

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
September 13, 2018**

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 5:35 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

❖ No Homeowners were in attendance.

4. EXECUTIVE SESSION REPORT: An Executive Session was held regarding member collections, and to consider a proposed payment plan.

5. APPROVAL OF PRIOR MNUTES: *The Minutes of the August 9, 2018 Board of Directors Meeting were unanimously approved as submitted.*

6. FINANCIAL REPORT

A. Treasurer’s Report: Helen Austin provided the August 31, 2018 financial report. The current financial condition of the Association is as follows:

Operating Account Balance:	\$ 82,137.80
Reserve Account Balance:	\$654,348.23
Income or (Loss):	\$ 1,022.38 Monthly/\$12,393.50 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 September 10, 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.

7. COMMITTEE REPORTS

A. Architectural: Tom Austin provided the report for August 9 – September 13 activity.

❖ **Homes under construction:**

Lot 152 (1453 Crocker), Lot 131 (1256 Crocker), Lot 157 (1050 Columbia Circle), Lot 57 (2080 Lockridge)

❖ **Home plans approved, construction not yet started:**

Lot 151 (1449 Crocker)

❖ **Addition plans approved, not yet started (casita):**

Lot 119 (1404 Crocker)

❖ **Revised front landscaping:**

Lot 9 (2318 Dartmouth Pl)

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

Lot 149 (1425 Crocker) repaint

❖ **There are 11 vacant lots in Summit 1 and 10 lots remaining in Summit II.**

❖ **Construction period approaching 4 years:**

Lot 152 (1453 Crocker Dr)

B. Landscaping: Joan met with Capital Landscape regarding the front entry landscape/bark, removal of the purple plums, redwood trees and hedges on Lot D and replacing with alternative trees. The begonias are to be replaced at the back gate, and several other plants near the entry have been removed so that they do not obstruct visibility.

C. Social: A newsletter and flier have been mailed to inform Homeowners of the upcoming Fall Festival to be held on October 14, 2018, 2-5pm.

D. Welcoming: Lynn Provencal continues to meet and welcome all new owners upon receipt of the deed information from Management. New Owners include: Slivinskiy's at 1363 Crocker Dr., Hall's at 1425 Crocker Dr., Edenstrom's at 2075 Lockridge Pl.

E. Lake Forest Owners: A reminder that quarterly meeting notices are to be sent to Tom.

F. Streets: No updates at this time, waiting for construction to finish prior to proceeding.

8. UNFINISHED BUSINESS

A. Francisco Gate Loop Relocation: The new gate loop has been installed. Management will request confirmation regarding the edited service contract.

B. Redwood/ Plum Tree- removal and re-landscape project: Capital Landscape provided a proposal to remove the redwood and plum trees on Lot D, and replace/ re-landscape in the amount of \$10, 750. The Board discussed that they would prefer 20-25 gallon trees to be installed. ***Motion made and seconded to approve the landscape project, with the larger trees, not to exceed \$15, 000. Unanimous.***

A proposal was also provided to re-landscape the front gate entry planter in the amount of \$400. ***Motion made and seconded to approve the proposal in the amount of \$400. Unanimous.***

C. Common Area Assemblies – Rule: The two (2) rule revisions for Common Area Assemblies and Speeding/ Vehicle Code Requirements were mailed out with the fall newsletter, and the thirty (30) day comment period will expire prior to the October meeting date.

9. NEW BUSINESS:

A. Personal Gate Codes- There have been requests from Homeowners to have personal gate codes. After consideration, this will not be considered by the Board at this time.

B. Fall Newsletter and Festival Flier: The Fall Newsletter has been mailed to the membership, and a flier will be mailed out for the Fall Festival.

C. 2019 Budget: A draft budget was provided to the Board. The Summit is still waiting to hear whether the Master association will be increasing assessments. The 2019 Budget will be prepared prior to the October meeting.

D. Open Board Position: Bob_-Bogowitz resigned from the Board due to health reasons.

10. NEXT MEETING: Thursday, October 11, 2018 at 5:30 PM.

11. ADJOURNMENT: The meeting was adjourned at 6:47 PM.

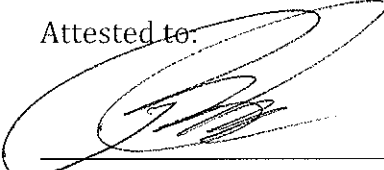
Respectfully submitted,

Jenny Mann
Community Association Manager

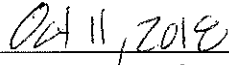


The Management Trust™
OWNER INSPIRED. CHALLENGE ACCEPTED.

Attested to:



Board Member



Date Approved

Unofficial until approved and dated.