

**CALIFORNIA SUMMIT ALISO VIEJO ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
JULY 10, 2018**

NOTICE OF MEETING

Upon due notice given and received, a General Session Meeting of California Summit Aliso Viejo Association Board of Directors was held on July 10, 2018 at Total Property Management Inc, 2301 Dupont Drive, Suite 100, Irvine, CA 92612.

ATTENDANCE

Directors Present

Terry Crones	President
Jena Duca	Secretary
Lynne Gonzales	Treasurer

Directors Absent

None

Also Present

Jerri Boone, PCAM®	Total Property Management, Inc.
Brittany Kitts, CMCA®	Total Property Management, Inc.

CALL TO ORDER

A quorum was present and Board President, Terry Crones, called the meeting to order at 6:19 p.m.

HOMEOWNER FORUM

There was one (1) Homeowner present to hear general updates regarding the association.

CONSENT CALENDAR

A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to approve the Consent Calendar, which consisted of the following items:

- April 10, 2018 Regular Session Meeting Minutes
- March 31, 2018 and April 30, 2018 Financial Statements, subject to audit by the CPA

MANAGEMENT FINANCIAL REPORT

Financial Status of the Association

- As of April 30, 2018, the balance in Pacific Western Bank Checking is \$52,593.85.

BOARD DISCUSSION/MANAGEMENT REPORT

Illumination of Association Monument Sign

The Board of Directors reviewed correspondence submitted by Aliso Viejo Community Association regarding the illumination of the association monument sign. Following review and discussion, A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY

CARRIED to table further discussion until the October 9, 2018 Board Meeting to give the Board more time to read through the correspondence.

Proposal- Inspector of Elections

The Board of Directors reviewed a proposal submitted by Majority Rules for the 2018 Annual Election Inspector of Elections at a cost of \$498.80. Following review and discussion, A MOTION WAS DULY MADE, SECONDED, AND CARRIED UNANIMOUSLY to approve the proposal.

Correspondence – Aliso Viejo Community Association

The Board of Directors reviewed correspondence submitted by the Aliso Viejo regarding the Annual Meeting of the Delegates. Records indicate there are no delegates on file for California Summit. Following review and discussion, A MOTION WAS DULY MADE, SECONDED, AND CARRIED UNANIMOUSLY to table further review of the correspondence to give the Board more time to read through the request and to appoint a delegate and alternative delegate.

Correspondence – Proposed Rule Amendment – Intended updated landscape guidelines for our current Architectural Guidelines

The Board of Directors reviewed correspondence submitted by the Membership regarding the proposed rule change. No additional action was required.

Proposals – Income Tax Preparation Engagement Letters

The Board of Directors reviewed proposals submitted by Demarchi & Company and Inouye, Shively, & Klatt for income tax preparation for the year ending September 30, 2018. Following review and discussion, A MOTION WAS DULY MADE, SECONDED, AND CARRIED UNANIMOUSLY to approve the proposal submitted by Demarchi & Company at a cost of \$195.00.

Resolution to Lien

The Board of Directors reviewed a Resolution to Lien account #T104-00076-01, T104-00049-01, and T104-00131-04. Following review and discussion, A MOTION WAS DULY MADE, SECONDED, AND CARRIED UNANIMOUSLY to send the Owners correspondence indicating their account balance and requesting for payment to be made in full within 30 days or the Resolution to Lien will be submitted to the Total Property Management Accounting Department for processing.

Reimbursement Request

The Board of Directors reviewed a late fee reimbursement request submitted by Lee, 27 Deerborn. Following review and discussion, A MOTION WAS DULY MADE, SECONDED, AND CARRIED UNANIMOUSLY to approve a late fee waiver in the amount of \$10.00 from April 17, 2018.

New Business

The Board of Directors reviewed the new paint book for exterior painting. Following review and discussion, A MOTION WAS DULY MADE, SECONDED, AND CARRIED UNANIMOUSLY to approve the new paint book.

Next Meeting

The next Board of Directors Meeting is scheduled for Tuesday, October 9, 2018 at 6:00 PM at Total Property Management Inc, 2301 Dupont, Suite 100, Irvine, CA 92612.

ADJOURN

There being no further business to come before the Board, A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to adjourn at 6:56 p.m.

ATTEST:



President



Date



Secretary



Date