

**CALIFORNIA SUMMIT ALISO VIEJO ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
MAY 17, 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 May 17, 2017 at 3 Ventana Ridge, Aliso Viejo, CA 92656.

ATTENDANCE

Directors Present

Janet Nichols	Secretary
Yuchen Yao	Treasurer

Directors Absent

Sean Kelly	President
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Also Present

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

A quorum was present and Board Secretary, Janet Nichols, called the meeting to order at 6:00 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:

- March 7, 2016 Meeting Minutes
- July, 2016 through March, 2017 Financial Statements subject to audit by the CPA at the fiscal year end.

MANAGEMENT FINANCIAL REPORT

Financial Status of the Association

- As of March 31, 2017, the balance in Pacific Western Bank Checking is \$50,974.21

MANAGEMENT REPORT

T-104-00169-01 – Lien Action

A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to send a letter to the owner of this account and provide thirty (30) days in order to bring the account current. Additionally, should the account not be brought current the Board directed Management to proceed with lien action on Account #T-104-00169-01.

Tax Return - Preparation

A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to approve the proposal submitted by Demarchi & Company for preparation of tax returns for the period ending September, 2017 for a total cost of \$195.00.

Garage Sale Request

A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to approve the request from Realtor Jake Shavely to host a garage sale within the community on July 22, 2017.

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 6:40 p.m.

ATTEST:



President

8/9/17

Date



Secretary

8/9/17

Date