

**Lake Forest – Summit Owners Association
Board of Directors Meeting
January 10, 2013**

Minutes

1. **Call to Order** – President Will Overholtzer called the meeting to order at 6:30 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, Doug Harvey and Helen Austin 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 member issues.
5. **Approval of Prior Meeting Minutes:** The Minutes of the September 13, 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 requested that the financial report be tabled pending a meeting with Kocal. A December 31st report will be given at the February meeting along with the January financial report.
 - 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 3, 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 were no bad debt write offs this month.

8. Committee Reports

A. Architectural: Tom Austin gave the architectural report as follows:

Lot 111 – Pool approved

Lot 113 – Solar approved

Lot 84 - Minor landscaping approved

Tom submitted the ACC deposit refund/hold accounting summary to the Board for their review based on information that he and Kocal had. All the owners have been contacted by the ACC whose plans were approved prior to 2012. Management will return their deposits. The remaining owners still have outstanding plans or their deposit will not be refunded because of non-compliance.

B. Landscaping: Joan Poimiroo reported that there are lights at the back gate that need to be checked. The Board and Joan discussed the annuals planted and how the deer have a tendency to consume them. Joan will get recommendations from Paul Miller for perhaps planting perennials to save money and plants. The path to Folsom Lake was also discussed and since no one was aware that this is part of Paul's contract, it was requested to find out if the contract can be reduced if that area is no longer maintained. The top dressing (bark) was discussed as a 2013 expense. Management was requested to have Paul schedule its placement at the appropriate time.

C. Social: There is no Social Chair, so volunteers are requested.

D. Welcoming: Doug Harvey reported that Linda has welcomed the two newest owners and how appreciative they are about having someone welcome them to the community. Management will request that she be notified by the Kocal escrow officer as soon as a new owner is identified so Linda Harvey can welcome them as soon as possible after moving into the neighborhood.

E. Lake Forest Master: Tom Austin attended the last meeting. There was some discussion about lowering dues for 2014 as well as changing out all the street lights along Francisco Boulevard. There is speculation about more stores going in to the retail center.

F. Streets: Will Overholtzer stated his intent to get Skip Brown to prepare the next phase of street repair work now and prepare the bidding specifications. The paving will be done earlier this year to keep costs down.

9. Unfinished Business: There was no unfinished business to come before the Board.

10. New Business

A. Stop Sign Violations – Gaining Compliance: Owners are to be reminded to be cautious when driving through the community and to observe the stop signs.

B. Stop Sign Locations: Will Overholtzer asked that this subject be placed on the agenda for discussion about the location of some of the stop signs and perhaps having some of them removed. After discussion, it was determined that there was a reason for where the stop signs are located and none should be removed. Management was requested to notify All-Phase that the security guards are not to confront owners if they witness a

violation, but to just note it on their security reports so Management or the Board can take the appropriate action.

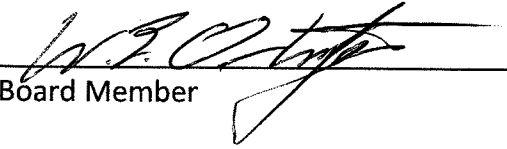
- C. **Newsletter Article Suggestions:** Will Overholtzer and Management are working on a newsletter to be mailed in February with the annual meeting candidate application.

11. **Open Forum:** None

12. **Next Meeting:** Since February 14th is the next meeting date and Valentine's Day, the Board unanimously approved holding the meeting on Wednesday, February 13th.

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

Respectfully submitted,


Board Member

2/13/13
Dated

Unofficial until signed and dated.



The Management Trust
KOCAL DIVISION

Aging DS Delinquency

Thursday, January 03, 2013 12:08

Posted Date 12/31/2012

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	10,594.40	11,004.40
462200	Owner			20.00	195.00	195.00	5,954.80	6,364.80
462095	Owner			20.00	195.00	195.00	2,296.50	2,706.50
588126	Compliance			0.00	0.00	0.00	5,000.00	5,000.00
462223	Owner			20.00	195.00	175.00	0.00	390.00
674189	Compliance			0.00	0.00	0.00	1,000.00	1,000.00
462161	Owner			20.00	112.00	20.00	375.00	527.00
462297	Owner			20.00	195.00	195.00	38.90	448.90
462282	Owner			20.00	175.00	0.00	0.00	195.00
588141	Compliance			0.00	0.00	100.00	0.00	100.00
727712	Compliance			0.00	0.00	0.00	100.00	100.00
643333	Owner			20.00	55.10	0.00	0.00	75.10
462220	Owner			30.00	2.72	0.00	0.00	32.72
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
749345	Owner			0.00	0.00	20.00	0.00	20.00
740162	Owner			0.00	20.00	0.00	0.00	20.00
462145	Owner			0.00	5.00	0.00	0.00	5.00
Count:	21			190.00	1,390.42	1,095.00	41,739.30	44,414.72

Charge Code Summary

Description	G/L Acct #	Amount
Assessment	15000	12,067.32
CC&R Fine	15100	22,450.00
Late Fee / Admin Fee	15140	9,837.40
Rtn Chk & Admin Fee	15145	60.00
		<u>44,414.72</u>