the proposal from JWS for \$16,708.11.***

**B. Street Address Stenciling and Mailbox Painting Update:** Management informed the Board that the original stencils for the curb addresses were located. It is anticipated that DVAustin will work on both those and the mailbox painting in June.

**C. Tennis Court Gate Repairs:** Brian reported that Irish Iron would not be providing a bid to do the tennis court gate repairs. Management was requested to submit the plan to CityWide for their review and proposal.

**D. Park Barbecue Repairs Update:** The barbecue area was discussed in the Annual Meeting and repairs that are proposed.

**E. LED Light Replacement at Gate Columns:** Brian Provencal contacted the electrician who will be submitting light replacement recommendations for the gate columns once the size is measured.

9. **NEW BUSINESS**

**A. Compliance Issues – Site Reviews:** Management stated that a very detailed site review was conducted, and due to the number of compliance issues, one day will be put aside to just prepare and mail the letters. Several have already been sent, but there are many more to do.

10. **INFORMATIONAL**

**A. Compliance Log:** Information only for the Board. No action require.

**B. Work Order Log:** Information only.

**C. Security Violations:** The Board reviewed the violation tickets issued since the last meeting and will take appropriate action when necessary.

11. **NEXT MEETING:** The next Board of Directors meeting will be on Thursday, June 10 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 adjourned at 5:35 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:

Joa Poencio  
Board Member

6/10/21  
Date Approved

*Unofficial until approved and dated.*