

**Lake Forest – Summit Owners Association
Board of Directors Meeting
September 13, 2012**

Minutes

1. **Call to Order** – President Will Overholtzer called the meeting to order at 6:32 PM. The meeting was held at the offices of The Management Trust, Kocal Division at 1739 Creekside Drive in Folsom.
2. **Roll Call** – Board members Will Overholtzer, Wally Richardson, Brian Provencal, Helen Austin and Doug Harvey were present. Mimi Menzies was in attendance representing The Management Trust, Kocal Division.
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 meeting to discuss ACC member issues.
5. **Approval of Prior Meeting Minutes:** The Minutes of the August 9, 2012 Minutes 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:** Wally Richardson gave the Treasurer's Report that is attached to these minutes. The Treasurer's Report was approved as submitted.
 - 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 **September 5, 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:** There was no bad debt write off to come before the Board at this time.

8. Committee Reports

- A. **Architectural** – Tom Austin gave the report stating that Lot 58 received a revised drainage easement request and approval for adding a garage. Tom also stated that various ACC rule violations are being addressed by the Board in Executive Sessions.
- B. **Landscaping:** Joan Poimiroo reported on the plant removal that Capital Landscaping did on the corner of Promontory and Hamilton. Management was requested to notify Paul Miller to remove the Breath of Heaven where the Flax bushes were removed and to plant the area with Society Garlic. Management was also requested to notify Capital that the island at the entrance to The Summit managed by the Waterford Master needs to have the Breath of Heaven shrub cut lower to allow better visibility from cars coming down Francisco. The large Chinese Elm tree on that island also needs to have dead wood removed. Will reported that Capital Landscaping will be updating their contract as discussed in a Budget Committee meeting.
- C. **Social:** Wally Richardson graciously volunteered to chair the 2012 Oktoberfest that will be held this year on October 21st.
- D. **Welcoming:** The Board discussed whether it was necessary to have two committee members since Linda Harvey is willing to chair it and do all the work involved. After discussion, Management will notify Gene Harris that he no longer has to serve on the committee, but to thank him for the welcoming he has done up to now. A \$50.00 budget for each new owner was authorized.
- E. **Lake Forest Master:** Management stated that the next Master meeting has been scheduled for October 16th. Tom Austin will be attending and will report back to the Board at the November meeting.
- F. **Streets:** Will Overholtzer gave a report stating the Carnegie overlay was completed and that B & B Asphalt did an excellent job. Skip Brown met with the Streets Committee and reprioritized the street repair spreadsheet that verifies the square footage on all the streets. Will also reported that although the budget for Skip's overseeing the Carnegie job was \$4,500, his charge was \$2,300.
- G. **2013 Budget/Reserve Study:** Management submitted drafts of the 2013 budget prepared by the Budget Committee. The draft reserve study was discussed and what changes should be submitted to Browning Reserve Group. Terry Cosens will submit all non-paving components to Management for Browning. Tom Austin gave a report on the paving structure and how the homeowners should be notified of a 30 year projection. Updated drafts will be presented at the October Board meeting.

9. Unfinished Business

- A. Claim Against AT&T – Gate Damages:** Management submitted a letter from the claims adjustor representing AT&T stating that they have denied the claim for the entry gate system damage. After discussion, the Board unanimously approved having Management represent the Association in Small Claims Court for damages and all costs associated with the claim. Terry Cosens volunteered to assist with the process.
- B. Top Dressing (Bark) for Common Areas:** Wally Richardson stated that when Paul from Capital Landscaping met with the Finance Committee, \$4,000 every other year would be budgeted in reserves for bark replacement on the common areas. New bark will be installed in 2013.
- C. Board Meeting Location Change Possibility:** The Board discussed whether to change the meeting location from Kocal and determined that no action would be taken at this time.

10. New Business

- A. Year End Financial Review and Tax Prep Proposal:** After discussion, the Board unanimously approved the engagement letter submitted by Haley and Company for the annual financial year end review and tax return preparation. Management stated that their fee for 2013 would remain unchanged from the prior year.

11. Open Forum

- ❖ A proposed fire tax issue by El Dorado County was discussed. There is an on-line form on the Internet for making recommendations and opposing the new law. The Board unanimously agreed that they can't take action on an individual owner issue.

- 12. Adjourn –** The meeting was adjourned to a reconvened Executive Session at 8:25 PM to discuss member issues.

Respectfully submitted,



Board Member



Dated

Unofficial until signed and dated.



