

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 9, 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
	Joan Poimiroo	Vice-President
	Tom Austin	Treasurer
	David Yaw	Secretary
	Cacy Roth	Member-at-Large

Management Trust:	Mimi Menzies	Executive Community Assoc. Manager
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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. APPROVAL OF AUGUST 12, 2021 MINUTES

Motion Poimiroo, seconded Austin, and unanimously carried to approve the August 12, 2021 Minutes as submitted.

4. OPEN FORUM

- Could guardhouse be converted to have full time guard. ADA requirements would prohibit it at this point due to expense to retrofit.
- A suggestion was made to attach some kind of box to the side of the mailboxes for flyers to avoid tape being used that pulls off the paint.

5. EXECUTIVE SESSION REPORT: It was reported that the Board of Directors met in an Executive Session prior to this meeting to discuss member compliance issues.

6. FINANCIAL REPORT

A. Treasurer's Report: Director Austin reported that the July financial was to be corrected, but that the association is still in good shape.

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 **August 30, 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, 953691, 462064, 462160, 7706304 and 948691.

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

D. Reserve Expense Authorization: There were no expense authorizations to come before the Board at this time.

7. COMMITTEE REPORTS

A. Architectural: Tom Austin reported that there was only one change since last month for a new roof approved for 1350 Promontory.

B. Landscaping: Joan Poimiroo reported that bushes were pruned in front of the speed signs making it easy to now see.

C. Social: Although it was requested to change the day for the Fall Festival, the Board determined due to all the planning and reservations already made, the date would stay the same. Management will get the notice out to the members around the end of September.

D. Welcoming: There was one new owner at 2330 Dartmouth. Management notified Lynn Provencal so they can be welcomed to the community.

E. Streets: Brian Provencal reported that the street paving/seal coating/repairs are complete and striping has been scheduled. It was mentioned that the second loop at the Lakecrest exit gate is still an issue that will be corrected. There was concern about driveways on Hamilton that had asphalt streaks from the sealing.

8. UNFINISHED BUSINESS

A. Guardhouse Roofing Project Schedule: Management stated the roofing project has begun. As soon as it is completed, the entry pavers will be painted by City Wide Property Services.

B. Amendment to Noise Rule: Tom Austin stated there were comments regarding the proposed Amendment to the noise rules. After discussion, the decision to approve the Amendment was tabled until October so Tom Austin can amend them accordingly.

9. NEW BUSINESS

A. 2022 Budget/Reserve Study Discussion: Tom Austin will be preparing the reserve study update. Management will coordinate with him and submit a draft operating budget for his review. This was tabled until October.

B. Gate Code Usage: Management submitted over 400 pages of gate code usage during August which clearly shows a temp code being used. After a discussion about the various permanent codes, Management was directed to have the temp code immediately removed.

10. INFORMATIONAL: The Board reviewed the informational reports. No action was taken.

A. Action Report

B. Compliance Log

C. Work Order Log

11. NEXT MEETING: The next Board of Directors meeting will be on Thursday, October 14th 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 was adjourned at 5:15 PM into a reconvened Executive Session by a unanimous consent of the Board.


Respectfully submitted,

Mimi Menzies, CCAM
Executive Community Association Manager



The Management Trust™
Community Management. Built Differently.

Attested to:


Board Member

10/14/21
Date Approved

Unofficial until approved and dated.