

**CALIFORNIA SUMMIT ALISO VIEJO ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION
MEETING MINUTES
APRIL 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 April 14, 2020 via teleconference due to the Covid-19 pandemic.

GENERAL SESSION MEETING

CALL TO ORDER The meeting was called to order by Board President Chuck Williams, at 6:00 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, Jason Duca

APPOINTMENT OF OFFICERS The Board of Directors discussed homeowner, Jason Duca's interest in serving on the Board. Following discussion, it was the general consent of the Board of Directors to appoint Jason Duca to the Board of Directors.

APPOINTMENT OF COMMITTEE MEMBER The Board of Directors discussed homeowner, Terri Crones' interest in serving as the architectural committee liaison. Following discussion, it was the general consent of the Board of Directors to appoint Terri Crones as the architectural committee liaison.

HOMEOWNER FORUM There were no homeowners in attendance.

MEETING MINUTES The Board of Directors reviewed the Minutes from the January 14, 2020 Board Meeting. Following review and discussion, a motion was duly made and seconded to approve the Minutes as presented. Board Member, Jason Duca abstained as he had not been appointed to the Board as of the January Board Meeting.

MONTHLY FINANCIALS/FINANCIAL ACTION

MANAGEMENT FINANCIAL REPORT The Board of Directors reviewed the final report as of March 31, 2020. Following review and discussion, it was the general consent of the Board of Directors to accept the Financials, subject to audit, pending an understanding of what GL #4424, interest charge in the amount of \$34.00 is for.

**OUTSTANDING AGING
REPORT**

The Board of Directors reviewed the Outstanding Aging Report as of March 31, 2020. No additional action was required.

**INOUE, SHIVELY, &
KLATT**

The Board of Directors reviewed the draft audit submitted by Inouye, Shively, & Klatt. Following review and discussion, it was the general consent of the Board of Directors to table further review of the draft audit until the July 14, 2020 Board Meeting, as it is the Board's understanding that an annual audit is not required for the Association.

BIDS AND PROPOSALS
MAJORITY RULES

The Board of Directors reviewed a proposal submitted by Majority Rules for Inspector of Election services for the 2020 Annual Meeting and Election. Following review and discussion, it was the general consent of the Board of Directors to table further review of the proposal until the July 14, 2020 Board Meeting.

**MONUMENT SIGN
LIGHTING DISCUSSION**

The Board of Directors discussed the current status of the monument sign lighting. Board President, Chuck Williams advised that he was in receipt of the plans submitted by Southern California Edison for electrical services but the project was on hold due to Covid-19. No additional action was required.

**STREET SAFETY
CONCERNS DISCUSSION**

The Board of Directors discussed updates regarding options for Wood Canyon concerning street safety. Board President, Chuck Williams advised that he had been working with the city engineer and traffic engineer but discussion has been put on hold due to Covid-19. No additional action was required.

**OFF-SITE STORAGE
BOXES**

The Board of Directors discussed the Association's records stored off-site. Following discussion, it was the general consent of the Board of Directors to approve for Total Property Management to destroy all physical records dated seven (7) years and/or older. Management advised for the Board to contact the HOA's legal counsel in advance of making a motion. However, the Board did not feel this was necessary as all documents required to be obtained permanently are kept electronically.

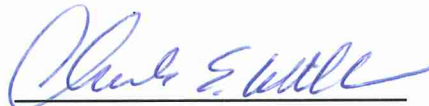
NEXT MEETING

The next Board of Directors Meeting is scheduled for Tuesday, July 14, 2019 at 6:00 PM. The location is to be determined. Due to Covid-19, the meeting may be held via teleconference.

ADJOURNMENT

There being no further business to come before the Board of Directors at this time, the April 14, 2020, General Session meeting of the Board of Directors was adjourned at 6:43 p.m.

ATTEST:



President


Date

Secretary