

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
May 14th, 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 4:00 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, Brian Provencal 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. Approved project for clearing weeds and fallen wood in lot B
- B. Project for plantings in Lot D
- C. Current Covid-19 Conditions
- D. Removal of transceiver equipment

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

5. APPROVAL OF PRIOR MINUTES: *The Minutes of the March 12th, 2020 Board of Directors Meeting were unanimously approved as submitted. (M/Coghlan, S/Yaw)*

6. **EXECUTIVE SESSION REPORT:** In accordance with Civil Code §4935(e), there was not an Executive Session scheduled.

7. **FINANCIAL REPORT**

A. Treasurer's Report: Management provided the financial report for the month of February 2020. ***The financial condition of the Association as of February 29, 2020: Reserve projects for the year are lower than forecasted, the financials are looking good through the end of February.***

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

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 February 29, 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***

C. Bad Debt Write-Off/ Aggregate Delinquency Total: There is no Bad Debt Write-off at this time.

D. Reserve Expense Authorizations- For Board review and approval.

<i>None at this time.</i>		\$
	Total	\$

8. **COMMITTEE REPORTS**

A. Architectural: Tom Austin provided the report for architectural activity

* Home plans approved, construction not yet started:

- Lot 38 (2121 Hamilton)- construction approved
- Lot 159 (1024 Columbia)- construction approved
- Lot 63 (2147 Huntington)- construction approved

*Landscaping/ Pool plans approved since last report:

Lot 122 (1382 Crocker)- pool and rear landscaping. Approval request withdrawn for pool and rear yard landscaping.

*Miscellaneous approvals since last report:

Lot 150 (1439 Crocker) backup generator

***Vacant Lots:**

There are 11 vacant Lots in Summit 1 and 11 lots remaining in Summit II.

Total vacant Lots=22

- B. Landscaping:** It was requested that Management have Paul with Cap Land remove the loropetalum and plant some new plants at Lot D, new plants to be the same species used at the front and must be at least a 2-gallon size or larger. And install bark at the center island inside of the community at the Summit 1 gate.
- C. Social:** No Report at this time.
- 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 is schedule to occur on Carnegie in June 2020.
- F. LFOA:** No recent LFOA board meeting to report on.

9. UNFINISHED BUSINESS

- A. ARC Deposit reconciliation** – The Management Trust is currently working on reconciling these accounts.
- B. Street Address Stencils** – Management will seek additional information on this and obtain costs for new stencils.
- C. Preventative Maintenance Proposals for Vehicle Gates-** Tom Austin modified the contract language for Alltech for the quarterly maintenance. There was a motion made to accept the quarterly maintenance agreement with Alltech with the modified contract terms. *(M/Yaw, S/ Poimiroo, Carried Unanimously)*.
- D.** Tom Austin reported on an ongoing issue with Flock Safety. Flock safety was paid \$12,000.00 for system installation, the system is not working and a training session is needed. Flock also damaged conduit at the front gate during installation. Tom noted that the video footage is difficult to download, clarity is reasonable, still a lot of work to do.

10. NEW BUSINESS:

- A.** Proposal from Sierra National Asphalt for the seal coat on Carnegie and Harriman. *There was a motion made to approve Sierra National Asphalt in the amount of \$7,800(M/Coghlan, S/ Poimiroo, Carried Unanimously)*. Project is scheduled for June 3rd and 4th.
- B.** Proposal from Sierra National Asphalt to resurface the Tennis Courts including the Riteway 3-part system, for a total cost of \$15,995.00. *There was a motion made to approve Sierra National Asphalt in the amount of \$15,995.00. (M/Coghlan, S/ Poimiroo, Carried Unanimously)*.
- C.** *Motion to renew the Association Insurance Policy with AJ Gallagher in the Annual Amount of \$8,012.75, this is a savings of \$1,358.28 from the prior year. (M/Poimiroo, S/Yaw, carried Unanimously)*.

11. MANAGEMENT DIRECTION:

- A.** Find out the amount of member directory have been received after the 2nd eblast.
- B.** Have the transeiver in the Redwood tree outside of the community removed.

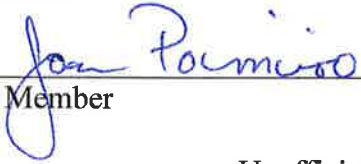
C. Ongoing project of the ARC Deposits with the Association.

12. **ADJOURNMENT:** The meeting was adjourned at 4:53pm PM. (M/S/Carried)

NEXT MEETING: Thursday, June 11, 2020

Respectfully submitted,
Kelly Kozicki, CCAM
Association Manager

Attested to:



Board Member

Date Approved 6-11-2020

Unofficial until approved and dated.



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