



**MINUTES OF A REGULAR MEETING  
CONDUCTED BY THE BOARD OF DIRECTORS  
JUNE 5, 2019**

The Regular Meeting of the Board of Directors of the Lake Forest II Master Homeowners Association, a California non-profit, mutual benefit corporation, was held on Wednesday, June 5, 2019, at the Lake Forest Sun & Sail Club, 24752 Toledo Way, Lake Forest, CA 92630.

*[Prior to the Regular Meeting, the Board of Directors held an Executive Meeting which convened at 6:00 pm, and adjourned at 7:02 pm, to approve the Minutes of the May 1, 2019 Executive Meeting, to consider homeowner appeals of MAC application denials, Hearing Board fines related to CC&R violations, and to discuss other CC&R violation cases, collections, and personnel and legal matters.]*

**I. CALL TO ORDER**

Board members in attendance at Call to Order were President Jim Richert, Vice President Sonny Morper, Treasurer Steve Valderrama, and Directors Paul Coulter, Dennis Freed, Jolene Fuentes, and Ray Melissa.

Staff members present were General Manager Alisa Woolsey, Finance Manager Cindy Christenson, Community Services Manager Jenny Mucha, Recreation Manager Argelia Jimenez, Maintenance Manager Bud Finch and Recording Secretary Bruce Cook.

The meeting was called to order by President Richert at 7:07 P.M.

**II. COMMITTEE LIAISON REPORTS**

None.

*Action: None*

**III. RESIDENT'S COMMENTS**

A Parkwood Estates H/O asked:

- Why the tract assessment for Parkwood Estates was increased for 2019?
- Why is the Board considering increasing the number of tennis courts?
- Why are the tennis courts lights left on even if they are not being used?

In response:

- The tract assessment for Parkwood Estates was increased to cover the costs of erosion control and slope and tree maintenance projects planned for Parkwood Estates over the next few years.
- There is consideration to increase the number of pickleball courts, not tennis courts.
- The lights are left on for a dual purpose: 1) it costs more to power down and turn off the lights and then to power them back up to turn back on later than it does to leave the lights on uninterrupted; 2) the lights help to provide illumination of the parking lots and walkways for greater safety and security.

*Action: None*

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**IV. CONSENT CALENDAR**

The Consent Calendar for the May Board Meeting consisted of the items as follows:

- A. 2018-2019 BOARD OF DIRECTORS GOALS (with updated status report);
- B. RESERVE PROJECTS STATUS REPORT;
- C. APPROVAL OF RESERVE PURCHASES: 1) \$4,800.75 from Dept 68 for a dual-purpose trailer to transport both landscape materials/ supplies and the July 4<sup>th</sup> barge;
- D. MINUTES OF BOARD OF DIRECTORS MEETINGS / MAY 1, 2019 REGULAR MEETING;
- E. FINANCIALS & INVESTMENT SUPPLEMENT REPORT: MASTER ASSOCIATION / APR 2019;
- F. FINANCIALS: LAKE FOREST KEYS ASSOCIATION / APR 2019;
- G. APPROVAL OF PROSPECTIVE LIENS – RECORDATION OF LIENS PER CA CIVIL CODE;
- H. LEGAL UPDATE / PENDING HOA LEGISLATION

The Board considered action on the Consent Calendar.

Action: Resolution No. 19-37

It was moved by Treasurer Valderrama, and seconded by Director Fuentes, to approve the Consent Calendar, as submitted. Motion carried by 7-0 vote.

**V. ACTION ITEMS**

**A. TOWN HALL MEETING / THE WOODS (DEPT 78)**

Upcoming maintenance programs for The Woods (Dept 78) include bridge repair/reconstruction, trail maintenance, erosion control and tree trimming/removal. The cost of these projects, once better known, could result in the upward adjustment of tract assessments for The Woods residents. In consideration, the Board discussed the value of holding a Town Hall meeting for The Woods homeowners to discuss these topics. The town hall would be scheduled in the fall (October or November) in conjunction with preparation of the 2020 budget when the tasks and associated costs are better understood.

Action: The Board consensus was to direct staff to prepare to plan to hold a Town Hall for The Woods homeowners sometime this Fall (October or November).

**B. JULY BOARD MEETING / DATE CHANGE**

At their May regular meeting, the Board cancelled the July 3<sup>rd</sup> date of the regular Board meeting due to conflict with the planning and preparation for the July 4<sup>th</sup> festivities at the Sun & Sail Club. The Board deferred making the decision to the June regular meeting as to whether to cancel the July meeting altogether, or to reschedule to a different July date.

General Manager Woolsey reported that there are a number of significant matters that would be prudent to deal with in July rather than deferring to August. She therefore recommended that the Board schedule the July regular meeting for Wednesday, July 10, starting at 7:00 PM.

Action: Resolution No. 19-38

It was moved by Director Fuentes, and seconded by Treasurer Valderrama, to approve the staff recommendation. Motion carried by 7-0 vote.

**VI. INFORMATION ITEMS**

**A. PICKLEBALL PROJECT UPDATE**

General Manager Woolsey reported the pickleball committee has been working diligently to develop a proposal for the consideration of the Board. The focus has been on the upper court location, and various configurations are being considered as to which would best meet the needs of both the pickleball and tennis players. After projected costs are received, the committee will then have all the

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information necessary to develop their proposal to present to the Board. At this time, it is projected that the pickleball proposal will be ready to present to the Board at their July meeting.

Action: Receive & File

**B. LF II ELECTIONS UPDATE**

General Manager Woolsey reported that, as of now while the 50% quorum has not yet been reached, enough votes have been returned to achieve the 25% "step-down" quorum. The Annual Members Meeting is scheduled for Monday, June 10<sup>th</sup> at 6:00 PM. Assuming the 50% quorum has not been reached by that time, the meeting can be adjourned to Wednesday, June 12<sup>th</sup> at 6:00 PM to meet the minimum 48-hour wait requirement. At that time, with the step-down quorum achieved, the votes can be tallied. HOA Resource Advisors has been retained as our Inspector of Elections, and will be in charge of the vote tally. However, they do rely on homeowner volunteers in assisting in actually doing the vote count. Some have already volunteered, but more are needed.

Action: Receive & File

**VII. OPEN DISCUSSION**

As this is the last regular scheduled meeting of the 2018/2019 Board, the members all thanked President Richert for the outstanding year of professionalism, leadership and service he has provided. President Richert stated that he very much appreciated the kind words, and also returned the appreciation back to the other Board members in thanking them for their service over this past year.

Action: None

**VIII. ADJOURNMENT**

President Richert adjourned the meeting at 7:22 P.M., to the next scheduled Board meeting of Wednesday, July 10, 2019 at 7:00 P.M.

LAKE FOREST II MASTER  
HOMEOWNERS ASSOCIATION:

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Jim Richert, President  
Board of Directors

ATTEST 

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Alisa Woolsey, Secretary  
General Manager