



**MINUTES OF A REGULAR MEETING
CONDUCTED BY THE BOARD OF DIRECTORS
APRIL 7, 2021**

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, April 7, 2021, 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 6:03 pm and adjourned at 6:37 pm, to: 1) approve the Minutes of the March 3, 2021 Executive Meetings; 2) consider homeowner appeals of MAC application denials and/or Hearing Board fines related to CC&R violations; 3) 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 Jolene Fuentes, Treasurer Tom Ludden, and Directors Paul Coulter, Dennis Freed, Mike Jesse and Justin Kirk.

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

The meeting was called to order by President Richert at 6:45 P.M.

**II. MAC APPEAL |
DENIAL BY MAC FOR USE OF WHITE ROCK**

A Lake Park West H/O appealed the MAC denial of their landscape improvements.

Discussion ensued amongst the Board. The Board upheld the decision of the MAC.

Action: Resolution No. 21-12:
It was moved by President Richert, and seconded by Treasurer Ludden, to adopt a motion to uphold the decision of the MAC in denying this application. The Board further directed that staff communicate to the

H/O various ways by which the violation could be corrected. Motion carried by 7-0 vote.

III. COMMITTEE LIAISON REPORT

None.

IV. RESIDENTS COMMENTS

None.

V. CONSENT CALENDAR

The Consent Calendar was inclusive of the following items:

- A) Minutes of the Board of Directors Regular Meetings | *as listed below:*
 - 1) *March 3, 2021;*
- B) 2020/2021 Board of Directors Goals/*with status report;*
- C) Reserve Projects Status Report;
- D) Reserve Purchases | *as listed below:*
 - 1) *\$2,868.60 from Dept 68 (Master) for Youth Center upgrades to convert to LED lighting;*
- E) Financials and Investment Supplement Report: Master Association | *as listed below:*
 - 1) *February, 2021;*
- F) Financials: Lake Forest Keys Association | *as listed below:*
 - 1) *February, 2021;*
- G) Approval of Prospective Liens / Recordation of Liens per CA Civil Code | *as listed below:*

(Acct. No./Amount):

 - 1) *09059-03/\$ 463.00*
 - 2) *09099-01/\$1,173.00*
 - 3) *19319-03/\$ 520.00*
 - TOTAL \$2,156.00*
- H) 2020 Legislative Update;

President Richert stated that any item could be pulled from the Consent Agenda for further discussion at the request of any Board Member. In response, Director Coulter requested Item H / 2021 Legislative Update be

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removed from the Consent Calendar, to be considered as its own separate matter, with discussion.

Action: Resolution No. 21-13:

The Board adopted a motion to approve the balance of the Consent Calendar (Items A – G), exclusive of Item H, as submitted. Motion carried by 7-0 vote;

After a brief discussion, the Board took action on *Item H / 2021 Legislative Update*.

Action: Resolution No. 21-14:

The Board adopted a motion to approve Item H / 2021 Legislative Update, as submitted. Motion carried by 7-0 vote.

VI. ACTION ITEMS

A. 2021 DOLPHIN REOPENING PLAN

General Manager Woolsey presented to the Board the 2021 Reopening Plan for the Dolphin Swim Team. The 2020 swim season was canceled as a consequence of the pandemic, but current conditions would allow the resumption of the swim season for 2021 with adherence to State guidelines to protect the health and safety of all concerned.

The primary factor for a safe environment is to prevent overcrowding, both in the pool and on the pool deck. Therefore, the key component of the Reopening Plan is for practice to be divided into shorter time slots on alternating days to limit the number of people entering Sun & Sail at any one time. As recovery from the pandemic is a fluid situation, conditions would be constantly monitored, and subject to change, to ensure compliance with State/CDC safety guidelines.

Discussion ensued amongst the Board. They indicated that they are in agreement with the Reopening Plan, with the understanding that swim team operations remain in compliance with State/CDC guidelines. It was noted that during the summer practice season (June 7 – July 30), practice sessions would occupy all 6 lanes of the Lap Pool so that the Lap Pool would be unavailable to non-swim team members during the regular practice hours of M-F, 9 am to 2 pm. The suggestion was made to mitigate this inconvenience by allowing Members into the Club at 7:30 am during the week for the duration of the Dolphin season for early access to the amenities requiring reservations, i.e., lap pool, spa, fitness center, outdoor exercise area (*note: the 7:30 am access would only be for Members with reservations to the four identified amenities; the regular opening time would apply to all other situations*).

Action: Resolution No. 21-15;

It was moved by Treasurer Ludden, and seconded by Vice President Fuentes, to adopt a motion to approve

the 2021 Dolphin Swim Team Reopening Plan, as submitted, with the stipulation that for all amenities requiring reservations for use, the start time on the days of swim team practice for these reservations will be 7:30 am. Motion carried by 7-0 vote.

B. UPPER COURTS REHAB PROJECT | UPDATE

Maintenance Manager Finch reported on the status of the ongoing Upper Courts Rehab Project. To this point, the project remains within budget. Costs have been reduced by having LFII staff do some of the work in lieu of paid contractors. Court #3 has been surfaced and will soon be painted. Court lighting and electrical work is nearly complete.

Discussion ensued amongst the Board.

