

**Lake Forest – Summit Owners Association
Board of Directors Meeting
January 12, 2012**

Minutes

1. **Call to Order** – President John Poimiroo called the meeting to order at 6:30 PM. The meeting was held at the offices of Kocal Management at 1739 Creekside Drive in Folsom.
2. **Roll Call** – Board members John Poimiroo, Terry Cosens, Will Overholtzer, Brian Provencal and Helen Austin were present. Mimi Menzies was in attendance representing Kocal Management Group.
3. **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.
4. **Executive Session:** An Executive Session was held prior to the open session to discuss and take action on member issues and a third party contract. At an Executive Session held on November 10, 2011, a quorum of the Board approved filing a Notice of Default against parcel number 110-163-14-10.
5. **Approval of October Minutes:** The Minutes of the October 27, 2011 Board of Directors meeting were unanimously approved as submitted.
6. **Manager's Report:** The Manager's Report was reviewed that included an updated a meeting action list, property review summaries, compliance report and work order log since the last Board meeting.
7. **Financial Report**
 - A. **Treasurer's Report:** The Board reviewed the December 31, 2011 financial statement. Treasurer Helen Austin gave the report stating that the Association did finish the year slightly under budget and with reserves currently at \$295,687. Management was requested to ask the Kocal accountant if the bad debt allowance can be modified and if certain uncollected funds can be written off. Management was also requested to get a breakdown of the bad debt since not all of it is associated with assessments, but fines for non-compliance of the Association rules.
 - B. **Lien Resolution:** In accordance with Civil Code 1367.1, 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 **January 2012**, 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 1367.1.

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:** The Board unanimously approved a bad debt write off in the amount of \$343 that was associated with a bad debt from 2010.

8. Committee Reports

- A. **Architectural** – Tom Austin gave the ACC report stating that a solar system was been denied until another location is approved. The Board discussed the current committee members stating that only two board members were permitted to be on any committee because more than that would constitute a quorum of the board. Irina Petkov was appointed to be on the committee. The ACC now is comprised of Tom Austin, Chair; John Poimiroo; Brian Provencal and Irina Petkov.
- B. **Landscaping:** Joan Poimiroo gave the report indicating that the deer were especially destructive this year. All the flowers at the back gate have been eaten. Management was requested to have Capital Landscaping plant Iceland Poppies since they are deer proof.
- C. **Technology:**
- D. **Social:** John Poimiroo stated the Oktoberfest would be held on Sunday, October 23rd. A reminder will be posted in the next newsletter.
- E. **Welcoming:** Management reported that there are no new owners to welcome.
- F. **Lake Forest Master:** Will Overholtzer gave the report. There are beautiful new signs along Francisco Boulevard; the irrigation system is being prioritized and the reserves are well funded.
- G. **Streets:** Brian Provencal stated that the next project would be on Carnegie.

9. Unfinished Business

- A. **Lakecrest Neighbor – Transceiver:** The Board discussed the camera transceiver that was placed in a neighbor's tree who is not a member of The Summit. The Board unanimously approved a \$20/month amount to be paid to the neighbor and requested that Management see if they would be willing to enter into a 3-year agreement.
- B. **Park Drinking Fountain:** The Board discussed various options for replacing the drinking fountain at the park and tabled any action until further options are presented.

10. New Business

- A. **New Legislation Regulating Board Actions:** Management explained the new law pertaining to Executive Sessions and meeting requirements. After discussion, the Board designated John Poimiroo and Brian Provencal to make any appropriate decisions affecting the Association between board meetings.

- B. Resolution for Authorizing Late Fee Reversal:** The Board discussed and unanimously approved having Kocal Management reverse an owner's first late fee.
- C. Signs and Mailboxes:** Management presented a proposal to replace all the stop signs from blue to red; painting of the street sign posts; and painting of the Summit II mailboxes. After discussion, the Board unanimously approved an amount not to exceed \$7,000 for installation of red stop signs, including the addition of additional stop signs where none have been before on upper Crocker/Lakecrest and Promontory/Lockridge. All street sign posts will be painted and the painting of the mailboxes was tabled pending more information.

11. Open Forum

- The lights are all burned out at the back gate and the wattage when they are working is too low.
- The trees at the back gate need to be reviewed for replacement.
- The lights at the front need higher wattage and Management was requested to see whether it is feasible to install more lighting along Lot B.
- Concern about barking dogs was discussed.

12. Adjourn – The meeting was adjourned at 8:00 PM.

Respectfully submitted,


Board Member

2/8/12
Dated

Unofficial until signed and dated.



KOCAL MANAGEMENT GROUP
A Division of the Management Trust

Aging DS Delinquency

Wednesday, January 04, 2012 11:03

Posted Date 12/31/2011

Lake Forest Summit

Acct #	Status	Resident Contact	Current	30 - 59 Days	60 - 89 Days	>90 Days	Balance
588133	Compli	Collections	0.00	0.00	0.00	16,250.00	16,250.00
462069	Owner	Collections	19.50	189.50	189.50	8,265.90	8,664.40
588126	Compli	Collections	0.00	0.00	0.00	5,000.00	5,000.00
660151	Compli	Collections	0.00	0.00	0.00	4,950.00	4,950.00
462200	Owner	Collections	19.50	189.50	189.50	3,626.30	4,024.80
462240	Owner	Collections	19.50	189.50	189.50	2,390.30	2,788.80
462210	Owner	Collections	19.50	189.50	189.50	1,757.50	2,156.00
462313	Owner	Collections	19.50	189.50	189.50	798.50	1,197.00
674189	Compli		0.00	0.00	0.00	1,000.00	1,000.00
462223	Owner	Collections	19.50	189.50	189.50	170.00	568.50
462128	Owner		19.50	189.50	19.50	212.70	441.20
462095	Owner		19.50	189.50	157.50	0.00	366.50
462076	Owner		0.00	0.00	0.00	343.20	343.20
462161	Owner		19.50	111.50	19.50	136.50	287.00
462152	Owner		19.50	131.00	19.50	19.50	189.50
462220	Owner		19.50	89.00	19.50	58.50	186.50
727712	Compli		0.00	100.00	0.00	0.00	100.00
462191	Owner		19.50	33.50	0.00	14.00	67.00
462148	Owner		0.00	0.00	0.00	60.70	60.70
462320	Owner		0.00	19.50	0.00	30.00	49.50
462315	Owner		0.00	45.60	0.00	0.00	45.60
462160	Owner		0.00	0.00	0.00	39.00	39.00
462208	Owner		0.00	30.00	0.00	0.00	30.00
462211	Owner		0.00	19.50	0.00	0.00	19.50
462318	Owner		0.00	19.50	0.00	0.00	19.50
462306	Owner		19.50	0.00	0.00	0.00	19.50
Count:	26		253.50	2,115.10	1,372.50	45,122.60	48,863.70

Property Totals

Charge Code Summary

Description	G/L Acct #	Amount
Assessment	15000	11,429.00
CC&R Fine	15100	27,300.00
Late Fee / Admin Fee	15140	10,074.70
Rtn Chk & Admin Fee	15145	60.00
		<u>48,863.70</u>