

**CALIFORNIA SUMMIT ALISO VIEJO ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
MARCH 7, 2017**

**NOTICE OF MEETING**

Upon due notice given and received, a General Session Meeting of California Summit Aliso Viejo Board of Directors was held on March 7, 2017 at 4 Calypso, Aliso Viejo, CA 92656.

**ATTENDANCE**

**Directors Present**

Sean Kelly	President
Janet Nichols	Secretary
Yuchen Yao	Treasurer

**Also Present**

Jerri Boone, PCAM®	Total Property Management, Inc.
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**CALL TO ORDER**

A quorum was present and Board President, Sean Kelly called the meeting to order at 6:06 p.m.

**HOMEOWNER FORUM**

No homeowners were present for Homeowner Forum.

**CONSENT CALENDAR**

A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to defer approval of the consent calendar, which consisted of the following items:

- August 2, 2016 Meeting Minutes
- July, 2016 through January, 2017 Financial Statements subject to audit by the CPA at the fiscal year end.

**MANAGEMENT FINANCIAL REPORT**

**Financial Status of the Association**

- As of January 31, 2017, the balance in Pacific Western Bank Checking is \$44,715.19

**MANAGEMENT REPORT**

**Waiver of Fees – Request (Account #T-104-00029-01)**

A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to deny the request from the owner of Account #T104-00029-01 to waive the \$75.00 pre-lien fee on the account.

**T-104-00169-01 – Lien Action**

A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to table discussion of lien action on Account #T-104-00169-01 until the next scheduled meeting.

**Insurance Renewal - Ratification**

A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to approve ratification of the insurance renewal as presented by Berg Insurance for a total annual premium of \$3,734.95.

**Garage Sale Request**

A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to deny the request from Realtor Jake Shavely to host a garage sale within the community.

**Annual Meeting Facilitation**

A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to approve the proposal submitted by Majority Rules for facilitation of the Annual Meeting of the Membership in 2017 for a total cost of \$483.80.

**ADJOURN**

There being no further business to come before the Board, A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to adjourn at 6:42 p.m.

**ATTEST:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

5/17/2017

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

5-17-17