

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
March 14, 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 5:30 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
	David Yaw	Secretary
	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**

- No Homeowners attended the meeting.

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

**5. APPROVAL OF PRIOR MNUTES: *The Minutes of the February 13, 2019 Board of Directors Meeting were unanimously approved as submitted.***

**6. FINANCIAL REPORT**

**A. Treasurer's Report:** Helen Austin provided the financial report for the month ending February 2019. The current financial condition of the Association is as follows:

Operating Account Balance:	\$ 74,875.59
Reserve Account Balance:	\$ 725,451.79
Income or (Loss):	\$ 692.02 Monthly/\$1,943.33 YTD

\*Management will contact the bank and work with Jim to reinvest/ reallocate the reserve funds with higher yield rates and FDIC insured.

**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 28, 2019**, 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: **#462092**

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

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

Natomas Lock and Key	\$282.98
Controlled Access Consultants	\$850.00
Controlled Access Consultants	\$135.00
Controlled Access Consultants	\$650.00
<b>Total</b>	<b>\$1,917.98</b>

*The Board reviewed and unanimously approved the reserve expenses.*

## 7. COMMITTEE REPORTS

**A. Architectural:** Tom Austin provided the report for architectural activity from February 13, 2019 through March 14, 2019.

**\*Homes under construction:**

Lot 152 (1453 Crocker), Lot 57 (2080 Lockridge)

Landscaping/ Pool plans/ other submitted, not yet approved:

Lot 191 (683 Lakecrest) deck

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

Lot 45 (1301 Promontory) solar; Lot 72 (2561 Montgomery) solar; Lot 106 (742 Lakecrest) solar

**\*Construction period 4+ years:**

Lot 152 (1453 Crocker Dr)

**\*Vacant Lots:**

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

Total vacant Lots=22

**i. Subdividing Lots:** There is concern regarding the El Dorado County's position on subdividing Lots in the association. ***Motion made and seconded to have Rod Baydaine provide a legal opinion regarding subdividing Lots in the association. Unanimous.***

**B. Landscaping:** None at this time.

**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: 2147 Huntington Circle- Olena and Yurly Blyk.

- E. **Streets:** Tom met with Brian Anderson with Sierra National Asphalt regarding the sealing of Crocker Drive and Hathaway Court in early June. Due to the length of the street, and steep terrain, the project will be completed in three (3) phases. Tom requested that the Board proceed with Sierra National Asphalt, as opposed to seeking additional proposals due to the association having a maintenance history with the vendor and being confident that they would be the best choice for the project. This will be a reserve expense, and the exact amount of the proposal will be determined shortly, but is within the association's budgeted amount for street maintenance. ***Motion made and seconded to proceed with the street sealing project with Sierra National Asphalt, Unanimous.***
- F. **LFOA:** Tom reported on items discussed at the February 22, 2019 LFOA Board Meeting. Items discussed, which pertained to The Summit were: The late fee waiver request and approval, and the optional colors/holiday lighting of the waterfall, which The Summit Board is not in favor of. Management will request a copy of LFOA's 2019 Budget Disclosure.

8. **UNFINISHED BUSINESS**

A. **Good Neighbor Fence:** Management continues to work with the Homeowners regarding the fence(s) on Lot D to coordinate repairs/replacement and inform them of the offer that the association will share the cost.

B. **Horizon Lighting- survey and proposal:** Horizon Lighting provided an assessment/map of the association's common area lights. Clarification is still needed regarding the location of the timers. Management will coordinate contact with Mike Ruiz and Brian to finalize the survey of the common area lights.

9. **NEW BUSINESS:**

A. **Approval of the Year-End Financial Review-** After review, ***motion made and seconded to approve of the Association's 2018 Year- End Financial Review, provided by CPA Haley Shaw & Butikofer, LLP. Unanimous.***

**NEXT MEETING:** Thursday, April 11, 2019 at 5:30 PM.

10. **ADJOURNMENT:** The meeting was adjourned at 6:37 PM.

Respectfully submitted,

Jenny Mann, CCAM  
Community Association Manager



The Management Trust  
OWNER INSPIRED. CHALLENGE ACCEPTED.

Attested to:

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

4/11/2019  
\_\_\_\_\_  
Date Approved

Unofficial until approved and dated.