

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

**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: 110-163-07-10.
5. **Approval of Prior Meeting Minutes:** The Minutes of the September 12, 2013 Board of Directors meeting were unanimously approved as modified.
6. **Financial Report**
  - A. **Treasurer's Report:** Helen Austin's gave the financial report stating that as of the end of August, the Association had \$32,732 in the operating account and \$389,621 in the reserve account. Although the legal fee costs were over budget for the year, it is expected that the Association will be at or under 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 **October 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.

## 7. Committee Reports

- A. **Architectural:** Tom Austin submitted an updated ACC report stating that only 2 applications had been received by Lot 152 for oak tree removal and one for Lot 11 regarding a new tile roof. Tom stated he had received a complaint about trees planted too close to a property line by an owner whose house was recently sold.
- B. **Landscaping:** Joan Poimiroo met with Paul from Capital Landscaping to review the common areas around the community. A recommendation was made to replace the lollipop trees at the back gate with dwarf Magnolias that are easy to maintain. After discussion, the Board unanimously approved replacing the trees at the back gate for \$915.
- C. **Social:** Helen Austin and Joan Poimiroo organized the Oktoberfest being held on October 20<sup>th</sup>.
- D. **Welcoming:** Management reported that there were 2 new owners whose information is being sent to Linda Harvey so they can be welcomed into the community.
- E. **Lake Forest Master:** Tom Austin stated that the Master will be meeting in a couple of weeks and the reserve study will be reviewed that he has been assisting in preparing. Tom will report at the November meeting.
- F. **Streets:** Will Overholtzer stated that B&B Asphalt did an excellent job of overlaying Promontory and Hamilton. Management was requested to obtain the weight tags from ICS and to have them rent an instrument to provide verification of the 91% required compaction of the asphalt. Tom Austin stated that the specs provided by Skip Brown are designed for CalTrans, not private streets.

## 8. Unfinished Business

- A. **2014 Budget and Reserve Study Review:** The Board received a draft budget prior to the meeting; and Tom Austin explained the new reserve study he prepared which better explains the schedule and work associated with maintaining the streets, gates and common area landscaping over the next 30 years. The Board thanked Tom for the hours he spent preparing the study, and after discussion, the 2014 budget and reserve study were unanimously approved as submitted with the 2014 assessments remaining at their current amount of \$175.
- B. **Parking Rule Change:** Tom Austin submitted a parking rule change that was previously approved by the Board for mailing to the members. Comments will be accepted and the rule will be discussed and approved at the January Board meeting.
- C. **Promontory/Hamilton Overlay Job:** This subject was discussed under the Committee reports.

## 9. New Business

- A. **Holiday Lights:** The Board discussed the holiday light locations and Helen stated that more should be installed at the back gate. There is a line item in the budget for this expense.

**10. Open Forum**

- ❖ Skunks were discussed and if anything can be done to get rid of them if they are in drain pipes.
- ❖ Newsletter items were discussed.

**11. Next Meeting:** November 14, 2013.

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

Respectfully submitted,

  
Board Member

11-14-13  
Dated

Unofficial until signed and dated.



**The Management Trust**  
KOCAL DIVISION

# Aging DS Delinquency

Thursday, October 03, 2013

9:54

Posted Date 09/30/2013

## 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			195.00	20.00	195.00	12,349.40	12,759.40
462200	Owner			195.00	20.00	195.00	7,709.80	8,119.80
770460	Compliance			0.00	0.00	1,500.00	4,500.00	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			195.00	20.00	195.00	1,793.90	2,203.90
462067	Owner			195.00	20.00	195.00	685.00	1,095.00
674189	Compliance			0.00	0.00	0.00	1,000.00	1,000.00
462161	Owner			112.00	20.00	20.00	515.00	667.00
462220	Owner			195.00	20.00	20.00	105.00	340.00
462223	Owner			55.00	20.00	20.00	100.00	195.00
462174	Owner			70.00	20.00	20.00	85.00	195.00
462064	Owner		1	175.00	20.00	0.00	0.00	195.00
462123	Owner			195.00	0.00	0.00	0.00	195.00
780431	Owner			175.00	0.00	0.00	0.00	175.00
727712	Compliance			0.00	0.00	0.00	100.00	100.00
462320	Owner			20.00	0.00	0.00	49.50	69.50
462159	Owner			20.00	20.00	20.00	0.00	60.00
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
<b>Count:</b>	22			1,797.00	200.00	2,380.00	55,342.80	59,719.80

## Charge Code Summary

Description	G/L Acct #	Amount
Assessment	15000	15,431.40
CC&R Fine	15100	33,350.00
Late Fee / Admin Fee	15140	10,853.40
Rtn Chk & Admin Fee	15145	85.00
		<u>59,719.80</u>