

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
November 8, 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 5:30 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
	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**

Three (3) Homeowners were in attendance. Items of discussion included:

- Removal of some invasive redwood trees
- Clarification of information in the budget disclosure

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

**5. APPROAL OF PRIOR MNUTES:** *The Minutes of the October 11, 2018 Board of Directors Meeting were unanimously approved as submitted.*

**6. FINANCIAL REPORT**

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

<b>Operating Account Balance:</b>	\$ 88,990.10
<b>Reserve Account Balance:</b>	\$679,715.65
<b>Income or (Loss):</b>	\$ 1,816.10 Monthly/\$14,575.67 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 **October 31, 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: *Account #462092*

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

## **7. COMMITTEE REPORTS**

**A. Architectural:** Tom Austin provided the report for October 11 – November 8 activity.

❖ **Homes under construction:**

Lot 152 (1453 Crocker), Lot 157 (1050 Columbia Circle), Lot 57 (2080 Lockridge) Lot 119 (1404 Crocker) casita

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

Lot 151 (1449 Crocker)

❖ **Addition plans approved, not yet started:**

N/A

❖ **Revised front landscaping:**

Lot 9 (2318 Dartmouth Pl)

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

Lot 170 (650 Lakecrest) New garage and front doors

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

❖ **Construction period 4+ years:**

Lot 152 (1453 Crocker Dr)

**B. Landscaping:** A time-line will be obtained from Capital Landscape regarding completion dates of the entry new plant installation and Lot D.

**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:  
- Alassio, LLC/ 1449 Crocker Drive

**E. LFOA:** Next Meeting is scheduled for January 9, 2019

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

## **8. UNFINISHED BUSINESS**

**A. Good Neighbor Fence:** Tabled till the next meeting, when Brian/Tom can obtain a plan/map.

**B. Redwood/ Plum Tree- removal and re-landscape project:** Capital Landscape still needs to complete front entry plant installation. Lot D is in progress. ***No action taken.***

9. **NEW BUSINESS:**

**A. Common Area Lights and Electrical Panel-** Outstanding light issues will be addressed with B&C. There will be further consideration regarding the electric panel. ***No action taken.***

**B. Obtaining proposal(s) for new light vendor:** Requests for proposals have been sent for new common area light vendors. ***No action taken***

**C. Gate Entry-Codes:** All Owners and residents will need to utilize remotes, cards and have the entry system programmed to desired phone lines. Codes will not be issued. ***No action taken.***

10. **NEXT MEETING:** Thursday, January 10, 2019 at 5:30 PM.

11. **ADJOURNMENT:** The meeting was adjourned at 6:25 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.