

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
FEBRUARY 8, 2018**

**MINUTES**

**1. CALL TO ORDER AND ROLL CALL**

The meeting of the Lake Forest – Summit Owners Association Board of Directors was called to order at 6:30 PM by President Brian Provencal in the offices of The Management Trust at 1739 Creekside Drive in Folsom.

Board Members Present:	Brian Provencal	President
	Joan Poimiroo	Vice-President
	Helen Austin	Treasurer
	Jim Coghlan	Member-at-Large

Board Member Absent:	Bob Bogowitz	Secretary
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The Management Trust:	Mimi Menzies	Executive Manager
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**2. 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.

**3. OPEN FORUM:** The drinking fountain water in the park isn't on. Management will check with Paul to see if it has something to do with irrigation water being turned off.

**4. EXECUTIVE SESSION REPORT:** An Executive Session will be held after this open meeting to discuss member compliance.

**5. APPROVAL OF PRIOR MNUTES:** *The Minutes of the January 11, 2018 Board of Directors Meeting were unanimously approved.*

**6. FINANCIAL REPORT**

**A. Treasurer's Report:** Helen Austin gave the January 31, 2018 financial report as follows:

Operating Account Balance:	\$ 77,524
Reserve Account Balance:	\$588,647
Income or (Loss)	\$ (746)

**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 5, 2018**, 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 was no bad debt to write off this month.

## **7. COMMITTEE REPORTS**

**A. Architectural:** Tom Austin gave the report for the month.

❖ Lot 119 (1404 Crocker) – Casita disapproval due to setback requirements. The ACC will meet and determine if a CC&R amendment would be appropriate for an interpretation of whether a dwelling unit separate from the house setback should be clarified. The ACC will visit lot 119 to make a final determination.

❖ Lot 91 (1240 Promontory) – Outdoor pool house and barbecue area approved.

**B. Landscaping:** Joan reported that the corner of Hamilton/Promontory is once again a problem. After reviewing several areas with Management, it was determined that the plum trees on Lot D should be removed; the lawn area around the redwood trees must be addressed; almost all of the bushes against the fence should be removed; and once the plums are removed, replace them with appropriate trees. Management will work with Capital Landscape and Shade Care Tree Service.

**C. Social:** No report.

**D. Welcoming:** Lynn Provencal continues to meet and welcome all new owners upon receipt of the deed information from Management.

**E. Lake Forest Owners:** No meeting has been held.

**F. Streets:** No report.

## **8. UNFINISHED BUSINESS**

**A. Traffic Enforcement and CA Vehicle Code Issues:** Tom Austin and Management spoke to Rod Baydaline via conference call regarding the November 9<sup>th</sup> concern brought up in that meeting regarding excessive speed on Promontory and if the Summit has liability should an accident occur. Rod Baydaline reviewed case law and indicated the Association would not be liable.

**B. Francisco Exit Gate Loop Relocation:** Tom Austin met with A & D Gate regarding the possibility of installing a loop at the Summit 1 exit gate. A & D indicated a reliable loop could be installed at 275 feet. Although cars would have to slow down, they wouldn't have to make a complete stop before going through the gate. A & D will be submitting a cost for the loop installation.

**C. Fencing/Painting Completion along Francisco:** Management indicated that CityWide would be in touch with Bob Bogowitz regarding removal or moving the ivy on his fence before that portion of the fence is replaced and painted. Since Bob was absent, Management didn't have a timeframe for that completion.

**D. Landscaping Light Changes – Francisco and Lakecrest Areas:** Brian met with Shayne Barnum from Barnum & Ciellio about replacing all the inoperable landscaping lights at the Summit 1 gate as well as adding new ones to shine up on the trees and landscaping. Management submitted the cost for 30 new LED spotlights. After discussion, and with Brian’s recommendation, ***motion made, seconded and unanimously carried to accept the proposal from Barnum for an amount not to exceed \$5,000.*** Management was requested to have Barnum move 3 spotlights at the Summit II gate that currently are behind, rather than in front of, juniper trees and a pillar.

**9. NEW BUSINESS**

**A. Draft Parliamentary Procedures:** Prior to the last meeting, Tom submitted draft Parliamentary Procedures with a recommendation on how to run a small meeting opposed to going strictly by Robert’s Rules of Order. The discussion was tabled until March when the Board has more time to review the recommendation.

**B. Appoint Election Official for Annual Meeting:** ***Motion made, seconded and unanimously carried to appoint The Management Trust as the Election Official for the May Annual Membership Meeting.***

**C. Common Area Assemblies – SB 451 Law in Effect:** Management stated that a new law allows gatherings in the park and distribution of flyers. Tom Austin stated a rule change may be appropriate and will draft something that can be reviewed by the Board.

**D. Goals and Projects for 2018:** Management had reviewed the reserve study and since all the signs had been replaced as a goal for 2017, it was determined that the association is on track with projected components with no additional goals planned.

**10. NEXT MEETING:** Thursday, March 8, 2018. ***Motion made, seconded and unanimously carried to have the meetings at 5:30 PM going forward.***

**11. ADJOURNMENT:** The meeting was adjourned into an Executive Session at 8:00 PM.

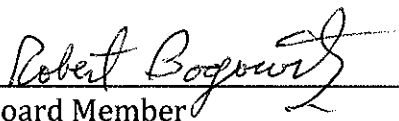
Respectfully submitted,

Mimi Menzies  
Executive Community Association Manager



**The Management Trust™**  
OWNER INSPIRED. CHALLENGE ACCEPTED.

Attested to:

  
Board Member

8 MARCH 2018  
Date Approved

Unofficial until approved and dated.

# AR Aging Delinquency

Monday, February 05, 2018

9:07

Posted Date 01/31/2018

## Lake Forest Summit

Acct #	Type	Status	Resident Contact	Current	30 - 59 Days	60 - 89 Days	>90 Days	Balance
588126	Compliance			0.00	0.00	0.00	5,000.00	5,000.00
462114	Owner			20.00	195.00	195.00	1,770.00	2,180.00
462161	Owner			0.00	0.00	0.00	798.00	798.00
462092	Owner			20.00	195.00	195.00	175.00	585.00
462064	Owner			20.00	195.00	135.00	40.00	390.00
918549	Owner			20.00	175.00	0.00	0.00	195.00
462116	Owner			20.00	169.00	0.00	0.00	189.00
462160	Owner			0.00	0.00	0.00	175.00	175.00
462148	Owner			0.00	0.00	0.00	41.20	41.20
462315	Owner			20.00	0.00	0.00	0.00	20.00
462297	Owner		Cunningham,Joseph	0.00	20.00	0.00	0.00	20.00
462183	Owner		Albano-Dunn Trste/ Trst,Diana	0.00	20.00	0.00	0.00	20.00
<b>Count:</b>	12			120.00	969.00	525.00	7,999.20	9,613.20

### Property Totals

# Units	# Builder	# Resident	# Owners	# Tenants	Owner Ratio
202	0	201	175	26	87.06%

### Charge Code Summary

Description	G/L Acct #	Amount
Assessment	15000	2,909.00
CC&R Fine	15100	5,000.00
Late Fee / Admin Fee	15140	1,614.20
Rtn Chk & Admin Fee	15145	90.00
		<u>9,613.20</u>

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