

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
March 12th, 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 |
| | Helen Austin | Treasurer |

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:

- A. 2020 Management Calendar was discussed with the board, no action was taken on this item.
- B. Gate System Access
- C. Member Directory – Management reported that there were 52 returned forms for the member directory, an email request will be sent to the membership, to save money on copies and postage for a 2nd mailing.

4. OPEN FORUM:

- A. Concern with Construction Activity.

5. APPROVAL OF PRIOR MINUTES: *The Minutes of the February 13th, 2020 Board of Directors Meeting were unanimously approved as submitted. (M/Coghlan, S/Poimiroo)*

6. **EXECUTIVE SESSION REPORT:** In accordance with Civil Code §4935(e), an Executive Session will be held after the Open Meeting for a discipline hearing

7. **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
Total: \$919,035.00

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

Operating Balance: \$87,435.00
Reserve Balance: \$844,486.00
Total: \$931,921.00

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> | | \$ |
| | Total | \$ |

8. **COMMITTEE REPORTS**

A. Architectural: Tom Austin provided the report for architectural activity

* 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 at least 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. All welcome packets have been distributed.

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

F. LFOA: No recent LFOA board meeting to report on.

9. UNFINISHED BUSINESS

A. ARC Deposit reconciliation – The Management Trust is currently working on reconciling these accounts.

B. Street Address Stencils – Management will seek additional information on this and obtain costs for new stencils.

C. Preventative Maintenance Proposals for Vehicle Gates- Tom Austin is working on sending a detailed email to Joel with Gate Wrx. Maintenance proposals have been previously submitted by Controlled Access and All tech. *No action taken.*

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. Tom noted that the video footage is difficult to download, clarity is reasonable, still a lot of work to do.

10. NEW BUSINESS:

A. Proposal from Xelectrix, estimate #7756 in the amount of \$5,490.51. The board discussed additional work outside of this proposal. To add new timers at the Summit 1 and 2 gates, replace the DFI at the keypad, new LED bulbs at the back gate. *There was a motion made, to approve estimate #7756 as present with not to exceed of \$6,000.00 including the additional items mentioned. (M/ Coghlan, S/Yaw, Carried Unanimously).*

- B. Maintenance Agreement/Contract with Xelectrix** – Xelectrix submitted a cost for Monthly light maintenance, with the cost of \$470.00 a month. No Action taken at this time. This proposal will be held for consideration at a later date.
- C. Proposals for weed abatement and fallen tree removal in Open Space Lot B.** Fresh cut Concepts \$13,000.00 to remove weeds and fallen trees, Capital Landscape \$10,500.00 to remove weeds and fallen trees, trim trees. Capra Environmental for Goat Grazing Cost is \$3,200.00(weed removal only). *There was a motion made to approve Capital Landscape in the amount of \$10,500 to clear weeds, clear fallen trees, and trim all trees so limbs are 15 feet from the ground, cost does not include any stump grinding. (M/ Poimiroo, S/ Coghlan, Carried Unanimously).* It was requested that Capital Landscape cut the tree stumps as close to the ground as possible.
- D. Motion to renew the Association Insurance Policy with AJ Gallagher in the Annual Amount of \$8,012.75, this is a savings of \$1,358.28 from the prior year. (M/Poimiroo, S/Yaw, carried Unanimously).**

11. MANAGEMENT DIRECTION:

- A.** Have the tranceiver in the Redwood tree outside of the community removed.
- B.** Ongoing project of the ARC Deposits with the Association.

12. ADJOURNMENT: The meeting was adjourned at 7:00 PM. *(M/S/Carried)*

NEXT MEETING: *Thursday, April 9th, 2020 at 5:30 PM*

Respectfully submitted,
Kelly Kozicki, CCAM
Association Manager

Attested to:


 Board Member _____ Date Approved 5/14/2020

Unofficial until approved and dated.



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