

**Lake Forest – Summit Owners Association
Board of Directors Meeting
June 13, 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 Doug Harvey, Will Overholtzer, Brian Provencal, newly appointed Joan Poimiroo 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 and legal issues as well as a third party contract. The Board appointed Joan Poimiroo in that meeting to fill the vacancy left by Wally Richardson.
5. **Approval of Prior Meeting Minutes:** The Minutes of the April 11, 2013 Board of Directors meeting and the May 9, 2013 Organizations Minutes 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, a compliance report and work order log since the last Board meeting.
7. **Financial Report**
 - A. **Treasurer's Report:** Helen Austin gave a report on the May 31 financial statements. Helen explained that Kocal prepares financial statements in accordance with all non-profit corporations and that the Board is accountable to the members by keeping the assets of the Association appropriately funded. As of the end of May, the Association had \$30,566 in the operating account and \$339,989 in the reserve account. The Association is currently 6.4% over budget for the year, with legal expenses being 748% over the budgeted amount. Helen will be working closely with Browning Reserve Group and Kocal to prepare a draft reserve study for the Board's review. Helen did state that the reserves are currently only funded at 25% which is not really acceptable for the association.
 - 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 June 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 gave the report indicating that Lot 143 had an above-garage addition approved; Lot 26 submitted a landscaping plan that will be reviewed by the Committee over the weekend; and Lot 80 had a rear sports court approved after the ACC reviewed the area with the plans and determined that the neighbors can't see it.

B. **Landscaping:** Joan Poimiroo gave the report indicating that the lights at the back gate that haven't been replaced with LED lights should be replaced. They get filled with dried leaves and bark as well as the globes not sitting correctly that could cause a fire hazard. Management submitted a proposal from Kearney Electric to replace the remaining lights. After discussion, the Board requested that the non-LED lights be disconnected and new LED lights be added to the 2014 reserve study. Management was requested to inquire with PG&E if there is a rebate for switching out the lights.

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:** Management received the secret ballot that was mailed out for the Lake Forest – Master Annual Membership Meeting to be held in July. There are four members running for three positions and The Summit Board is authorized to vote on behalf of the membership. Management was requested to put this subject on the July Executive Session agenda for discussion and action.

F. **Streets:** The Board discussed the great job that B & B Asphalt and Skip Brown did on the recent street repairs.

9. Unfinished Business

A. **Parking Rule Change:** Tom Austin submitted the current parking rules and a proposed new rule change to the Board for discussion and review. This subject was tabled until the August meeting.

10. New Business

A. **Request to Film Guardhouse Area:** When the open meeting was adjourned into a reconvened Executive Session, this subject was discussed. The Board agreed that because of past problems with filming crews, it was decided that Summit property would not be used to film any projects.

B. **Replacing Lights at the Back Gate:** This subject was discussed under the Landscaping report.

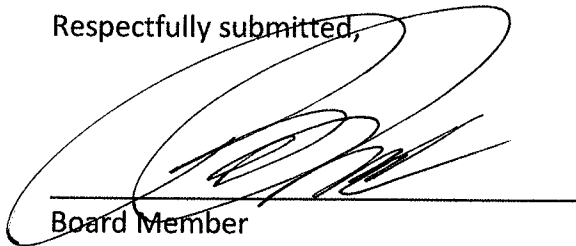
- C. **Curb Addresses – Repainting:** Management submitted bids for repainting the curb addresses. Austin Contractors proposal was accepted. Austin should be directed to move any numbers that are inappropriately placed, such as in front of a drain. Management was requested to notify any owner if a current number is going to be moved.
- D. **Mailbox Replacement/Painting:** Since the reserve study was changed regarding the mailbox replacement or retrofit/painting of existing boxes, this subject will be reviewed for 2014.

11. **Open Forum:** There was no open forum to come before the Board at this time.

12. **Next Meeting:** July 11, 2013.

13. **Adjourn –** The meeting was adjourned at 7:35 PM and the Executive Session reconvened to discuss member issues and a legal matter.

Respectfully submitted,


Board Member

7-11-13
Dated

Unofficial until signed and dated.



The Management Trust
KOCAL DIVISION

Aging DS Delinquency

Tuesday, June 04, 2013

14:39

Posted Date 05/31/2013

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	195.00	195.00	11,569.40	11,979.40
462200	Owner			20.00	195.00	195.00	6,929.80	7,339.80
761927	Compliance		e	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
462095	Owner			0.00	0.00	20.00	3,271.50	3,291.50
770460	Compliance			1,500.00	0.00	0.00	0.00	1,500.00
462297	Owner			20.00	195.00	195.00	1,013.90	1,423.90
674189	Compliance			0.00	0.00	0.00	1,000.00	1,000.00
462141	Owner			20.00	195.00	195.00	487.70	897.70
462161	Owner			20.00	112.00	20.00	435.00	587.00
462220	Owner			20.00	195.00	125.00	50.00	390.00
462067	Owner			20.00	195.00	80.00	20.00	315.00
462223	Owner			20.00	135.00	20.00	20.00	195.00
462174	Owner			20.00	171.20	0.00	0.00	191.20
462159	Owner			20.00	164.50	0.00	0.00	184.50
462123	Owner			20.00	160.10	0.00	0.00	180.10
727712	Compliance			0.00	0.00	0.00	100.00	100.00
462271	Owner			20.00	60.00	0.00	0.00	80.00
462274	Owner			20.00	60.00	0.00	0.00	80.00
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
Count:	24			1,760.00	2,032.80	1,045.00	51,297.00	56,134.80

Charge Code Summary

Description	G/L Acct #	Amount
Assessment	15000	16,582.40
CC&R Fine	15100	28,850.00
Late Fee / Admin Fee	15140	10,617.40
Rtn Chk & Admin Fee	15145	85.00
		<u>56,134.80</u>