

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
August 9, 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 5:35 PM by President Brian Provencal in the offices of The Management Trust at 1739 Creekside Drive in Folsom. The Open Session adjourned to Executive Session at 6:02 PM, and reconvened at 6:22 PM.

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

Advisor to Board Tom Austin

The Management Trust: Jenny Mann Association Manager

2. CONFIRM POSTING OF AGENDA

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

3. OPEN FORUM

❖ One (1) guest Homeowners was in attendance.

4. EXECUTIVE SESSION REPORT: An Executive Session was held regarding member compliance.

5. APPROVAL OF PRIOR MNUTES: *The Minutes of the July 12, 2018 Board of Directors Meeting were unanimously approved as submitted.*

6. FINANCIAL REPORT

A. Treasurer's Report: Helen Austin gave the July, 2018 financial report as follows:

Operating Account Balance:	\$ 83,747.70
Reserve Account Balance:	\$632,781.37
Income or (Loss)	\$ 3,029.45 Monthly/\$11,371.12 YTD

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 **August 6, 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. Bad Debt Write-Off: There was no bad debt to write off this month.

7. COMMITTEE REPORTS

A. Architectural: Tom Austin provided the report for July 12 – August 9 activity.

❖ Homes under construction:

Lot 152 (1453 Crocker), Lot 131 (1256 Crocker), Lot 157 (1050 Columbia Circle), Lot 57 (2080 Lockridge)

❖ Lot 151 (1449 Crocker): Home plans approved, construction not yet started

❖ Lot 119 (1404 Crocker): Addition plans approved, not yet started (casita)

❖ Lot 9 (2318 Dartmouth Pl): Revised front landscaping

There are 11 vacant lots in Summit 1 and 10 lots remaining in Summit II.

B. Landscaping: A work order has been submitted to install bark on the island inside between the two gates. Joan discussed other options regarding the removal of the redwood trees. The Board has not heard back from a nearby resident for additional consideration, therefore will move forward with removing the purple plums and hedges and replacing with different plum trees. The begonias at the back gate need to be replaced, and several other plants near the entry will be removed so that they do not obstruct visibility.

C. Social: A day needs to be confirmed for The October Fest so that adequate notice can be provided to the membership.

D. Welcoming: Lynn Provencal continues to meet and welcome all new owners upon receipt of the deed information from Management. Owners names and addresses will be included in the Board packets in the future.

E. Lake Forest Owners: A reminder that quarterly meeting notices are to be sent to Tom.

F. Streets: No updates at this time.

8. UNFINISHED BUSINESS

A. Francisco Exit Gate Loop Relocation: Controlled Access provided a proposal in the amount of \$1400.00 for the Francisco gate loop relocation. It will cost approximately \$37 more to special order for the desired dimensions. ***Motion made, seconded and unanimously carried to approve the proposal from Controlled Access in the amount of \$1400, plus the additional cost to special order.***

Controlled Access also provided a proposal for routine quarterly maintenance for the gates in the amount of \$1820 annually. This is contingent that Controlled Access is willing to modify the agreement regarding other vendors

servicing the gates. *Motion made, seconded and unanimously carried to approve the service contract in the amount of \$1820 annually with Controlled Access for quarterly maintenance, with modified terms regarding other vendors and including after hour prices.*

B. Speeding Concerns/Updates and Options: Tom shared the survey results received from the membership regarding options to control speeding. A significant majority of the Owners do not view speeding in the Association a significant problem at this time.

C. Gate Landscaping Light Upgrades/ Repairs: Request for Shayn to visit the rear gate planter at dark to appropriately adjust the lights.

D. Common Area Assemblies - Rule: Tom provided an edited draft of the proposed Common Area Assemblies rule, in addition to the Speed Limit and Other Vehicle Code Requirements revision. *Motion made, seconded and unanimously carried to approve the two (2) rule revisions for Common Area Assemblies and Speeding/ Vehicle Code Requirements.*

9. **NEW BUSINESS:** There was no new business to come before the Board at this time.

10. **NEXT MEETING:** Thursday, September 13, 2018 at 5:30 PM.

11. **ADJOURNMENT:** The meeting was adjourned at 6:55 PM.


Respectfully submitted,

Jenny Mann
Community Association Manager



The Management Trust™
OWNER INSPIRED. CHALLENGE ACCEPTED.

Attested to:


Board Member

9-13-18
Date Approved

Unofficial until approved and dated.