

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 11, 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
	Bob Bogowitz	Secretary
	Jim Coghlan	Member-at-Large

Board Member Absent: None

The Management Trust: Mimi Menzies Executive Manager

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

- ❖ Rod Baydaline should submit an opinion about case law and speeding within a community.
- ❖ Traffic enforcement issues need to be addressed at the February meeting.
- ❖ Other violations of the California Vehicle Code should also be addressed.

4. EXECUTIVE SESSION REPORT: An Executive Session was held prior to this open meeting to discuss a legal issue and member compliance.

5. APPROVAL OF PRIOR MNUTES: *The Minutes of the October 12, 2017 Board of Directors Meeting were unanimously approved.*

6. FINANCIAL REPORT

A. Treasurer's Report: Helen Austin gave the August 31, 2017 financial report as follows:

Operating Account Balance:	\$ 96,222
Reserve Account Balance:	\$525,571
Income or (Loss)	\$ 25,239

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 **January 4, 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 157 (1050 Columbia Circle) – New home plans approved but construction has not commenced.

❖ Lot 151 (1449 Crocker) – New home plans re-submitted, but not yet approved.

❖ Lot 34 (1612 Carnegie) – Solar approved.

B. Landscaping: Joan reported that the corner of Hamilton/Promontory was addressed with Capital Landscaping as well as upgrades and bark for the front Francisco entrance, both inside and outside the gates. Management was requested to find out when Capital will be doing the approved work.

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: Tom Austin indicated LFOA hadn't had a meeting since his last report.

F. Streets: No report.

8. UNFINISHED BUSINESS

A. Francisco Exit Gate Loop Relocation: Management was requested to arrange a meeting with the gate company and Tom Austin to go over a possible location for the new loop.

B. Schedule for Completing Francisco Fence: When the fencing was originally approved, it wasn't to include the panels covered by ivy. It turned out that part of the fencing is on Bob Bogowitz's property, so when the fence was replaced it looked awkward and unfinished. ***The Board unanimously approved finishing the entire fence as discussed.*** Management was requested to notify CityWide to be sure and move the ivy in a way that the Bogowitz's can have their landscapers put it back.

9. NEW BUSINESS

A. Landscaping Light Changes – Lots A & B Areas: All the landscaping lights at the front and back gates should be changed to LED. Management was requested to get a cost to do that, including the lights located in the small rock piles along Lots A and B. This will be placed on the February agenda.

- B. Business and Professions Code Disclosure:** Per Civil Code, Management submitted a business and professions code disclosure stating that she is certified as an association manager.
- C. Emergency Vote by Email Resolution:** If an agenda for an Executive Session cannot be posted in the required 2-day period per Civil Code, and if there is a true emergency where a decision has to be made, a vote via email would be allowed. *Motion made, seconded and unanimously approved for the Emergency Vote by Email Resolution.*
- D. Legal Services Program Agreement – Baydaline & Jacobsen:** *Motion made, seconded and unanimously approved to approve the annual Legal Services Program Agreement for \$2,750.*

10. NEXT MEETING: Thursday, February 8, 2018.

11. ADJOURNMENT: The meeting was adjourned at 7:25 PM.

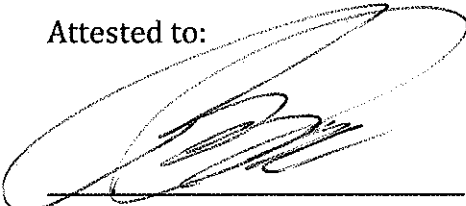
Respectfully submitted,

Mimi Menzies
Executive Community Association Manager



The Management Trust™
OWNER INSPIRED. CHALLENGE ACCEPTED.

Attested to:



Board Member

Feb 8 / 2018

Date Approved

Unofficial until approved and dated.

AR Aging Delinquency

Thursday, January 04, 2018

15:40

Posted Date 12/31/2017

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	1,575.00	1,985.00
462161	Owner		y	0.00	0.00	20.00	778.00	798.00
462092	Owner			20.00	195.00	175.00	0.00	390.00
462297	Owner			20.00	175.00	0.00	0.00	195.00
462064	Owner			20.00	135.00	20.00	20.00	195.00
462183	Owner			20.00	175.00	0.00	0.00	195.00
462160	Owner		r	0.00	0.00	20.00	155.00	175.00
462115	Owner			20.00	84.00	0.00	0.00	104.00
462148	Owner			0.00	0.00	0.00	41.20	41.20
858711	Owner			20.00	20.00	0.00	0.00	40.00
Count:	11			140.00	979.00	430.00	7,569.20	9,118.20

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	2,494.00
CC&R Fine	15100	5,000.00
Late Fee / Admin Fee	15140	1,534.20
Rtn Chk & Admin Fee	15145	90.00
		<u>9,118.20</u>