

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 13<sup>th</sup>, 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 5:30 PM by President Brian Provencal in the offices of The Management Trust at 160 Blue Ravine Road, suite C in Folsom.

Board Members Present:	Brian Provencal	President
	Joan Poimiroo	Vice-President
	David Yaw	Secretary
	Jim Coghlan	Member-at-Large

Board Members Absent:	Helen Austin	Treasurer
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Advisor to Board	Tom Austin
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The Management Trust:	Kelly Kozicki	Association Manager
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**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, due to a family emergency was not able to attend the meeting.

**5. OPEN FORUM:**

- A. Landscape light is out at the back gate.
- B. Request for homeowners contact information.

**6. APPROVAL OF PRIOR MINUTES:** *The Minutes of the January 9<sup>th</sup>, 2020 Board of Directors Meeting were unanimously approved as submitted.*

7. **EXECUTIVE SESSION REPORT:** In accordance with Civil Code §4935(e), an Executive Session was not held prior to and after the Open Meeting.

8. **FINANCIAL REPORT**

**A. Treasurer's Report:** Management provided the financial reports for the months of December 2019 and January 2020.

**The financial condition of the Association as of December 31, 2019:**

Operating Balance: \$90,716.00  
Reserve Balance: \$828,319.00

**The financial condition of the Association as of January 31, 2020:**

Operating Balance: \$87,435.00  
Reserve Balance: \$844,486.00

**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 **January 31, 2020**, 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>		\$
	<b>Total</b>	\$

9. **COMMITTEE REPORTS**

**A. Architectural:** Tom Austin provided the report for architectural activity from January 9, 2020 – February 13, 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. Approval request withdrawn for pool and rear yard landscaping.

\*Miscellaneous approvals since last report:

Lot 150 (1439 Crocker) backup generator

\*Vacant Lots:

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

Total vacant Lots=22

**B. Landscaping:** Landscape light is still out by the back gate. Plants have been removed at the front gate. It was requested that Management have Paul with Cap Land remove the loropetalum and plant some new plants at Lot D, new plants to be the same species of roses used at the front and must be atleast a 2 gallon size or larger.

**C. Social:** No Report 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:** No recent LFOA board meeting to report on.

#### **10. UNFINISHED BUSINESS**

**A. 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. Tom will also meet with Joel from Gate Wrx. *No action taken.*

**B. 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.*

**C. Automated Vehicle ID Systems -** After discussion, this item will be deleted from the Agenda. The cost for the system is quite high and the system can be problematic.

**D.** 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. Flock also damaged conduit at the front gate during installation.

#### **11. NEW BUSINESS:**

**A. Maintenance Agreement/Contract with Horizon –** *There was motion made to terminate the maintenance agreement with Horizon and provide a 30 day notice of termination. (M/Yaw, S/ Poimiroo, Carried Unanimously)*

**B. Maintenance Agreement/Contract with Xelectrix –** Xelectrix will be providing a maintenance agreement for the Association for review at the next scheduled board meeting.

**C. Proposal from Capra Environmental for Goat Grazing weed abatement in Open Space Lot B.** Cost is \$3,200.00, it was requested that Management seek additional bids for clearance of Lot B from companies using machinery vs. Goats.

**12. MANAGEMENT DIRECTION:**

- A. Investigate the curb stencils, they have not been located. Will need to start from scratch at this point.
- B. Ongoing project of the ARC Deposits with the Association.
- C. Update website and post current Association documents
- D. Include Security Reports with the Board Packets

**13. ADJOURNMENT:** The meeting was adjourned at 6:25 PM

**NEXT MEETING:** Thursday, March 12, 2020 at 5:30 PM.(M/S/Carried)

Respectfully submitted,  
Kelly Kozicki, CCAM  
Association Manager

Attested to:

Joan Pomilio  
Board Member

3/12/2020  
Date Approved

Unofficial until approved and dated.



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