

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
July 12, 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 5:47 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
	Bob Bogowitz	Secretary
	Helen Austin	Treasurer
	Jim Coghlan	Member-at-Large

The Management Trust:   Jenny Mann                   Association 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**

❖ No guest Homeowners were in attendance

**4. EXECUTIVE SESSION REPORT:** An Executive Session was held regarding member compliance and member discipline.

**5. APPROVAL OF PRIOR MNUTES:** *The Minutes of the June 14, 2018 Board of Directors Meeting were unanimously approved as submitted.*

**6. FINANCIAL REPORT**

**A. Treasurer's Report:** Helen Austin gave the June 30, 2018 financial report as follows:

Operating Account Balance:	\$ 79,984.49
Reserve Account Balance:	\$622,702.93
Income or (Loss)	\$ 3,642.98 Monthly 8,341.67 YTD

After consideration, *The Board unanimously approved to transfer \$100,000 out of the reserve account into a CD account.*

**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 **July 9, 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 provided the report for June 14 – July 12 activity.

❖ Lot 90 (1230 Promontory Pt.): Repaint approved.

❖ Lot 92 (1260 Promontory Pt.): Repaint approved.

There are 11 vacant lots in Summit 1 and 10 lots remaining in Summit II.

**B. Landscaping:** A work order has been submitted to install bark on the island inside between the two gates. Joan discussed other options regarding the removal of the redwood trees and suggested that the bushes could be removed as well.

**C. Social:** No report.

**D. Welcoming:** Lynn Provencal continues to meet and welcome all new owners upon receipt of the deed information from Management. Greeting cards will be sent signed by the Board

**E. Lake Forest Owners:** Nothing new to report.

**F. Streets:** Brian and Tom discussed the next phase of street paving which will be Crocker, although this will be delayed due to the construction activity.

**8. UNFINISHED BUSINESS**

**A. Francisco Exit Gate Loop Relocation:** Controlled Access provided a proposal in the amount of \$650.00 for the Francisco gate loop relocation. However, the vendor still has not contacted Tom to confirm that the proposal is addressing the specifics requested for the installation. Management will coordinate a meeting.

**B. Speeding Concerns/Updates and Options:** After the survey regarding speeding was reviewed by the association's attorney, Tom Austin will proceed with sending out the document to owners via Survey Monkey.

**C. Fencing/Painting Completion along Francisco:** CityWide continues to work on the issues with the fence along Francisco. Management will continue to follow-up with the status.

**D. Landscaping Light Changes:** Management will coordinate a meeting with Brian and the electrician/ Shayn prior to proceeding with the installation of the lights.

**E. Common Area Assemblies – Rule:** Tom will edit the document, in light of the advice provided by Rod Baydaline.

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

**10. NEXT MEETING:** Thursday, August 9, 2018 at 5:30 PM.

**11. ADJOURNMENT:** The meeting was adjourned at 6:50 PM.

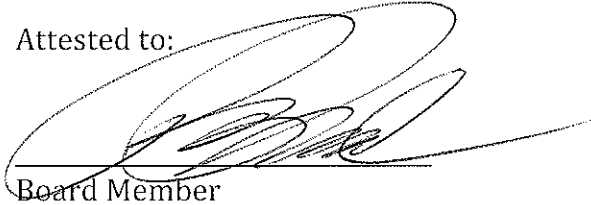
Respectfully submitted,

Jenny Mann  
Community Association Manager



The Management Trust™  
OWNER INSPIRED. CHALLENGE ACCEPTED.

Attested to:

  
\_\_\_\_\_  
Board Member

Aug 9, 2018  
\_\_\_\_\_  
Date Approved

Unofficial until approved and dated.