

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

Minutes

1. **Call to Order** – President Doug Harvey 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 Doug Harvey, Brian Provencal, Will Overholtzer, Helen Austin and Joan Poimiroo 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 and a third party contract. In addition, a Notice of Default was approved for APN: 110-162-11-10.
5. **Approval of Prior Meeting Minutes:** The Minutes of the February 13, 2014 Board of Directors meeting were unanimously approved as modified.
6. **Financial Report**
 - A. **Treasurer's Report:** Helen Austin gave the financial report stating that as of the end of February, the Association had \$38,003 in the operating account and \$233,340 in the reserve account. The operating budget is a little under budget for the year. The financial report was accepted as submitted.
 - 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 wasn't present, so there was no report this month.
- B. **Landscaping:** Joan Poimiroo reported that she had reviewed the arborist's proposal for tree care around the park area and determined that the proposed tree work was appropriate. After discussion, the Board unanimously approved accepting the bid for \$825 and to add raising the canopy of the redwood trees at the Francisco Drive gate. Watering was also discussed and how the drought will be monitored because of plantings at the front and back gates. Management will confirm with Capital Landscaping that they will monitor the drought conditions. Other subjects reviewed during this report included:
 - 1. Another tennis court bench is needed;
 - 2. The middle magnolia tree at the back gate needs to be staked;
 - 3. A "no pet waste" sign needs to be placed at the tot lot;
 - 4. Management stated that the tot lot needs to be reviewed for OSHA compliance. Once it is reviewed, a report will be submitted to the Board for review and action.
- C. **Social:** No report
- D. **Welcoming:** Management reported that there was 1 new owner whose information was sent to Linda Harvey so they can be welcomed into the community.
- E. **Lake Forest Master:** No report.
- F. **Streets:** No report.

8. Unfinished Business

- A. **Mailbox Replacement Update:** Management reported that the (5) mailbox clusters will be replaced on March 27th and all affected owners will be notified in advance. Management will also post notices on those specific mailboxes reminding people what they need to do.
- B. **Painting Summit II Mailboxes:** Joan Poimiroo submitted information regarding "tops" for the mailboxes in Summit II that will be painted. After discussion, the Board unanimously approved adding tops to the mailboxes for an amount of \$1,730. In addition, Management was requested to have the bid reflect the extra cost for using epoxy paint to lengthen the time needed between paintings and that it should be brush painted and not spray painted.
- C. **Park Area Tree Service Proposal:** This subject was discussed and approved under the "Landscaping Committee" report.
- D. **2015 Full Site Reserve Study:** Management requested proposals from two reserve study companies since Browning Reserve Group will no longer be preparing the studies. Prior to the meeting, Management had Tom Austin review a proposal submitted by the Helsing Group out of the Bay Area. After confirming that Tom's summary of the roads can be used in a new study, the Board unanimously approved having the Helsing Group do the 2015 full site study for \$2,200.
- E. **Year-End Financial Review:** Helen Austin discussed the draft year-end financial review that was submitted. Since there was still a question about the bad debt allowance, another draft will be submitted for review and approval at the April meeting.

F. **3/15 Insurance Renewal – AJ Gallagher:** Management reported that the insurance renewal amount came close to what was budgeted for 2014. The renewal becomes effective on March 15th.

9. **New Business**


A. **Domain Registry – 1-5 Year Renewal (thesummittedh.org):** Management submitted the cost breakdown of renewing the domain name for The Summit web site which is due by June. After review, the Board unanimously approved renewing the domain name for 5 years.

10. **Open Forum:** None

11. **Next Meeting:** April 10, 2014

12. **Adjourn –** The meeting was adjourned at 7:25 PM.

Respectfully submitted,


Board Member

4-10-14
Dated

Unofficial until signed and dated.



The Management Trust
KOCAL DIVISION

Aging DS Delinquency

Wednesday, March 05, 2014

11:46

Posted Date 02/28/2014

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			195.00	195.00	195.00	13,149.40	13,734.40
462200	Owner			195.00	195.00	195.00	8,509.80	9,094.80
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			195.00	195.00	195.00	1,485.00	2,070.00
674189	Compliance			0.00	0.00	0.00	1,000.00	1,000.00
462064	Owner			195.00	195.00	195.00	285.00	870.00
462161	Owner			112.00	20.00	20.00	615.00	767.00
462277	Owner			195.00	195.00	180.00	0.00	570.00
462092	Owner			195.00	195.00	160.00	0.00	550.00
462174	Owner			195.00	20.00	20.00	60.00	295.00
462207	Owner			195.00	0.00	0.00	0.00	195.00
770604	Owner			195.00	0.00	0.00	0.00	195.00
462137	Owner			155.00	20.00	20.00	0.00	195.00
462116	Owner			195.00	0.00	0.00	0.00	195.00
462320	Owner			0.00	0.00	0.00	89.50	89.50
462123	Owner			0.00	20.00	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
462297	Owner			20.00	20.00	0.00	0.00	40.00
Count:	22			2,237.00	1,270.00	1,180.00	57,564.90	62,251.90

Charge Code Summary

Description	G/L Acct #	Amount
Assessment	15000	17,931.40
CC&R Fine	15100	33,250.00
Late Fee / Admin Fee	15140	11,040.50
Rtn Chk & Admin Fee	15145	30.00
		<u>62,251.90</u>