

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
July 8, 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 person in the offices of The Management Trust at 160 Blue Ravine Road, Suite C., Folsom, CA.

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

Board Members Absent:	David Yaw	Secretary
-----------------------	-----------	-----------

Management Trust:	Andrea Dunifon	VP of Community Management
-------------------	----------------	----------------------------

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

- It was mentioned that kids have been skateboarding on the tennis courts. Management was asked to send an email blast out to remind owners that the courts are used for tennis and pickleball only.
- An owner in attendance thanked the board for their service to the community.

4. APPROVAL OF MEETING MINUTES

Motion Provencal, seconded Austin and unanimously carried to approve the June 10, 2021 Board of Directors Meeting Minutes as submitted.

5. EXECUTIVE SESSION REPORT: It was reported that the Board met in an Executive Session prior to the July 8, 2021 Board of Directors meeting to discuss a member compliance issue.

6.

7. FINANCIAL REPORT

A. Treasurer's Report: Director Austin reported that the current year to date is close to the budget. The association is currently under budget in street repair which will be evened out in October.

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 31, 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, 462092, 462161, 953691, 462064, 462208, 462160, 7706304 and 948691.

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

D. Reserve Expense Authorization: Motion Provencal, second Austin and unanimously carried to approve the reserve authorization request for Alltech Gate Company in the amount of \$2,065.00. This expense was for the replacement of a 1835 board at the Francisco gate.

8. **COMMITTEE REPORTS**

A. Architectural: Tom Austin reported that there was one new ACC applications submitted and approved.

i. **Front and Year Yard**

B. Landscaping: Joan reported that the blue board on Promontory would need to be followed up on. City Wide will complete the pending work on Lot D.

C. Social: The Board reported that the Fall Festival will be held on October 17th. There will not be a port-o-potty available this time. The singing group and tables have been ordered.

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: There has been no response from the manager for LFOA regarding meetings.

F. Streets: Tom stated that both Lakecrest and Promontory will be sealed August 18th and 19th Director Austin will draft a detailed letter that will be sent out to all members and posted on mailboxes. Director Austin will also have a discussion with the contractor to review how parking will be handled.

9. **UNFINISHED BUSINESS**

A. Tennis Court Gate Repairs: Director Provencal reported that he is waiting for an update from management on when the City Wide is available to walk the project.

B. Light Replacement at Gate Columns: Director Provencal reported that he is waiting for an update for the electrical company.

C. Guardhouse Roofing Project Schedule: Director Provencal reported that the roofer will be providing a start date.

D. Sealing Schedule: This was previously discussed.

10. **NEW BUSINESS**

A. Consideration of Rule Amendment to Noise Rules: The board reviewed the draft amendments submitted by director Austin. **Motion Provencal, seconded Roth and unanimously carried to approve to send the draft rules out to the membership for a 28 day comment period.**

B. Resolution Regarding Record Retention: The board reviewed a records retention policy submitted by The Management Trust to shred any documents that are not required to be stored indefinitely by statute or that are past their required timeline for retention. **Motion Provencal, Austin and unanimously carried to approve the records retention policy as presented.**

C. Drought Mandates and Violation Compliance: The board discussed the current drought restrictions and how they will impact the enforcement of the governing documents. No action was taken.

10. **INFORMATIONAL:** The Board reviewed the information reports.
- A. **Action Report**
 - B. **Compliance Log**
 - C. **Work Order Log**
11. **NEXT MEETING:** The next Board of Directors meeting will be on Thursday, August 12th 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 into an Executive Session at 5:11 PM by a unanimous consent of the Board.

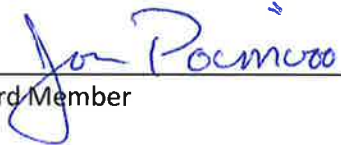
Respectfully submitted,


Andrea Dunifon, CCAM
Vice President Association Management



The Management Trust™
Community Management. Built Differently.

Attested to:


Board Member


Date Approved

Unofficial until approved and dated.