

THE MINUTES OF THE ANNUAL MEETING
OF THE
LAKEWOOD SHORES HOMEOWNERS ASSOCIATION

CALL TO ORDER

Ancalade called the meeting to order at 6:37pm.

QUORUM

Kouchekinia reported quorum had not been met – only 62 ballots 19 proxies have been received from members.

ADJOURNMENT

Ancalade adjourned the meeting at 6:37pm.

THE MINUTES OF THE MEETING
OF THE
BOARD OF DIRECTORS
OF THE
LAKEWOOD SHORES HOMEOWNERS ASSOCIATION

CALL TO ORDER

The following are the Minutes of the Meeting of the Board of Directors of the Lakewood Shores Homeowners Association held via Zoom teleconference on February 22, 2023. President Jeremy Ancalade noted that a Quorum was present and called the meeting to order at 6:37 p.m.

BOARD MEMBERS PRESENT:

Jeremy Ancalade, President; James Garibaldi, Vice President; Nichole Crockrom, Treasurer (arrived at 7:15pm); Douglas Armstrong, Secretary; Adama Dyoniziak, Member at Large; Georgina Breyer, Member at Large; Elizabeth Schendel, Member at Large.

BOARD MEMBERS ABSENT: None.

MANAGEMENT: Cheryl Kouchekinia of The Management Trust (TMT) was present.

OTHERS PRESENT (excluding homeowners): None

VENDOR PRESENTATION – None

ANNOUNCEMENTS - None

HOUSEKEEPING

APPROVAL OF MINUTES

The draft of the Minutes of the Regular Session held January 12, 2023, was approved 6-0 with the following amendments: Add James Garibaldi as present; Add number of votes “x to 0” in bullet 2 to “6 to 0” Armstrong motioned; Schendel seconded. Motion carried 6 to 0.

FINANCIAL REPORT

Kouchekinia reported the following for January 2023:

- Operating Account Balance \$ 133,719.16
- Total Reserves Account Balance \$1,426,952.42
- Income Year-to-Date \$ 767,323.74
- Expenses Year-to-Date \$ 746,904.32
- YTD Income over Expenses \$ 20,419.26

Garibaldi motioned; Ancalade seconded. Motion carried 5 to 0 with Armstrong abstaining.

LIENS:

- Account 6392898369 – authorization for collections after lien. General discussion was held. Ancalade moved to authorize Allied Trustee Services to move forward with a notice of intention to foreclose (ITF); Dyoniziak seconded.

Motion carried 6 to 0.

- Account #6392313780 Resolution for authorization to lien. General discussion was held. Armstrong moved to authorize The Management Trust, through Allied Trustee Services, to place a lien on this property for the delinquent amounts and any late fees, interest charges, and other collection-related amounts. Breyer seconded. Motion carried 6 to 0.

MANAGEMENT UPDATE

- Annual meeting/election update – (2022 Election/June 2023). Koucheinia noted that because of a lack of member participation, Lakewood Shores has not been able to hold its 2022 election and is now facing overlap with the 2023 election. Koucheinia reads a legal opinion from Denise Iger, the Association’s contracted attorney. The recommendation is to discontinue the 2022 election efforts and notice a 2023 election with 7 positions in which the top four vote-getters would serve a two-year term. The next three vote-getters would serve a one-year term. This would allow the 2022 and 2023 elections to be resolved at one meeting and would also represent a fair procedure in that there will be seven positions open, increasing the chances of candidates being elected. This process would be explained to members in a cover letter would also explain that the board will be proposing a permanent solution by way of a bylaw amendment at a future meeting. Iger acknowledged that the Association would likely have the same challenge achieving quorum, so there will have to be a substantial push to secure ballots to move forward with that meeting. Upon conclusion of the 2023 meeting, the board would send out a second ballot with a Bylaw amendment to address the quorum requirements. That ballot packet would also include a cover letter explaining the importance of participating in the vote. General discussion was held. Ancalade recommended pushing the annual meeting back 2 weeks to June 22, 2023 which would allow management time to touch base with all 2022 candidates in an effort to include them in this conversation. The board tabled this vote to the March 9, 2023 meeting.

BUDGET TIME

- Koucheinia noted that it is time to begin planning the next year’s budget which is closely tied to reserve numbers. General discussion was held and Koucheinia recommended a planning session. Koucheinia noted that the budget draft must be approved before an April 18, 2023 mailing so that members receive it by May 1, 2023.

RESERVE STUDY PROPOSAL

- General discussion was held regarding the proposal from Foresight Financial Services, dated January 30, 2023. Ancalade moved to authorize moving forward with the computer update of a previous analysis option totaling \$785.00. Dyoniziak seconded. Motion carried 5 to 0 with Armstrong abstaining.

USPS

- Koucheinia explains that after a conversation with the postmaster, a “Key Keeper” needs to be installed at the front entry. The total cost is \$75.00. A general discussion was held and management was instructed to move forward.

HOMEOWNER OPEN FORUM

- 69 - - Asked about homeowners/residents serving on committees and whether or not she needed to request to once again be added to the committees on which she previously served. Ancalade shared that homeowners are welcome to serve on all committees with the exception of the Architecture/Rules committee. Koucheinia will coordinate an eblast focusing on committee service.

