

**Lake Forest – Summit Owners Association
Board of Directors Meeting
February 13, 2014**

Minutes

1. **Call to Order** – Vice President Brian Provencal called the meeting to order at 6:25 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 Brian Provencal, Will Overholtzer, Helen Austin and Joan Poimiroo were present. Member Doug Harvey 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 issues.
5. **Approval of Prior Meeting Minutes:** The Minutes of the January 9, 2014 Board of Directors meeting were unanimously approved as modified.
6. **Financial Report**
 - A. **Treasurer's Report:** Helen Austin gave the financial report indicating that even though the Association was slightly over budget for the year, receivables were reduced and the Association gained back some outstanding late fees. As of the end of January, the operating account had a balance of \$34,037.46 and reserves had been funded with the balance at \$218,303.67. The financial report was accepted as presented.
 - 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 February 8, 2014, 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 were no bad debt write offs this month.

7. Committee Reports

A. **Architectural:** Tom Austin submitted an updated ACC report stating that there was an approval granted for Lot 118 for installation of a solar-electric system and that Lot 70 had landscaping revisions approved to mitigate an on-going violation. Tom also discussed a violation that was noted where an owner was parking a vehicle on the barked landscaping portion of their property next to the driveway. Although Management contacted the owner about moving the vehicle, Tom feels it will be necessary to update the parking rules in the future to ensure this type of activity doesn't persist.

B. **Landscaping:** Joan Poimiroo discussed the following:

- The back gate pedestrian lighting should be corrected to point at the pad.
- The 3 LED lights need to be replaced now rather than waiting for the original electrician to return from medical leave.
- The mow strip on Lot D was discussed and Management was requested to have Capital Landscaping make recommendations to correct it by either cutting tree roots or suggesting alternatives.
- Management submitted a proposal from The Shade Care Company for various tree maintenance issues around the park. This subject was tabled until the March meeting so the Board has a chance to review the proposal and look at the trees.

C. **Social:** No report.

D. **Welcoming:** Management reported that there were no new owners since the last meeting.

E. **Lake Forest Master:** Tom Austin reported that he attended the January 21st meeting. Paul Miller was in attendance about landscaping along Francisco and how the drought would affect it. Tom indicated there was a lengthy discussion about the fences along Francisco and whether it is the Master's responsibility to repair and replace them. Tom stated that if fences border the scenic corridor of Francisco, then the Master was responsible. Since this is a subject that has been brought up before, a legal opinion was obtained that clearly states the fences are the Master's responsibility. A final decision to change the current policy will be made at the April 15th Master meeting.

F. **Streets:** Will Overholtzer stated that there was nothing new to report.

8. Unfinished Business

A. **Mailbox Replacements:** Management reported that US Mailboxes failed to notify them when the boxes would be installed and only gave 2 days' notice. Since the installer has to travel from Oregon, Management notified the Board that the installation will be postponed until the installer is again in the area. Management will continue to try and get the affected owners' addresses from

the post office, which to date has been unsuccessful. Management stressed to US Mailboxes that owners must have advanced notice of the installation.

- B. **Summit II Mailbox Painting:** Management submitted a proposal from DV Austin Contractors for painting all the Summit II mailboxes. After discussion, the Board unanimously approved having DV Austin paint the boxes for a total cost of \$1,390.

9. New Business

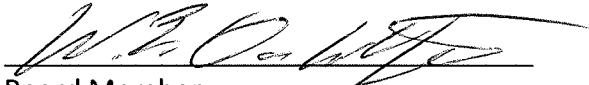
- A. **Park Area Tree Proposal:** This subject was discussed during the Landscape Committee report.
- B. **2015 Reserve Study:** Management stated that a full site reserve study is required for 2015. Since Browning Reserve Group will no longer be preparing a study, Management recommended obtaining proposals from other companies, but stressing to them that the roads analysis prepared by Tom Austin be a part of the study.
- C. **Trash Can Compliance:** Management stated that a complete review of exposed trash cans was completed during the last site inspection and all affected owners would receive courtesy notices that cans must be kept out of sight or camouflaged by evergreen landscaping.

10. Open Forum: None

11. Next Meeting: March 13, 2014.

12. Adjourn – The meeting was adjourned at 7:50 PM.

Respectfully submitted,


Board Member

3-13-14
Dated

Unofficial until signed and dated.



The Management Trust
KOCAL DIVISION

Aging DS Delinquency

Thursday, February 06, 2014

14:03

Posted Date 01/31/2014

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	195.00	195.00	13,129.40	13,539.40
462200	Owner			20.00	195.00	195.00	8,489.80	8,899.80
770460	Compliance			0.00	0.00	0.00	6,000.00	6,000.00
761927	Compliance			0.00	0.00	0.00	5,000.00	5,000.00
588126	Compliance			0.00	0.00	0.00	5,000.00	5,000.00
462067	Owner			20.00	195.00	195.00	1,465.00	1,875.00
674189	Compliance			0.00	0.00	0.00	1,000.00	1,000.00
462161	Owner			20.00	112.00	20.00	595.00	747.00
462064	Owner			20.00	195.00	195.00	265.00	675.00
462137	Owner			20.00	195.00	175.00	0.00	390.00
462277	Owner			20.00	195.00	160.00	0.00	375.00
462092	Owner			20.00	195.00	140.00	0.00	355.00
462174	Owner			20.00	195.00	20.00	40.00	275.00
462309	Owner			20.00	175.00	0.00	0.00	195.00
462297	Owner			20.00	175.00	0.00	0.00	195.00
462320	Owner			0.00	0.00	0.00	89.50	89.50
462123	Owner			20.00	0.00	0.00	40.00	60.00
462148	Owner			0.00	0.00	0.00	41.20	41.20
749345	Owner			0.00	0.00	0.00	40.00	40.00
462315	Owner			20.00	0.00	0.00	0.00	20.00
462091	Owner			20.00	0.00	0.00	0.00	20.00
462086	Owner			20.00	0.00	0.00	0.00	20.00
462089	Owner			20.00	0.00	0.00	0.00	20.00
Count:	24			320.00	2,022.00	1,295.00	57,444.90	61,081.90

Charge Code Summary

Description	G/L Acct #	Amount
Assessment	15000	16,921.40
CC&R Fine	15100	33,250.00
Late Fee / Admin Fee	15140	10,880.50
Rtn Chk & Admin Fee	15145	30.00
		<u>61,081.90</u>