Action: Receive & File

C. SNACK BAR RENOVATION | BID PROPOSAL

General Manager Woolsey reported that, per prior authorization from the Board, she has engaged the architectural services of *Square 1* to develop a conceptual renovation plan for the snack bar/pool deck area. The first iteration of the concept plan has been submitted for feedback. The submitted plan proposes the rehab and modernization of the existing Snack Bar for increased efficiencies, convenience and aesthetics in offering food services. General Manager Woolsey stressed that this was only a preliminary design, but was seeking the Board's input as to the desirability and efficacy of the proposed concept before additional steps were taken to further refine it.

Discussion ensued amongst the Board. Comments of the Board included:

- provide both more shading and seating;
- consider lighting for effective nighttime use;
- provide both food and alcohol services;
- include vending machines for food service opportunities during the off-season;
- consider removing the large tree on the lake side of the existing Snack Bar for expanded deck opportunities.

Action: Receive & File

D. ADULT LOUNGE | RESURFACE STAIRS & DECK

Maintenance Manager Finch reported that the outdoor stairs and outdoor patio deck of the Upstairs Adult Lounge have damage from long term wear and tear that necessitates repair work. Maintenance Manager Finch has recommended that the repair work be done now, before the Adult Lounge is reopened to Members, at a cost of \$15,200.00, the monies to be paid from Dept 68 (Masters) reserves.

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Discussion ensued amongst the Board.

Action: Resolution No. 21-16:

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

E. LOWER COURTS & POOL DECK LIGHTING

In February, Maintenance Manager Finch received Board approval for the replacement of the existing Halide light fixtures on the lower sports courts (basketball/pickleball/volleyball/tennis) with LED light fixtures, as what has already been done for the upper courts. Maintenance Manager Finch has since expanded the scope of the project based on the findings of a photometric study. However, despite the additional lighting, he has negotiated a better price offered by a different vendor from the one previously approved. Maintenance Manager Finch has recommended the expenditure of \$71,390.00 from Master (Dept 68) Reserves to cover the purchase and installation costs.

Discussion ensued amongst the Board.

Action: Resolution No. 21-17

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

F. 2020 LFII AUDIT | MASTER ASSOCIATION

Finance Manager Christenson reported that the Budget & Finance Committee reviewed and recommended for approval the 2020 LFII Audit for the Master Association as prepared by VanderPol & Company. With approval, the full report will be available for review by any H/O as hard copies will be available at the front desk and the digital copy will be posted on the website, www.lf2.org ► Library ► Financials.

Discussion ensued amongst the Board.

Action: Resolution No. 21-19

It was moved by Treasurer Ludden, and seconded by President Richert to adopt a motion to approve the Budget & Finance Committee recommendation. Motion carried by 7-0 vote.

G. 2020 LFII AUDIT | LAKE FOREST KEYS

Finance Manager Christenson reported that the Budget & Finance Committee reviewed and recommended for approval the 2020 LFII Audit for the Lake Forest Keys Association as prepared by VanderPol & Company.

Discussion ensued amongst the Board. Regarding the issue of allocation of Excess Operating Funds, the Board directed that the allocations be as follows:

- \$125K to Project/Capital Funds;
- \$100K to Master Reserves (Dept 68);

- \$30K earmarked for Operations as needed.

Action: Resolution No. 21-20

It was moved by Treasurer Ludden, and seconded by Director Kirk, to adopt a motion to approve the Budget & Finance Committee recommendation. Motion carried by 7-0 vote.

H. MONEY MOVES

Finance Manager Christenson reported on various money moves required to make funds available for payment for the street pavement projects for Forest Creek (Dept 70), Indian Hills (Dept 73), Serrano Ridge (Dept 75) and The Woods (Dept 78) as follows:

- Interfund transfers from ICS Accounts to CAB Money Market Accounts;
- Wire transfers from Morgan Stanley Cash & Money Market Account to CAB Money Market Accounts;
- Wire transfers from Morgan Stanley May CD Maturities to CAB Money Market Accounts;
- Authorization for reinvestment of remaining Morgan Stanley funds back into CD accounts;
- Authorization for cashier checks to be issued to Premier Paving & GMU for payment.

Discussion ensued amongst the Board.

Action: Resolution No. 21-21

It was moved by Treasurer Ludden, and seconded by Director Freed, to adopt a single motion to approve all money move recommendations as submitted. Motion carried by 7-0 vote.

VII. INFORMATION ITEMS

A. SATISFACTION SURVEY RESULTS

General Manager Woolsey provided each Board Member with summaries of results from the Satisfaction Surveys. Each Member who has made a reservation for the use of an amenity during the restricted use because of COVID protocols was sent a link to the online survey the day after their reservation.

Discussion ensued amongst the Board.

Action: Receive & File

VIII. OPEN DISCUSSION

None.

IX. ADJOURNMENT

President Richert adjourned the meeting at 8:07 P.M., to the next Regular Board Meeting, scheduled to be held on May 5, 2021, starting at 7:00 P.M.

-The End-

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LAKE FOREST II MASTER
HOMEOWNERS ASSOCIATION:

Jim Richert, Board President
LFII MHOA Board of Directors

ATTEST

Alisa Woolsey, Board Secretary
LFII MHOA General Manager