

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
August 20, 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, Kelly Kozicki 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. Current Covid-19 Conditions regarding parking enforcement will be discussed at the October meeting.
- B. Tennis Court Reservation system has been modified so that owners will have the address listed on the reservation.

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

5. APPROVAL OF PRIOR MINUTES: *The Minutes of the June 11, 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), the board met in Executive Session on August 13th for a compliance hearing.

7. FINANCIAL REPORT

- A. Treasurer's Report: July Financials were reviewed and discussed.
 - 1. It was reported that the Reserve account is in better financial condition than planned, due to decreased costs of recent reserve projects and anticipated costs for the upcoming years for reserve study projects.

2. It was requested for management to have a comparison done of the accounts and the interest rates.
3. There was concern raised with the high AT&T bills, these bills are for the phone service for the vehicle gates.
4. *There was a motion made to move \$500,000.00 from reserves to investment CD's, management will provide rate sheets to the board for the best available rates. (M/Coghlan, S/Poimiroo. Carried Unanimously)*

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 July 30, 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. There was discussion that with any new roof project with solar that concrete roof tiles must be used.

- * 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:** Replacement of Magnolias at back gate, cut back landscape so that the lights shine on the pillars at the back gate, status for bark install at the center island inside of the community at the Summit 1 gate.
- C. Social:** The Fall community event will be cancelled due to Covid 19.
- 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 project has been completed for 2020.
- F. LFOA:** No recent LFOA board meeting to report on. It was requested for Management get costs for replacing the Lakeforest Monument signage that was removed from a vehicle accident.

9. UNFINISHED BUSINESS

- A. ARC Deposit reconciliation** – The Management Trust is currently working on reconciling these accounts.
- B. Membership Directory** – Management received very little updated information forms back from the membership to update the directory, management will work on a draft directory with new information provided and send to the board, many properties will be listed without contact information.
- C. Street Address Stencils** – Management reported that The Management Trust will cover the costs of the stencils, and will continue to work with Dawn Austin. Tom asked that a list be provided to him prior to ordering the stencils.
- D. Flock Safety System** -Tom Austin reported on an ongoing issue with Flock Safety. That they have still not made the changes they have promised to. 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.
- E. Tennis Court gate** – Brian will provide a diagram on what he wants on the gate to Management to seek costs.

10. NEW BUSINESS:

- A.** 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.

11. MANAGEMENT DIRECTION:

- A.** Concern was raised with traffic safety with both speeders and also concern with children and local wildlife being struck by vehicles. The possible installation of traffic calming items will be discussed at the next meeting.

- B. It was requested that during the next compliance inspection, that management also focus on the following violation items; landscaping, fencing, trash cans, exterior painting, bark refresh.
- C. Ongoing project of the ARC Deposits with the Association.

12. **ADJOURNMENT:** The meeting was adjourned at 6:03pm PM. *(M/S/Carried)*

NEXT MEETING: *September 10, 2020*

Respectfully submitted,
Kelly Kozicki, CCAM
Association Manager

Attested to:

Jon Pomicino
Board Member

9/10/2020
Date Approved

Unofficial until approved and dated.



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