

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 12, 2018**

MINUTES

1. CALL TO ORDER AND ROLL CALL

The meeting of the Lake Forest – Summit Owners Association Board of Directors was called to order at 5:30 PM by President Brian Provencal in the offices of The Management Trust at 1739 Creekside Drive in Folsom.

Board Members Present:	Brian Provencal	President
	Joan Poimiroo	Vice-President
	Bob Bogowitz	Secretary
	Helen Austin	Treasurer
	Jim Coghlan	Member-at-Large

The Management Trust:	Mimi Menzies	Executive Manager
	Jenny Mann	Association Manager

2. CONFIRM POSTING OF AGENDA

Management confirmed that the agenda was posted on the guardhouse door at least four days prior to the meeting pursuant to Civil Code requirements.

- 3. OPEN FORUM:** Items discussed by Homeowners who were present: Speeding and vehicles not stopping at stop signs. Board will be seeking solutions.

- 4. EXECUTIVE SESSION REPORT:** An Executive Session will be held after this open meeting to discuss member compliance and collections.

- 5. APPROVAL OF PRIOR MINUTES:** *The Minutes of the March 8, 2018 Board of Directors Meeting were unanimously approved as amended.*

6. FINANCIAL REPORT

- A. Treasurer's Report:** Helen Austin gave the March 31, 2018 financial report as follows:

Operating Account Balance:	\$	76,226.58
Reserve Account Balance:	\$	268,108.78
Income or (Loss)	\$	344.60

- B. Lien Resolution:** In accordance with Civil Code 5673, the Board of Directors hereby authorizes and instructs the Association's collection service to record a lien in the full amount of unpaid assessments, late charges, interest and collection fees and costs against the property owned by the member(s) listed on

the association's delinquency reported dated March 31, 2018, and who are, or become, delinquent beyond sixty (60) days. This authorization shall only apply to those members who have been properly noticed of the delinquent assessment and of their rights as delinquent members in accordance to Civil Code 5660.

The Board further authorized any director to sign and date any and all lien authorization forms as may be required for those delinquent members attached to these Minutes as identified by the association account number.

C. Year-end Financial Review- *The Lake Forest- Summit Owners Association Year-end Financial Review was unanimously approved by the Board of Directors.*

7. COMMITTEE REPORTS

A. Architectural: Tom Austin gave the report for the month.

- ❖ **Homes currently under construction:** Lot 152 (1453 Crocker), Lot 78 (2501 Montgomery), Lot 131 (1256 Crocker).
- ❖ **Home plans approved, construction not started:** Lot 157 (1050 Columbia Cir.), Lot 57 (2080 Lockridge).
- ❖ **Addition plans approved, not yet started:** Lot 119 (1404 Crocker) casita.
- ❖ **Home/addition plans submitted, not yet approved:** Lot 151 (1449 Crocker) 3rd revision submitted for a flat roof.
- ❖ **Miscellaneous approvals/disapprovals:** Lot 179 (565 Lakecrest) solar, Lot 64 (2139 Huntington) sports court.

B. Landscaping: Joan reported on outstanding landscape items.

- Work on Lot D is pending acknowledgement from the owner on Carnegie/Hamilton whether the invasive redwood trees can be removed and upgrades done to that area. Roots may negatively impact homeowner's pool.
- Bark will be placed at the entry corridor.
- There is a dying bush at the Lakecrest gate that needs to be replaced.

C. Social: No report.

D. Welcoming: Lynn Provencal continues to meet and welcome all new owners upon receipt of the deed information from Management.

E. Lake Forest Owners: Tom Austin provided a handout, including the LFOA Agenda from the most recent meeting for the Board to review.

F. Streets: No report.

8. UNFINISHED BUSINESS

A. Francisco Exit Gate Loop Relocation: Tom Austin reported that different contractors were being contacted, and proposals were still being requested.

B. Fencing/Painting Completion along Francisco: The project should be complete by the end of April. There is a gap underneath that would allow a small animal to get through. The contractor will be asked to correct this.

- C. Gate, landscaping, Light Upgrades/ Repairs** – Francisco and Lakecrest Areas:
This subject was tabled until the lights are all replaced/repaired. Management was requested to have Barnum & Ciellio flag the wires when the trenching is done so that the landscapers don't cut something they shouldn't.
- D. Draft Parliamentary Procedures:** Tom Austin provided a draft of Parliamentary Procedures for Meetings. After review and discussion, ***Motion made, seconded and unanimously carried to approve the Parliamentary Procedures.***
- E. Common Area Assemblies** – Rule: SB 407 requires associations to allow common areas be used for political assemblies with no requirement for an owner to take responsibility for damages. Tom Austin will draft a concise version for review.
- F. Quorum Requirements** – It was determined that the quorum requirements for meetings would remain as they are, as understood in the Bylaws. No action by the Board was taken.
- G. Common Area Weed Abatement:** The cost for goats to perform weed abatement has increased substantially. Management will inquire if the service can be performed by paying a maximum of \$2000. The weed abatement deadline is Monday, May 28, 2018.

9. NEW BUSINESS

A. Management Update: Jenny Mann will be taking over management of the association. Mimi Menzies will continue to oversee the community.

10. NEXT MEETING: The Association's Annual Meeting scheduled for Thursday, May 10, 2018.

11. ADJOURNMENT: The meeting was adjourned at 8:07 PM.

Respectfully submitted,
Jenny Mann, AMS
Community Association Manager



The Management Trust™
OWNER INSPIRED. CHALLENGE ACCEPTED.

Attested to:

Robert Bogowitz
Board Member

14 June 2018
Date Approved

Unofficial until approved and dated.

AR Aging Delinquency

Wednesday, April 04, 2018

13:35

Posted Date 03/31/2018

Lake Forest Summit

Acct #	Type	Status	Resident Contact	Current	30 - 59 Days	60 - 89 Days	>90 Days	Balance
588126	Compliance			0.00	0.00	0.00	5,000.00	5,000.00
462114	Owner			20.00	370.00	195.00	1,985.00	2,570.00
462161	Owner			0.00	0.00	0.00	798.00	798.00
918549	Owner			20.00	370.00	195.00	0.00	585.00
462183	Owner			20.00	195.00	0.00	20.00	235.00
462092	Owner			20.00	135.00	20.00	40.00	215.00
462068	Owner			20.00	175.00	0.00	0.00	195.00
833965	Owner			20.00	175.00	0.00	0.00	195.00
462064	Owner			20.00	60.00	20.00	80.00	180.00
462160	Owner			0.00	0.00	0.00	175.00	175.00
462148	Owner			0.00	0.00	0.00	41.20	41.20
462297	Owner			20.00	20.00	0.00	0.00	40.00
462315	Owner			0.00	0.00	20.00	0.00	20.00
Count:	13			160.00	1,500.00	450.00	8,139.20	10,249.20

Property Totals

# Units	# Builder	# Resident	# Owners	# Tenants	Owner Ratio
202	0	201	177	24	88.06%

Charge Code Summary

Description	G/L Acct #	Amount
Assessment	15000	3,305.00
CC&R Fine	15100	5,000.00
Late Fee / Admin Fee	15140	1,854.20
Rtn Chk & Admin Fee	15145	90.00
		<u>10,249.20</u>