

**CALIFORNIA SUMMIT ALISO VIEJO ASSOCIATION  
BOARD OF DIRECTORS GENERAL SESSION  
MEETING MINUTES  
JANUARY 14, 2020**

**Minutes**

**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 October 8, 2019 at Total Property Management Inc, 2301 Dupont Drive, Suite 100, Irvine, CA 92612.

**ORGANIZATIONAL MEETING**

**CALL TO ORDER**

The meeting was called to order by Charles (Chuck) Williams, at 6:04 p.m.

**APPOINTMENT OF  
OFFICERS**

The Board of Directors held the Organizational Meeting on January 14, 2020. It was the general consent of the Board of Directors to appoint each board member to the following positions:

Charles (Chuck) Williams – President/Treasurer

Stephan Zechmair – Vice President/Secretary

There is currently an opening on the Board. Management advised that a third board member should be appointed to the Board of Directors. No additional action was required.

**ADJOURNMENT TO  
EXECUTIVE SESSION**

Following the Organizational Meeting, the Board of Directors adjourned to the Executive Session Board Meeting at 6:10 p.m. Following the Executive Session Meeting, the General Session Meeting was called to order at 7:03 p.m.

**GENERAL SESSION MEETING**

**CALL TO ORDER**

The meeting was called to order by Board President Chuck Williams, at 7:03 p.m.

**DIRECTORS  
PRESENT**

Charles (Chuck) Williams, President/ Treasurer

Stephan Zechmair, Vice President/ Secretary

**DIRECTORS ABSENT**

None

**ALSO ATTENDING**

Brittany Kitts, Total Property Management, Inc.

**HOMEOWNER  
FORUM**

There were no homeowners in attendance.

**MEETING MINUTES**

The Board of Directors reviewed the Minutes from the October 8, 2019 Board Meeting. Following review and discussion, it was the general consent of the Board of Directors to approve the Minutes as presented.

**MONTHLY FINANCIALS/FINANCIAL ACTION**

**MANAGEMENT  
FINANCIAL REPORT**

The Board of Directors reviewed the final report as of December 31, 2019. Following review and discussion, it was the general consent of the Board of Directors to accept the Financials, subject to audit pending an understanding as to what the \$750.00 legal fee charge was for.

**OUTSTANDING  
AGING REPORT**

The Board of Directors reviewed the Outstanding Aging Report as of December 31, 2019. No additional action was required.

**ALERA GROUP**

The Board of Directors reviewed an insurance renewal proposal submitted Alera Group. Following review and Discussion, it was the general consent of the Board of Directors to approve the proposal with an annual premium of \$2,809.00.

**MONUMENT SIGN  
LIGHTING  
DISCUSSION**

The Board of Directors discussed options for monument sign lighting. No additional action was required.

**STREET SAFETY  
CONCERNS  
DISCUSSION**

The Board of Directors discussed options regarding street safety on Wood Canyon. No additional action was required.

**SB 323 ELECTION  
RULES**

The Board of Directors reviewed correspondence submitted by Gibbs, Giden, Locher, Turner, Senet, & Wittbrodt regarding the election rules, effective January 1, 2020. The Board of Directors discussed the discretionary components for the nomination of candidates. Following review and discussion, it was the general consent of the Board of Directors to approve the election rules with the discretionary components.

**NEXT MEETING**

The next Board of Directors Meeting is scheduled for Tuesday, April 14, 2019 at 6:00 PM at Total Property Management Inc, 23792 Rockfield Blvd, Ste. 100, Lake Forest, CA 92630.

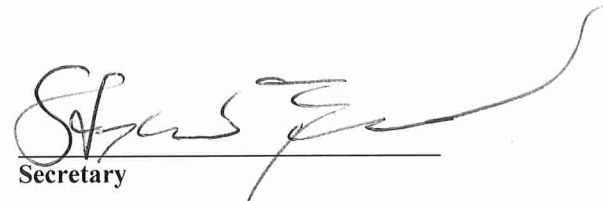
**ADJOURNMENT**

There being no further business to come before the Board of Directors at this time, the January 14, 2020, General Session meeting of the Board of Directors was adjourned at 7:54 p.m.

ATTEST:

  
\_\_\_\_\_  
President

1/27/2021  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Secretary