

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

**Minutes**

1. **Call to Order** – Vice President Brian Provencal called the meeting to order at 6:50 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, Brian Provencal and Joan Poimiroo were present. Doug Harvey and Helen Austin were absent. 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 as well the Master Board annual election. A Notice of Default was approved for APN: 110-380-18-10.
5. **Approval of Prior Meeting Minutes:** The Minutes of the June 13, 2013 Board of Directors meeting were unanimously approved as modified.
6. **Manager's Report:** The Manager's Report was reviewed that included an updated meeting action list, property review summaries, a compliance report and work order log since the last Board meeting.
7. **Financial Report**
  - A. **Treasurer's Report:** In Helen Austin's absence, Management gave the financial report. As of the end of June, the Association had \$31,709 in the operating account and \$348,872 in the reserve account. The Association is currently under budget by \$633 with uncollected assessments in the amount of \$17,633.
  - 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 July 8, 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:** No report.

B. **Landscaping:** Joan Poimiroo gave the report indicating that the lights at the back gate are still broken and should be disconnected. Capital Landscaping was complimented for how beautiful the flowers look. There was discussion about the large island at the Francisco gate needing the breath of heaven and the butterfly iris pruned as well and the lack of bark around the trees. Management was requested to ask Paul to have the Master take care of these items since it is their responsibility.

C. **Social:** No report, no committee.

D. **Welcoming:** There were no new owners to welcome into the community at this time.

E. **Lake Forest Master:** No report.

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

**9. Unfinished Business**

A. **Parking Rule Change:** This subject was tabled.

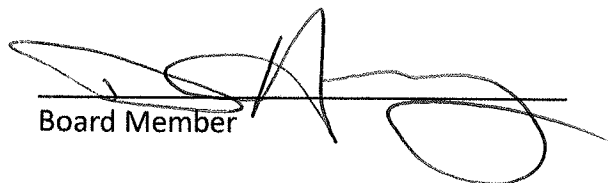
10. **New Business:** There was no new business to come before the Board at this time.

11. **Open Forum:** None.

12. **Next Meeting:** August 8, 2013.

13. **Adjourn** – The meeting was adjourned at 7:15 PM.

Respectfully submitted,

  
Board Member

August 8, 2013  
Dated

Unofficial until signed and dated.



The Management Trust  
KOCAL DIVISION

# Aging DS Delinquency

Monday, July 08, 2013

15:17

Posted Date 06/30/2013

## Lake Forest Summit

Acct #	Type	Status	Resident Contact	Current	30 - 59 Days	60 - 89 Days	>90 Days	Balance
588133				0.00	0.00	0.00	16,250.00	16,250.00
462069				195.00	20.00	195.00	11,764.40	12,174.40
462200				195.00	20.00	195.00	7,124.80	7,534.80
761927				0.00	0.00	0.00	5,000.00	5,000.00
588126				0.00	0.00	0.00	5,000.00	5,000.00
770460				2,000.00	1,500.00	0.00	0.00	3,500.00
462095				0.00	0.00	0.00	3,291.50	3,291.50
462297				195.00	20.00	195.00	1,208.90	1,618.90
462141				195.00	20.00	195.00	682.70	1,092.70
674189				0.00	0.00	0.00	1,000.00	1,000.00
462161				112.00	20.00	20.00	455.00	607.00
462067				195.00	20.00	195.00	100.00	510.00
462223				195.00	20.00	135.00	40.00	390.00
462174				195.00	20.00	171.20	0.00	386.20
462220				195.00	20.00	50.00	70.00	335.00
462169				195.00	0.00	0.00	0.00	195.00
462064				190.00	0.00	0.00	0.00	190.00
727712				0.00	0.00	0.00	100.00	100.00
462320				0.00	0.00	0.00	49.50	49.50
462148				0.00	0.00	0.00	41.20	41.20
462160				0.00	0.00	0.00	39.00	39.00
749345				0.00	0.00	0.00	20.00	20.00
462123	Owner			0.00	5.10	0.00	0.00	5.10
<b>Count:</b>	23			4,057.00	1,685.10	1,351.20	52,237.00	59,330.30

## Charge Code Summary

Description	G/L Acct #	Amount
Assessment	15000	17,632.80
CC&R Fine	15100	30,850.00
Late Fee / Admin Fee	15140	10,762.50
Rtn Chk & Admin Fee	15145	85.00
		<u>59,330.30</u>