

**Lake Forest – Summit Owners Association  
Board of Directors Meeting  
November 14, 2013**

**Minutes**

1. **Call to Order** – President Doug Harvey called the meeting to order at 6:45 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 Poiriroo 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; a legal matter and a third party contract.
5. **Approval of Prior Meeting Minutes:** The Minutes of the October 10, 2013 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 October, the Association had \$35,875 in the operating account and \$183,724 in the reserve account. Due to the legal fee costs being so over budget for the year, it is expected that the Association will slightly over budget at the end of the year.
  - 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 **November 5, 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.
7. **Committee Reports**
  - A. **Architectural:** Tom Austin submitted an updated ACC report stating that Lot 143 had an addition approved; Lot 56 is installing a new fence; and Lot 119 had removed trees without prior approval. Tom will be reviewing that property and has already discussed it with the owner.

- B. **Landscaping:** Joan Poimiroo reported that the dwarf magnolia trees had been planted at the back gate to replace the existing trees and stated how nice they look. Management reported that a complaint had been made by an owner about leaves and debris being blown onto their property by Capital Landscaping that is being followed up on with Paul Miller.
- C. **Social:** Helen Austin and Joan Poimiroo organized the Oktoberfest that was very successful. It was noted that Helen and Joan have been delegated as the new Social Committee members; however, they haven't committed to planning any future events. They were complimented for their awesome job with the Oktoberfest.
- D. **Welcoming:** Management reported that there were 3 new owners whose information was sent to Linda Harvey and welcomed into the community.
- E. **Lake Forest Master:** Tom Austin reported that he and John Poimiroo are putting together a reserve plan. He also stated his concern about whether the assessments to each association are fair based on the acreage of each one. Doug will review his original Master documents since no one has been able to locate the Exhibits that are supposed to be attached to the Master CC&Rs.
- F. **Streets:** Will Overholtzer stated that he wanted to make sure that an adopted contract for future street repairs is followed. Specifically that if it calls for measuring the compaction that must be done. Skip Brown confirmed that it probably wasn't necessary for the recent job done on Promontory by B & B Asphalt since they had done other jobs according to the specs.

**8. Unfinished Business**

- A. **Mailbox Replacement:** Management reported that 5 new mailboxes would be installed on Huntington Circle (2); Hamilton Place (1); Hopkins Place (1); and Harriman Court (1). Management is working with the same contractor who did the installation in Waterford and is coordinating with the post office as well.

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

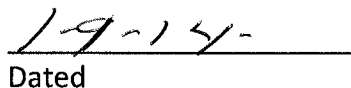
**10. Open Forum:** None

**11. Next Meeting:** January 9, 2014.

**12. Adjourn –** The meeting was adjourned at 7:20 PM.

Respectfully submitted,

  
Board Member

  
Dated

Unofficial until signed and dated.



**The Management Trust**  
KOCAL DIVISION

# Aging DS Delinquency

Tuesday, November 05, 2013

15:07

Posted Date 10/31/2013

## 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	12,544.40	12,954.40
462200	Owner			20.00	195.00	195.00	7,904.80	8,314.80
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
462297	Owner			20.00	195.00	195.00	1,988.90	2,398.90
462067	Owner			20.00	195.00	195.00	880.00	1,290.00
674189	Compliance			0.00	0.00	0.00	1,000.00	1,000.00
462161	Owner			20.00	112.00	20.00	535.00	687.00
462064	Owner			20.00	195.00	175.00	0.00	390.00
462174	Owner			20.00	195.00	0.00	0.00	215.00
462317	Owner			20.00	175.00	0.00	0.00	195.00
462320	Owner			20.00	20.00	0.00	49.50	89.50
462159	Owner			20.00	20.00	20.00	20.00	80.00
462148	Owner			0.00	0.00	0.00	41.20	41.20
462123	Owner			20.00	20.00	0.00	0.00	40.00
749345	Owner			20.00	0.00	0.00	20.00	40.00
462309	Owner			20.00	0.00	0.00	0.00	20.00
462070	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
462091	Owner			20.00	0.00	0.00	0.00	20.00
462267	Owner			20.00	0.00	0.00	0.00	20.00
<b>Count:</b>	24			360.00	1,517.00	995.00	57,233.80	60,105.80

### Property Totals

# Units	# Builder	# Resident	# Owners	# Tenants	Owner Ratio
202	0	201	177	24	88.06%

### Charge Code Summary

Description	G/L Acct #	Amount
Assessment	15000	16,046.40
CC&R Fine	15100	33,250.00
Late Fee / Admin Fee	15140	10,779.40
Rtn Chk & Admin Fee	15145	30.00
		60,105.80