ARCHITECTURE & RULES

OLD BUSINESS

- Community Pool House/Sauna Renovations Update/Proposal – Management is gathering proposals on refreshing restrooms. Koucheinia shared that the sauna reserve allocation is not sufficient to cover the cost of the proposals she is receiving and shared feedback from legal that the board would need to reach out for membership for a vote on any capital improvement that would exceed 5% of the total budget in order to build a new amenity. General discussion was held focusing on the purpose of the facility, cost of renovation, and how it might be reimaged.
- Fob policy Update – Koucheinia shared that there is currently a supply issue with the fobs. Garibaldi volunteered to email the fob vendor, Kastle Systems of Los Angeles, to move this project along.
- CC&Rs/Bylaws Update – Koucheinia shared that legal is currently in the process of updating these documents and it may take a few months to see a draft. General discussion was held. Management was instructed to inquire into an anticipated timeline.

NEW BUSINESS

- Safelist Extension request – Koucheinia reported that a homeowner has requested the board approve an extension to their safelist days to support medical care. A general discussion was held. The board approves an

extension through March while management connects with the homeowner on an end date to their request. Item tabled until the March 9, 2023 meeting.

- New rules – A general discussion was held regarding two new rules presented to the board.

The first proposed change focuses on parking reads: *Homeowners must register their vehicle(s) with the contracted parking patrol company. Please refer to the 'Parking Addendum for Lakewood Shores' that is provided with this handbook to ensure that you are in compliance with current parking regulations including guest parking. Residents may periodically need to re-register their vehicle(s) with the contracted parking patrol company. Failure to do so may result in fines. Please refer to the 'Parking Addendum for Lakewood Shores' that is provided with this handbook to ensure that you are in compliance with current parking regulations including guest parking. If there are any changes in licensed drivers or vehicles in a household, the resident must update the contracted patrol company immediately.*

The second proposed change focuses on emergency water shutoff and reads: *The water to your unit can be turned off using the shut-off valve on the outside of your unit. Each homeowner is responsible for maintaining their shutoff valve by testing it periodically. Failure to maintain your emergency shut-off valve resulting in a meter shutoff affecting a block of units will result in an immediate \$300.00 fine. This fine may be waived upon proof your emergency shut-off valve was repaired during your plumbing repair. Residents must inform the Management Company of any repairs that would involve shutting off water to other units. If the Management Company is not informed a \$100.00 fine will be assessed. Except in case of emergency, 72-hour notice must be given to the management company to inform impacted residents. If your unit does not have a unit water shut-off valve, the resident must have one installed during any plumbing work on the unit.*

Kouchekinia recommended amending the fine language to reflect the current fine policy. Dyoniziak recommended moving the placement of the “contact management” section of the proposal to a more prominent position. Garibaldi moved to approve the new rules as amended to be distributed to the membership for feedback. Crockrom seconded the motion. Motion carried 5 to 1 with Armstrong abstaining and Ancalade voting “no”.

SECURITY & MAINTENANCE

OLD BUSINESS

- Proposals for pagoda lights – A general discussion was held regarding electrician/lighting proposals. This item was tabled to the March 9, 2023 meeting.
- Perimeter Gates Fob Access Update – Ancalade acknowledged that this item was covered in Architecture & Rules reports.
- Neighborhood Watch Update – Marylou Garibaldi provided a brief update and reminded residents to report suspicious activity.

NEW BUSINESS

- Patrol One Increase – Parking patrol vendor Patrol One will be increasing their patrol rate from \$13.15 to \$14.90. A general discussion was held on the need for a parking patrol company.
- Electrical Infrastructure – KoucheKinia acknowledged that this item was discussed in the Security & Maintenance reports.
- Sump Pump Maintenance – The board reviewed a proposal from Ken’s Plumbing to replace the sump pump in front of unit 11. The cost totals \$2,246.26. Garibaldi motioned to approve the proposal. Armstrong seconded. Motion carried unanimously.

LANDSCAPING & WATERWAYS

OLD BUSINESS

- Tree stump removals – KoucheKinia shared that Harvest is completing tree removal work approved in the December 2022 meeting. They will be removing stumps left behind after the approved trees were removed.
- Lakes/Streams – KoucheKinia reported that a proposal was signed to repair the motor in pump 8. That work has not yet begun. Now the motor in pump 9 is out so she has requested a proposal to replace that as well.
- Solitude Lake Management Contract – KoucheKinia reported that Marine Biochem is now Solitude Lake Management. The board discussed the proposed contract which totals \$43,680 annually (\$3,640 per month). A general discussion was held. Garibaldi agreed to speak to the vendor, Carlos, to get answers to board questions.

Management was asked to invite a representative from Solitude Lake Management to the March 9, 2023 meeting. The vote was tabled to the March 9, 2023 meeting.

NEW BUSINESS

- Landscaping proposals – This item was tabled to the March 9, 2023 meeting.

COMMUNICATIONS & COMMUNITY ENGAGEMENT

OLD BUSINESS

- Newsletter Update – Ancalade shared that the February newsletter was completed and distributed, and encouraged feedback and content ideas.
- Block Captain Updates – Marylou Garibaldi provided a general update.

NEW BUSINESS

- Website Recommendation – Ancalade proposed shutting down the LakewoodShores.org website and instead, direct homeowners to the Vantaca system on My.ManagementTrust that The Management Trust updates and maintains. A general discussion was held. Breeyer volunteered to assist with website updates. Dyoniziak recommended we secure usage data from the webmaster before making a decision.

ADJOURNMENT

The board adjourned the meeting at 9:11pm.