

**Lake Forest – Summit Owners Association
Board of Directors Meeting
January 9, 2014**

Minutes

1. **Call to Order** – President Doug Harvey called the meeting to order at 6:25 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.
5. **Approval of Prior Meeting Minutes:** The Minutes of the November 14, 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 December, 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 be 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 **January 6, 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 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 there were two rule violation notices sent since his last report; and approval was granted for Lot 152 to remove an oak tree in the proposed footprint of the house. Lot 159 has made variance requests for the setback, height and roof pitch which are being reviewed by the ACC.
- B. **Landscaping:** Joan Poimiroo discussed the back gate lighting and Lot D tree root concerns. The three older lights at the back gate will be replaced as soon as the electrician returns from medical leave.
- C. **Social:** No report.
- D. **Welcoming:** Management reported that there were no new owners since the last meeting.
- E. **Lake Forest Master:** Tom Austin reported he would be attending the Master meeting on the 21st.
- F. **Streets:** Will Overholtzer stated that there was nothing new to report.

8. Unfinished Business

- A. **Parking Rule Change:** Tom Austin reported that several owners had contacted him about the proposed parking rule change. Tom carefully reviewed the CC&Rs and the Board discussed possible alterations to the rules that would not conflict with those documents. An attending member commented on the necessity of the Board being more flexible, but after discussion about the various streets; dangers of parking on curves; and RV parking, the Board unanimously approved having the change made that owner may park only two nights a month and guests must have passes issued by Management.
- B. **Mailbox Replacements:** Management reported that the 5 new mailboxes being installed on Huntington Circle (2); Hamilton Place (1); Hopkins Place (1); and Harriman Court (1) will be done the end of January or beginning of February. The affected residents will be notified well in advance since their mail will be held at the post office until owners go get their new key. The mailboxes that are not being replaced in Summit II should be painted. Management was requested to obtain bids to paint those mailboxes.
- C. **Grate/Culvert Repairs on Promontory:** At the November meeting Management was requested to have locks put on drainage grates on Promontory so children could not lift the grates and crawl into the culverts. Management reported that the El Dorado Irrigation District has stated that locks are not allowed under any circumstances. Management was requested to get in touch with those owners on Promontory who have drainage easements in their back yards for review in order to do any necessary weed abatement.

9. New Business

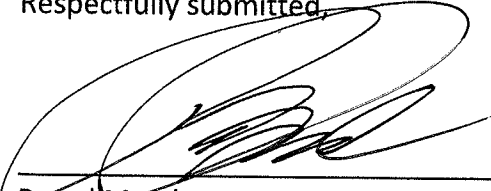
- A. 2014 Resident Directory:** Management reported that the directory info sheets are being received and the new directory should be ready and mailed in February.
- B. Business and Professions Code Disclosure:** As required every year, Management submitted a disclosure stating that she is certified.
- C. 2014 Calendar:** Management submitted a 2014 calendar for the Board's information. No action was required.
- D. Consent for Emergency Meetings via Email Resolution:** After review and discussion, the Board unanimously approved a Resolution to hold an Executive Session via email in case of an emergency.

10. Open Forum: None

11. Next Meeting: February 13, 2014.

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

Respectfully submitted,



Board Member

2/13/14

Dated

Unofficial until signed and dated.



The Management Trust
KOCAL DIVISION

Aging DS Delinquency

Monday, January 06, 2014

9:52

Posted Date 12/31/2013

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	12,934.40	13,344.40
462200	Owner			20.00	195.00	195.00	8,294.80	8,704.80
770460	Compliance			0.00	0.00	0.00	6,000.00	6,000.00
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
462297	Owner			20.00	195.00	195.00	2,378.90	2,788.90
462067	Owner			20.00	195.00	195.00	1,270.00	1,680.00
674189	Compliance			0.00	0.00	0.00	1,000.00	1,000.00
462161	Owner			20.00	112.00	20.00	575.00	727.00
462064	Owner			20.00	195.00	195.00	70.00	480.00
462248	Owner			20.00	195.00	175.00	0.00	390.00
462174	Owner			20.00	195.00	20.00	20.00	255.00
462137	Owner			20.00	175.00	0.00	0.00	195.00
462277	Owner			20.00	160.00	0.00	0.00	180.00
462092	Owner			20.00	140.00	0.00	0.00	160.00
462320	Owner			0.00	0.00	20.00	69.50	89.50
462148	Owner			0.00	0.00	0.00	41.20	41.20
749345	Owner			0.00	0.00	20.00	20.00	40.00
462123	Owner			0.00	0.00	20.00	20.00	40.00
462070	Owner			0.00	0.00	20.00	0.00	20.00
Count:	21			220.00	1,952.00	1,270.00	58,943.80	62,385.80

Property Totals

# Units	# Builder	# Resident	# Owners	# Tenants	Owner Ratio
202	0	201	176	25	87.56%

Charge Code Summary

Description	G/L Acct #	Amount
Assessment	15000	18,146.40
CC&R Fine	15100	33,250.00
Late Fee / Admin Fee	15140	10,959.40
Rtn Chk & Admin Fee	15145	30.00
		<u>62,385.80</u>