

**Lake Forest – Summit Owners Association  
Board of Directors Meeting  
April 11, 2013**

**Minutes**

1. **Call to Order** – President Doug Harvey called the meeting to order at 6:35 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, Doug Harvey and Helen Austin were present. Brian Provencal was absent and 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 member and legal issues. A Notice of Default was approved for APN: 110-163-07-10.
5. **Approval of Prior Meeting Minutes:** The Minutes of the March 14, 2013 Board of Directors meeting were unanimously approved as submitted.
6. **Manager's Report:** The Manager's Report was reviewed that included an updated 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 submitted his monthly financial report which is attached to these minutes. It was announced that Terry Cosens resigned from the Finance Committee and she was thanked for all her help with the budget and reserve study preparation.
  - 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 April 4, 2013, 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 to write off this month.

## 8. Committee Reports

- A. **Architectural:** Tom Austin reported on the following:
  1. A home addition plan has been submitted but not yet approved.
  2. A designer came from Texas to review a purchased lot on Crocker – apparently there are deed restrictions that are being researched. No plans have been submitted as yet.
  3. Solar panels were approved for lot 171 and a reroof for lot 4.
- B. **Landscaping:** Joan Poimiroo reported that there are problems with the back gate lights on the right as one leaves the community. Management will get the electrician to submit a proposal for replacing or fixing them. The flax plants need to be removed on the corner of Dartmouth and Promontory.
- C. **Social:** No volunteers, and no report.
- D. **Welcoming:** No report.
- E. **Lake Forest Master:** Tom Austin attended the last Master meeting and will continue to go to the meetings on behalf of The Summit. The annual meeting is being held in July.
- F. **Streets:** Will Overholtzer reported that he did a job walk with Skip Brown and four contractors for the 2013 street work. The bids were received and were between \$112,000 and \$146,000. All were qualified bidders. After review and discussion, the Board unanimously approved hiring B & B Asphalt and Engineering. Although they were the low bid, they were also the contractors who did the streets last year and they did such a good job that the Board felt very comfortable that they would be doing the streets this year.

## 9. Unfinished Business

- A. **Parking Rule Change Possibility:** Tom Austin gave the Board examples of where there are conflicts in the existing Summit rules and CC&Rs regarding boats; recreational vehicles and guest parking. Tom will draft changes that can be reviewed by the Board at the June meeting.
- B. **Lots A & B Weed Abatement References:** Management submitted references for the weed abatement company to take care of Lots A & B. Management stated that the weed abatement would be done the middle of May, weather permitting, but before the Memorial Day deadline.

## 10. New Business

- A. **2013 Reserve Items – Review:** Painting of the curbs was raised, as were reserve items projected or 2013. This topic was tabled until the June meeting.

- B. **Street Safety Issue:** Will requested that this subject be on the agenda on behalf of another owner because of street safety issues with lack of lighting and parking on both sides of Crocker. All owners should be reminded never to park on both sides of a street so emergency vehicles can get through and it makes it much safer.
- C. **Use of Directory for Eagle Scout Event:** The Board reiterated that the Summit Directory is for resident use only and there is no solicitation use allowed.
- D. **2013 Weed Abatement Member Notice:** Management stated that the weed abatement notices have been mailed to all owners.


11. **Open Forum**

- ❖ An attending member complained about wind chimes and whether they can be prohibited.

12. **Next Meeting:** Annual Membership Meeting – May 9, 2013

13. **Adjourn** – The meeting was adjourned at 7:35 PM.

Respectfully submitted,

  
Board Member

Unofficial until signed and dated.

6-13-13  
Dated



**The Management Trust**  
KOCAL DIVISION

# Aging DS Delinquency

Thursday, April 04, 2013 10:02

Posted Date 03/31/2013

## Lake Forest Summit

Acct #	Type	Status	Resident Contact	Current	30 - 59 Days	60 - 89 Days	>90 Days	Balance
588133	Compliance			0.00	0.00	0.00	16,250.00	16,250.00
462069	Owner			20.00	370.00	195.00	11,004.40	11,589.40
462200	Owner			20.00	370.00	195.00	6,364.80	6,949.80
462095	Owner			20.00	370.00	195.00	2,706.50	3,291.50
588126	Compliance			0.00	0.00	0.00	5,000.00	5,000.00
761927	Compliance			0.00	0.00	5,000.00	0.00	5,000.00
462297	Owner			20.00	370.00	195.00	448.90	1,033.90
674189	Compliance			0.00	0.00	0.00	1,000.00	1,000.00
462220	Owner			20.00	370.00	2.72	30.00	422.72
462223	Owner			20.00	175.00	0.00	0.00	195.00
462161	Owner			20.00	92.00	0.00	435.00	547.00
462141	Owner			20.00	370.00	117.70	0.00	507.70
462067	Owner			20.00	330.00	0.00	0.00	350.00
462289	Owner			20.00	175.00	20.00	0.00	215.00
727712	Compliance			0.00	0.00	0.00	100.00	100.00
462320	Owner			0.00	0.00	0.00	49.50	49.50
462148	Owner			0.00	0.00	0.00	41.20	41.20
462160	Owner			0.00	0.00	0.00	39.00	39.00
749345	Owner			0.00	0.00	0.00	20.00	20.00
462114	Owner			0.00	5.00	0.00	0.00	5.00
728681	Owner			0.00	10.00	0.00	0.00	10.00
<b>Count:</b>	21			200.00	3,007.00	5,920.42	43,489.30	52,616.72

## Charge Code Summary

Description	G/L Acct #	Amount
Assessment	15000	14,959.32
CC&R Fine	15100	27,350.00
Late Fee / Admin Fee	15140	10,247.40
Rtn Chk & Admin Fee	15145	60.00
		<u>52,616.72</u>

The SUMMIT  
TREASURERS REPORT

April 10, 2013

As of March 31, 2013

ASSETS

Funds in Banks: Operating - \$52,292.

Reserve fund - 421,861. Total - \$474,153.

Note: Reserve Fund provision increases \$15,027.58 each month.

Note 2. \$4,725. Withdrawn from reserve fund for bank placement.  
(Planned expenditure)

INCOME: March - Budgeted: \$34,750.. Actual - \$34,662..

Shortfall - \$88.00

Total Accounts Receivable as of March ~~28th~~<sup>31st</sup> - \$52,617. This is an increase of \$679. for March, and \$8,202. for the quarter. It should be noted that a considerable amount of receivables will not be realized due to foreclosures, etc. March billings were \$34,475.

LIABILITIES

Our total liabilities of \$66,652. include member deposits of \$31,741.

Net Liabilities - \$34,911. Which include pre-paid dues, plus insurance and other normal prepaid items.

Our actual income is approximately 98% of home Owners assessments.

EXPENSES - as of March 31st were \$8,248. over budget, which included a charge of \$9,293. For legal expenses. Additional legal charges have been accrued, which will necessitate a hard review of our Operating Expenses for the balance of the fiscal year.

SUBMITTED WALLACE RICHARDSON - TREASURER