

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
January 9, 2020**

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 5:31 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 |

Board Members Absent: None

Advisor to Board Tom Austin

The Management Trust: Kelly Kozicki Association Manager

2. CONFIRM POSTING OF AGENDA

In accordance with Civil Code §4290, Brian Provencal confirmed that the agenda was posted on the guardhouse door at least four days prior to the meeting pursuant to Civil Code requirements.

3. MANAGEMENT REPORT: The updated action item list and work order log included for Board review.

4. GUEST: Rod Baydaline, with Baydaline & Jacobsen was scheduled to attend to discuss Megan's Law, he was rescheduled to attend February. He will be a guest speaker at the February meeting.

5. OPEN FORUM:

- A. Landscape light is out at the back gate.
- B. Concern with Safeway theft from juveniles'

6. APPROVAL OF PRIOR MINUTES: *The Minutes of the November 14th, 2019 Board of Directors Meeting were unanimously approved as submitted.*

7. **EXECUTIVE SESSION REPORT:** In accordance with Civil Code §4935(e), an Executive Session was held prior to and after the Open Meeting to address: Member hearings, compliance and collections.

8. **FINANCIAL REPORT**

A. Treasurer's Report: Management provided the financial report for the month of November 2019.

The financial condition of the Association as of November 30, 2019:

Operating Balance: \$90,015.00
Reserve Balance: \$812,344.00

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 30th 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: **NO action taken at this time***

C. Bad Debt Write-Off/ Aggregate Delinquency Total: There is no Bad Debt Write-off at this time.

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

| | | |
|---------------------------|--------------|----|
| <i>None at this time.</i> | | \$ |
| | Total | \$ |

9. **COMMITTEE REPORTS**

A. Architectural: Tom Austin provided the report for architectural activity from November 14, 2019 through January 9, 2020.

* Home plans approved, construction not yet started:

- Lot 38 (2121 Hamilton)- construction approved
- Lot 159 (1024 Columbia)- construction approved
- Lot 63 (2147 Huntington)- construction approved

*Landscaping/ Pool plans approved since last report:

- Lot 122 (1382 Crocker)- pool and rear landscaping

*Miscellaneous approvals since last report:

Lot 123 (1368 Crocker) solar, Lot 129 (1513 Hathaway) solar, Lot 195 (1719 Lakecrest) solar.

*Vacant Lots:

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

Total vacant Lots=22

B. Landscaping: Current season is a dormant time for landscaping. There will be a landscape scheduled in the Spring and it was requested that larger plants be planted.

C. Social: No updates at this time.

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

E. Streets: Street sealing is schedule to occur on Carnegie in June 2020.

F. LFOA: Tom reported on the recent LFOA board meeting.

10. UNFINISHED BUSINESS

A. Parking Passes- A draft of the new parking pass has been drafted and sent to Elite for their review and input/suggestions pertaining to enforcement. Management will follow up with Elite. *No action taken.*

B. Alltech Preventative Maintenance Proposal- Management will coordinate a meeting with Tom and Dave with Alltech to discuss the maintenance proposal. Also, want to wait until the electrical issues are fixed at the front gate. *No action taken.*

C. New Reserve Fund Account(s)- The Board Members, whose names are signers on the account(s) will need to contact the bank to proceed with any changes and/or reinvest. *No action taken.*

11. NEW BUSINESS:

A. Resolution for Destruction of Documents – *There was motion made to approve the resolution for destruction of documents. (M/Provencal, S/ Poimiroo, Carried Unanimously)*

B. Resolution for Late Fee's *There was motion made to approve the resolution for late fees. (M/Provencal, S/ Poimiroo, Carried Unanimously)*

C. Resolution for Payment Plan *There was motion made to approve the resolution for payment plans. (M/Provencal, S/ Poimiroo, Carried Unanimously)*

D. Resolution for Consent for Emergency Email Meetings *There was motion made to approve the resolution for emergency email between meetings. (M/Provencal, S/ Poimiroo, Carried Unanimously)*

E. Gate System Access with regards to gate codes was discussed in great length by the board, and also Management and Tom Austin. *There was a motion made to eliminate all personal gate codes as of March 2, 2020. (M/ Yaw, S/ Coghlan, Carried Unanimously).*

A. Current codes #8624 and #9713 will be eliminated. New Vehicle access codes for the Contractors and Delivery will change, effective March 2, 2020. New Contractor code will change to 6842 will effective times Monday-Saturday 7:00am-7:00pm.

B. Delivery Code will change (managers choice for code), effective March 2, 2020. Access Hours are 7 days a week from 6:00am-10:00pm.

- C. Realtor codes will be issued 7 days a week from, active hours from 7:00am-9:00pm. Realtor codes will change the 1st of every month.
- D. Party codes will be given to individual owners as requested, codes will be the owners address, and if the address is 3 digits a zero is added.
- F. **Member Directory was discussed.** The most current member directory is from 2016, it was requested that management send out an informational form to establish a current member directory.
- G. **2020 Reserve Study Plan - Tabled**
- H. **Appoint Inspector of Elections – Tabled**
- I. *There was a motion made to approve Xelectrix to make repairs to the front vehicle gate in the amount of \$2,397.80 which will be paid from reserves. (M/Provencal, S/Poimiroo, Carried Unanimously)*
- J. *There was a motion made to approve Baydaline and Jacobsen to write new election rules in the amount of \$875.00/ (M/Yaw, S/ Poimiroo, Carried Unanimously)*
- K. Tom Austin reported on an ongoing issue with Flock Safety. Flock safety was paid \$12,000.00 for system installation, the system is not working and a training session is needed.

12. MANAGEMENT DIRECTION:

- A. Find out if there is an executed agreement with Horizons
- B. Does the association pay for shredding of old documents?
- C. Find out if there an executed quarterly maintenance agreement with Alltech or Controlled Access for the vehicle gates
- D. Investigate the curb stencils, they have not been located.
- E. Locate the Brass Summit logo
- F. Follow up with Elite on Parking passes

- 13. ADJOURNMENT:** The meeting was adjourned at 7:39 PM, and reconvened into Executive Session.

NEXT MEETING: *Thursday, February 13th, 2020 at 5:30 PM.*

Respectfully submitted,
Kelly Kozicki, CCAM
Association Manager

Attested to:


Board Member

2/13/2020
Date Approved

Unofficial until approved and dated.



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