

**CALIFORNIA SUMMIT ALISO VIEJO ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION
MEETING MINUTES
JANUARY 12, 2021**

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 January 12, 2021 via teleconference due to the Covid-19 pandemic.

ORGANIZATIONAL MEETING

CALL TO ORDER The meeting was called to order by Charles (Chuck) Williams, at 6:35 p.m.

DIRECTORS PRESENT Charles (Chuck) Williams
Jason Duca
Stephan Zechmair

DIRECTORS ABSENT None

ALSO ATTENDING Brittany Kitts, Total Property Management, Inc.

APPOINTMENT OF OFFICERS The Board of Directors held the Organizational Meeting on January 12, 2021. It was the general consent of the Board of Directors to appoint each board member to the following positions:

Charles (Chuck) Williams – President
Jason Duca, Secretary
Stephan Zechmair – Treasurer

MEETING MINUTES The Board of Directors reviewed the 2019 Annual Meeting and Election Minutes. Following review and discussion, it was the general consent of the Board of Directors to approve the Minutes as presented.

ADJOURNMENT TO GENERAL SESSION There being no further business to come before the Board of Directors at this time, the January 12, 2021 Organizational Meeting of the Board of Directors was adjourned at 6:43 p.m.

GENERAL SESSION MEETING

CALL TO ORDER The meeting was called to order by President Chuck Williams at 6:43 p.m.

DIRECTORS PRESENT Charles (Chuck) Williams, President
Jason Duca, Secretary
Stephan Zechmair, Treasurer

DIRECTORS ABSENT None

ALSO ATTENDING Brittany Kitts, Total Property Management, Inc.

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HOMEOWNER FORUM	There were no homeowners in attendance.
MEETING MINUTES	The Board of Directors reviewed the Minutes from the October 13, 2020 Board Meeting. Following review and discussion, <u>a motion was duly made and seconded to approve the Minutes as presented. The motion passed with one (1) Board Member abstaining.</u>
<u>MONTHLY FINANCIALS/FINANCIAL ACTION</u>	
MANAGEMENT FINANCIAL REPORT	The Board of Directors reviewed the financial report as of December 31, 2020. Following review and discussion, <u>it was the general consent of the Board of Directors to accept the Financials, subject to audit.</u>
OUTSTANDING AGING REPORT	The Board of Directors reviewed the Outstanding Aging Report as of December 31, 2020. No additional action was required.
<u>BIDS AND PROPOSALS – N/A</u>	
<u>ADMINISTRATIVE</u>	
MONUMENT SIGN LIGHTING DISCUSSION	Board President, Chuck Williams advised there were no current updates.
STREET SAFETY CONCERNS DISCUSSION	Board President, Chuck Williams advised there were no current updates.
ARCHITECTURAL PROCEDURES	The Board briefly discussed the HOA's current architectural procedures. No additional action was required.
ARCHITECTURAL - LOCKING MAILBOXES	The Board of Directors discussed options for locking mailboxes. Board President, Chuck Williams advised of a locking mailbox option that may be purchased at Home Depot and was visually appealing. Following discussion, <u>it was the general consent of the Board of Directors to approve the option. Should a homeowner wish to install a locking mailbox and utilize the option approved by the Board, architectural</u>
NEXT MEETING	The next Board of Directors Meeting is scheduled for Tuesday, April 13, 2021 at 6:00 PM. The location is to be determined. Due to Covid-19, the meeting may be held via teleconference.

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ADJOURNMENT

There being no further business to come before the Board of Directors at this time, the January 12, 2021, General Session meeting of the Board of Directors was adjourned at 7:33 p.m.

ATTEST:

DocuSigned by:


President 5CA84E8...

DocuSigned by:


Secretary 0047FE447...

8/2/2021 Charles "Chuck" Williams

Date

8/11/2021 Jason Duca