

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
January 10, 2019**

**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 5:44 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

Advisor to Board                      Tom Austin

The Management Trust:      Jenny Mann                      Association Manager

**2. CONFIRM POSTING OF AGENDA**

Management confirmed that the agenda was posted on the guardhouse door at least four days prior to the meeting pursuant to Civil Code requirements.

**3. OPEN FORUM**

- There were no Homeowners in attendance.

**4. EXECUTIVE SESSION REPORT:** An Executive Session was held following the Open Session regarding a member hearing, compliance and collections.

**5. APPROVAL OF PRIOR MINUTES:** *The Minutes of the November 8, 2018 Board of Directors Meeting were unanimously approved as submitted.*

**6. FINANCIAL REPORT**

**A. Treasurer's Report:** Helen Austin provided the November 2018 financial report. The current financial condition of the Association is as follows:

<b>Operating Account Balance:</b>	\$ 96,389.90
<b>Reserve Account Balance:</b>	\$695,110.41
<b>Income or (Loss):</b>	\$ 4,892.71 Monthly/\$19,468.48 YTD

**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 **November 30, 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: *None at this time.*

**C. Bad Debt Write-Off:** *None at this time.*

**D. Reserve Expense Authorizations-** *For Board review and approval.*

<i>A&amp;D Automatic Gate Co</i>	<i>\$262.39</i>
<i>Controlled Access Consultants</i>	<i>\$162.06</i>
<i>Phil and Kathryn Gorne</i>	<i>\$200.00</i>
<i>All Star Printing</i>	<i>\$658.35</i>
<i>Christian Dolder</i>	<i>\$360.00</i>
<i>Capital Landscape</i>	<i>\$10,750.00</i>

## 7. COMMITTEE REPORTS

**A. Architectural:** Tom Austin provided the report for architectural activity from November 8, 2018 through January 10, 2019.

❖ **Homes under construction:**

Lot 152 (1453 Crocker), Lot 157 (1050 Columbia Circle), Lot 57 (2080 Lockridge) Lot 119 (1404 Crocker) casita

❖ **Landscaping/ Pool plans approved:**

Lot 119 (1404 Crocker) Landscape modifications

❖ **Miscellaneous approvals/disapprovals since last report:**

Lot 42 (2126 Hamilton) deck approval, Lot 173 (626 Lakecrest) solar approval

❖ **New approvals/disapprovals since previous month:**

Lot 170 (650 Lakecrest) New garage and front doors

❖ **There are 11 vacant lots in Summit 1 and 11 lots remaining in Summit II. Total vacant Lots=22**

❖ **Additional issues:**

Lot 157 (1050 Columbia Circle) construction suspended; outstanding ACC deposits update

❖ **Construction period 4+ years:**

Lot 152 (1453 Crocker Dr)

**B. Landscaping:** There was an inquiry regarding an invoice that was submitted to the association from the landscape company for a delay during the Lot D project. It was determined that this is not an association responsibility.

**C. Social:** No upcoming events at this time.

**D. Welcoming:** Lynn Provencal continues to meet and welcome all new owners upon receipt of the deed information from Management. New Owners include:  
- 742 Lakecrest Drive/ Jared and Caroline Beal

**E. LFOA:** The January 9, 2019 LFOA Board Meeting was cancelled and will be rescheduled.

F. **Streets:** The current status of the construction on Columbia and Crocker will be re-evaluated to determine whether the street sealing project can proceed.

8. **UNFINISHED BUSINESS**

A. **Good Neighbor Fence:** After discussion, ***motion made and seconded to offer the Homeowners to equally share the cost of the fence. Unanimous.*** The fence bordering Lot D was damaged due to the recent storms. After discussion, ***motion made and seconded to offer the Homeowners to equally share the cost of the fence. Unanimous.*** Management will contact the Homeowners to see how they would like to proceed.

B. **Light Vendor Proposals:** Management provided two (2) proposals from light maintenance vendors for the Board to consider. After review, the Board chose to ask Horizon Lighting if they could provide an assessment and map of the common area lights, not to exceed eight (8) hours at \$95.00 and hour. ***Motion made and seconded to proceed with Horizon Lighting to provide an assessment of the common area lighting, not to exceed eight (8) hours. Unanimous.***

9. **NEW BUSINESS:**

A. **Traffic Study/ Consultant-** Tom Austin will proceed with obtaining information regarding the traffic study. ***No action taken.***

B. **CC&R's regarding Decorative Lighting:** There was an inquiry regarding the types of exterior lighting that is allowed per the CC&R's. ***No action taken***

C. **B&J Legal Services Program:** After review of the Baydaline and Jacobsen, LLP proposal for legal services in 2019, ***motion made and seconded to approve the service contract in the amount of \$2,750.00. Unanimous.***

D. **Approval of AB 2912 Resolutions**

i. **Board Resolution regarding Monthly Review of Financial Statements:** After review, the Board designated Jim Coghlan as the additional Board Member to review the monthly financial statements. ***Motion made and seconded to approve the Resolution and designate Jim Coghlan and the Treasurer to review the monthly financial statements. Unanimous.***

ii. **Board Resolution to Increase Fidelity Coverage:** After review, ***motion made and seconded to approve the Resolution to Increase Fidelity Coverage. Unanimous.***

E. **Resolution for Late Fees:** After review, ***motion made and seconded to approve the Resolution for Late Fees. Unanimous.***

F. **Resolution for Payment Plan:** After review, ***motion made and seconded to approve the Resolution for Payment Plan. Unanimous.***

G. **Resolution for Consent for Emergency Email Meetings:** After review, ***motion made and seconded to approve the Resolution for Consent for Emergency Email Meetings. Unanimous.***

H. **Appoint Inspector of Elections-** After consideration, ***motion made and seconded to appoint The Management Trust the Association's Inspector of Elections in 2019. Unanimous.***

I. **2019 Reserve Study Plan-** Included for Board review. ***Not action taken.***

10. **NEXT MEETING:** Wednesday, February 13, 2019 at 5:30 PM.

11. **ADJOURNMENT:** The meeting was adjourned at 7:03 PM.

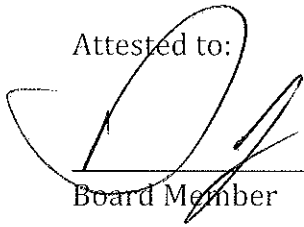
Respectfully submitted,

Jenny Mann  
Community Association Manager



The Management Trust™  
OWNER INSPIRED. CHALLENGE ACCEPTED.

Attested to:

  
Board Member

2/13/2019  
Date Approved

Unofficial until approved and dated.