



**MINUTES OF A REGULAR MEETING  
CONDUCTED BY THE BOARD OF DIRECTORS  
SEPTEMBER 4, 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, September 4, 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, was adjourned at 7:00 pm for the Regular meeting, was reconvened at 7:34 pm to complete the balance of the Executive agenda, and was then adjourned at 8:20 pm, to approve the Minutes of the August 7, 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 Dennis Freed, Treasurer Tom Ludden, and Directors Paul Coulter, Jolene Fuentes, Justin Kirk and Sonny Morper.

Staff members present were General Manager Alisa Woolsey, Finance Manager Cindy Christenson, Recreation Manager Argelia Jimenez, Maintenance Manager Bud Finch and Recording Secretary Bruce Cook. Community Services Manager Jenny Mucha was not in attendance.

The meeting was called to order by President Richert at 7:05 pm.

**II. PRESENTATION OF CERTIFICATE OF APPRECIATION | STEVE VALDERRAMA**

Steve Valderrama, now retired, was a long-serving member of the Board of Directors. On behalf of the Board and all of LFII, President Richert presented Mr. Valderrama with a "Certificate of Appreciation" in recognition of his outstanding contributions over the years to the Association. Mr. Valderrama accepted the Certificate and thanked everyone for the gesture of which he was much appreciative.

*Action: Former Board Member Valderrama presented Certificate by President Richert*

**III. COMMITTEE LIAISON REPORTS**

None.

*Action: None*

**IV. RESIDENT'S COMMENTS**

None.

*Action: None*

**V. CONSENT CALENDAR**

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

A. 2019-2020 BOARD OF DIRECTORS GOALS (with updated status report);

B. RESERVE PROJECTS STATUS REPORT;

C. APPROVAL OF RESERVE PURCHASES:

1. \$2,104.06 from Dept 68 (Master) for a 30" self-propelled lawnmower;
2. \$3,850.00 from Dept 70 (Forest Creek) for wall repairing/repainting;
3. \$3,565.32 from Dept 68 (Master) for 15 pairs of dumbbells and a dumbbell storage rack for the Fitness Center;

MINUTES OF A REGULAR MEETING  
CONDUCTED BY THE BOARD OF DIRECTORS  
September 4, 2019

---

- D. MINUTES OF BOARD OF DIRECTORS MEETINGS:
  - 1. August 7, 2019 Regular Meeting;
- E. FINANCIALS & INVESTMENT SUPPLEMENT REPORT: MASTER ASSOCIATION | JULY 2019;
- F. FINANCIALS: LAKE FOREST KEYS ASSOCIATION | JULY 2019;
- G. APPROVAL OF PROSPECTIVE LIENS / RECORDATION OF LIENS PER CA CIVIL COD | *None this month;*
- H. APPROVAL OF LITIGATION BY ALTERRA FOR ASSESSMENT RECOVERY | *None this month;*
- I. LEGAL UPDATE:
  - 1. Pending HOA Legislation;

The Board moved to act on the Consent Calendar without further discussion.

Action: Resolution No. 19-50

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

## VI. ACTION ITEMS

### A. **UPPER COURTS REHABILITATION PROJECT | UPDATE & COMMITTEE RECOMMENDATIONS**

General Manager Woolsey updated the Board. The UCR Committee has met twice since the last meeting of the Board and written recaps of the meetings have been included as part of the Board packet. Progress is being made. Currently the Committee is working on the development of a communications plan to inform residents about the project, evaluating details of the project, is addressing issues such as access control, and is collaborating to develop a project information sheet. The Committee will meet again before preliminary plans are submitted to the City.

Action: Receive & File

### B. **BUDGET & FINANCE COMMITTEE | APPOINTMENT OF NEW MEMBER – THOMAS TAN**

The Budget & Finance Committee's charter allows for no less than 3 members and no more than 7 members. There are currently 6 members on the Committee with the appointment last month of Adrian West. The Budget & Finance Committee has met and interviewed Thomas Tan, and has recommended his appointment to fill the last open seat on the Committee.

Action: Resolution No. 19-51

It was moved by Treasurer Ludden, and seconded by Director Coulter, to approve the Budget & Finance Committee recommendation to appoint Thomas Tan to the Budget & Finance Committee. Motion carried by 7-0 vote.

### C. **VERIZON WIRELESS | LANDLORD APPROVAL TO ADD FIBER LINES**

General Manager Woolsey reported that Verizon Wireless intends to install additional fiber lines through existing conduit. The access to the conduit is in a utility vault on Association property. There will be no aesthetic changes as a result of the work. Per the terms of the cell site contract with Verizon, they are required to obtain landlord approval to enter the property to do the work prior to commencement of work. Staff has recommended that Verizon be granted this landlord approval to enter the property to do the work as described.

