

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
June 11th, 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 4:30 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 regarding parking enforcement

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

5. APPROVAL OF PRIOR MINUTES: *The Minutes of the May 14th, 2020 Board of Directors Meeting were unanimously approved as submitted. (M/Poimiroo, S/Coghlan)*

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:** Current financials were not available for the board to review at this meeting. It was requested that management get a reason to the board why the financials were not provided and date when the financials will be provided.

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: Lot D needs to have plants installed, 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 has been completed

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. Tom has exchanged several emails with Flock, and is working with them on a plan for Flock to complete the agreed upon and contracted work.

10. NEW BUSINESS:

- A.** It was reported that Minors have been seen driving gold carts through out the community with a disregard for speed and safety of others.
- B.** Brian Provencal provided an update on the ongoing electrical upgrading/upgrading project at the Summit 1 gate. Brian continues to work with Daniel from xelectrix
- C.** Management provided information on a matter between a Summit homeowner and the Lake Pointe Association. No action was taken by the board on this matter.

11. MANAGEMENT DIRECTION:

- A.** Ongoing project of the ARC Deposits with the Association.
- B.** Get cost for a new gate at the Tennis Courts

12. ADJOURNMENT: The meeting was adjourned at 5:37pm PM. *(M/S/Carried)*

NEXT MEETING: *Thursday, July 9th, 2020*

Respectfully submitted,
Kelly Kozicki, CCAM
Association Manager

Attested to:

John Poimiroo
Board Member

8/20/2020
Date Approved

Unofficial until approved and dated.



The Management Trust™
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