The Management Trust
KOCAL DIVISION

Aging DS Delinquency

Wednesday, September 05, 2012 15:41

Posted Date 08/31/2012

Lake Forest Summit

Acct #	Status	Resident Contact	Current	30 - 59 Days	60 - 89 Days	>90 Days	Balance
588133	Compli		0.00	0.00	0.00	16,250.00	16,250.00
462069	Owner		20.00	195.00	195.00	9,814.40	10,224.40
462200	Owner		20.00	195.00	195.00	5,174.80	5,584.80
588126	Compli		0.00	0.00	0.00	5,000.00	5,000.00
660151	Compli		0.00	0.00	0.00	3,903.30	3,903.30
462095	Owner		20.00	195.00	195.00	1,516.50	1,926.50
674189	Compli		0.00	0.00	0.00	1,000.00	1,000.00
462220	Owner		20.00	195.00	195.00	175.00	585.00
462161	Owner		20.00	112.00	20.00	295.00	447.00
462210	Owner		0.00	0.00	0.00	251.00	251.00
462270	Owner		20.00	175.00	0.00	0.00	195.00
462309	Owner		20.00	175.00	0.00	0.00	195.00
462245	Owner		20.00	175.00	0.00	0.00	195.00
462064	Owner		20.00	86.00	0.00	0.00	106.00
727712	Compli		0.00	0.00	0.00	100.00	100.00
462320	Owner		0.00	0.00	0.00	49.50	49.50
462315	Owner		0.00	45.60	0.00	0.00	45.60
462148	Owner		0.00	0.00	0.00	41.20	41.20
462160	Owner		0.00	0.00	0.00	39.00	39.00
702061	Owner		20.00	0.00	0.00	0.00	20.00
462289	Owner		20.00	0.00	0.00	0.00	20.00
742437	Owner		0.00	0.00	20.00	0.00	20.00
462297	Owner		18.90	0.00	0.00	0.00	18.90
Count:	23		238.90	1,548.60	820.00	43,609.70	46,217.20

Charge Code Summary

Description	G/L Acct #	Amount
Assessment	15000	10,165.50
CC&R Fine	15100	26,253.30
Late Fee / Admin Fee	15140	9,768.40
Rtn Chk & Admin Fee	15145	30.00
		46,217.20

The SUMMIT
TREASURERS REPORT

September 13, 2012

As of August 31, 2012

ASSETS

Funds in Banks: Operating - \$43,304. Reserves - 355,286.

Total Reserve Funds: \$398,590.

Income: To date - \$275,704. Budgeted to date: \$278,133.

Short fall: \$2,430. To date

Accounts Receivable (Net) - \$10,166.

August billing was \$34,417., but dues collected: \$35,914.

Total Cash and Receivables: \$408,756.

LIABILITIES

Our total liabilities of \$49,612. are \$7,982. less than previous month. This can be credited to Tom Austin's diligent pursuit in returning unclaimed deposits to residents.

Most other liabilities are prepaid dues, insurance and construction or landscape deposits.

RESERVE ACCOUNT

Beginning of year - \$295,688.

Additional as of 8 31 12 \$120,221..

Less expenses (\$24,019.)

TOTAL RESERVE FUNDS - \$391,890. Plus \$6,700. returned to Reserves, equals 398,590.

Note: This gives us an average monthly increase of \$12,844. to date. Our monthly contribution is \$15,028.

INCOME

Total actual income to date (7 31 12) \$273,622.

(Amount budgeted was \$275,800.)

This is a difference of - \$2,430.. indicating our actual income is now up to 99.2% of home Owners assessments. This is looking good!

EXPENSES (As of 8 31 12) \$275,554.

Amount budgeted: \$278,560.

This is a difference of \$3,046. A decent cushion with four months left in the year.

Our operating balance on August 31, 2012 was approx. \$59,795.

Notes:

The *Security Enforcement* section needs to be re-evaluated by the Board as we work on the upcoming budget. This also applies to Administrative and Landscaping Divisions.

It is noted that we pay \$80. Per month for pest control at the guard house - this amounts to \$960. Per year.

Lobo Services of Loomis, charges \$60. Per hour for manual labor. In August we were billed \$283. to install a bench at the park., \$60. to turn the clock face around, and \$485.93 to repair fountain. This totals \$829.43. Let's talk about it!

Install dog sign at Lot C for \$104.

Weekly irrigation check. Charged \$73. Board needs to request an updated contract with Capital Landscape Co.

I noticed the verification of our Reserve funds are being held in a bank in So. California, rather than locally at Wells or BofA. Let's discuss this. Pacific Western Bank.

SUBMITTED

Wallace Richardson - Treasurer