

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
September 10, 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. Currently vehicles are being reported by security, however violations are not issued.

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

5. APPROVAL OF PRIOR MINUTES: *The Minutes of the August 20th, 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 did not meet Executive Session prior to the meeting, nor have an Executive Session scheduled.

7. FINANCIAL REPORT

A. Treasurer's Report: August 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. There was discussion of placing funds into CD accounts, Management presented the board with CD rates. The board asked that management contact Alliance bank to see if they will match a CD rate of .8%, as compared to CIT with an interest rate of .8% for 18 months.

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 as of September 10th, 2020.

* 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

*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 3 Magnolias at back gate has been completed and all of the irrigation was repaired. Also 3 evergreen trees were replaced at the back 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. There is an asphalt repair needed from a repair made in the street by EID. Tom Austin will facilitate.

F. LFOA: No recent LFOA board meeting to report on. It was requested for Management to send a demand to Lakeforest Owners Association to replace 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** – Dawn Austin is working on finding a company to order the stencils from, management will follow up with Dawn.
- 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.** Draft election rules were presented to the board, there will be a motion to formally adopt the election rules at a meeting in October.
- B.** A cost from Capital Landscape was presented to the board for extensive tree work in lot B, total cost of \$19,250.00. After much discussion, there was *motion made to approve Capital Landscape cost for removal and pruning of trees in Lot B, in the amount of \$19,250.00 (M/Poimiroo, S/Yaw, Carried Unanimously).*
- C.** Management presented a cost for electronic speed signs for traffic calming. There was much discussion on the signage, and the board requested Management seek further clarification on the questions raised by the board. Responses will be presented at the next meeting.
- D.** Monument Signage at the entrance to Lakeforest was discussed, and cost for the signage was presented to the board. Management will send a demand to LFOA to replace the signage.
- E.** Brian reported that the electrical project update is pretty much done, Xelectrix needs to complete a diagram of the circuits.

11. MANAGEMENT DIRECTION

- A.** Inquire on the hours that Elite Security patrols, and report back to the board
- B.** Send conversation notes to Tom Austin with regards to conversation with Dave from Alltech.

12. **ADJOURNMENT:** The meeting was adjourned at 5:33pm PM. *(M/S/Carried)*

NEXT MEETING: *October 8th, 2020*

Respectfully submitted,
Kelly Kozicki, CCAM
Association Manager

Attested to:

Jon Poemico
Board Member

10/15/2020
Date Approved

Unofficial until approved and dated.



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