Action: Resolution No. 19-52

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

### D. **DEDICATION PROPOSAL | MEMORIAL TREES AND BENCHES**

General Manager Woolsey reported that there are currently 5 memorial trees on the Clubhouse grounds...4 by the upper courts and 1 near the playground. Each is marked by a memorial plaque. To date, dedication of these trees and payment for the trees and markers has been informal, without a formal memorial dedication policy in place. As the redesign of the Forest Creek paseos is a work

MINUTES OF A REGULAR MEETING  
CONDUCTED BY THE BOARD OF DIRECTORS  
September 4, 2019

---

plan currently in process, GM Woolsey thought this would offer the opportunity to formalize a memorial dedication policy, and to expand the concept to allow for both trees and benches. If this concept is allowed to move forward, the availability of the memorial dedications would be disseminated to Forest Creek residents to make them aware and allow them to take advantage of the opportunity as they so chose.

GM Woolsey is presenting this concept for the memorial dedications to the Board to get the green light to move forward with including this as an option for the paseo upgrades in Forest Creek. The final version of the dedication proposal would be presented to the Board at their October meeting for action.

Discussion ensued amongst the Board.

Action: The consensus of the Board was to green light staff to move forward to establish a dedication policy for memorial trees and benches.

## **E. RESERVE EXPENDITURES**

### **WiFi Upgrade | Master Reserves (Dept 68)**

Finance Manager Christenson reported that numerous complaints have been received regarding dissatisfaction with the current WiFi connection. LFII's IT vendor has determined the poor service is due to outdated equipment. The vendor has recommended a system upgrade with the expenditure of Dept 68 Reserves in the amount of \$2,692.55 to purchase a Ubiquiti Mesh WiFi System.

Action: Resolution No. 19-53

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

### **Computer Replacements | Master Reserves (Dept 68)**

Finance Manager Christenson reported that within the next two months all office computers will need to be upgraded to Windows 10 as Microsoft, as of January 14, 2020, will no longer offer updates for the operating systems currently in use. There are 5 computers too old to be updated to Microsoft 10 so they need to be replaced. Staff has recommended the expenditure of Dept 68 Reserves in the amount of \$5,207.80 to purchase and install 5 desktop office computers.

Action: Resolution No. 19-54

It was moved by Treasurer Ludden, and seconded by Vice President Freed, to approve the staff recommendation. Motion carried by 7-0 vote.

### **Tree Removal/Trimming | The Woods (Dept 78)**

Maintenance Manager Finch reported that as a result of a "best practice" bi-annual inspection of the tree inventory in The Woods (Dept 78), there are 49 trees that are either diseased, distressed, dying or leaning onto private property, and, as a consequence, require immediate action. Of these, 41 (including 40 eucalyptus + 1 ash) are slated for removal and 8 for limb removal/ trimming only. Though the City moratorium on eucalyptus trees is in effect until November 1, it has been deemed important to remove these trees now due potential safety hazards resulting from high wind events that often occur in September/October. A MAC was submitted for tree removal and was approved on August 28, 2019. Staff has recommended the expenditure of Dept 78 Reserves in the amount of \$50,650.00 for tree removal/trimming in The Woods.

Action: Resolution No. 19-55

It was moved by Treasurer Ludden, and seconded by Director Morper, to approve the staff recommendation, with the further stipulation that 'The Woods' residents be notified, in writing, of the pending tree removal work to occur prior to commencement of any actual work. Motion carried by 7-0 vote.

### **Street Repair | Indian Hills (Dept 73)**

Maintenance Manager Finch reported that he was notified by a H/O in Indian Hills of a severely cracked area in the street on Cherokee Way that needs to be repaired. Staff has recommended the expenditure of Dept 73 (Indian Hills) Reserves in the amount of \$3,435.00 to *Quickel* for street repair.

MINUTES OF A REGULAR MEETING  
CONDUCTED BY THE BOARD OF DIRECTORS  
September 4, 2019

---

Action: Resolution No. 19-56

It was moved by Treasurer Ludden, and seconded by Vice President Freed, to approve the staff recommendation. Motion carried by 7-0 vote.

**VII. INFORMATION ITEMS**

None.

Action: None

**VIII. OPEN DISCUSSION**

None.

Action: None

**IX. ADJOURNMENT**

President Richert adjourned the meeting at 7:34 pm to the Executive Meeting to complete the balance of the agenda not yet considered.

President Richert adjourned the Executive Meeting at 8:20pm., with the next Regular Meeting scheduled for Wednesday, October 2 , 2019, commencing at 7:00 pm.

LAKE FOREST II MASTER  
HOMEOWNERS ASSOCIATION:

---

Jim Richert, President  
Board of Directors

ATTEST: \_\_\_\_\_  
Alisa Woolsey, Secretary  
General Manager