

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
April 11, 2019**

**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 5:33 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

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**

Attending Homeowners raised concern regarding the following items:

- 1) A past resident, who was sentenced to a prison term, is set to be released the end of 2019. Suggestions were made regarding safety measures the Association can be proactive about.
- 2) There were complaints regarding the citations being applied to vehicles by the security company. The Board will be considering alternative types of citations, in addition to guest parking passes.
- 3) Discussion regarding Homeowners running a business out of a home.

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

**5. APPROVAL OF PRIOR MNUTES: *The Minutes of the March 14, 2019 Board of Directors Meeting were unanimously approved as submitted.***

6. **FINANCIAL REPORT**

**A. Treasurer's Report:** Helen Austin provided the financial report for the month ending March 2019.

**The current financial condition of the Association is as follows:**

Operating Balance:	\$73,723.00
Reserve Balance:	\$742,489.53
Net Income (Loss):	\$706.53 MAR / \$304.00 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 **March 31, 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: None at this time.*

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

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

<b><i>Controlled Access Consultants</i></b>	<b><i>\$163.15</i></b>
<b><i>Controlled Access Consultants</i></b>	<b><i>\$135.00</i></b>
<b><i>Tennis Court Reservations</i></b>	<b><i>\$100.00</i></b>
<b><i>Total</i></b>	<b><i>\$398.15</i></b>

***The Board reviewed and unanimously approved the reserve expenses.***

7. **COMMITTEE REPORTS**

**A. Architectural:** Tom Austin provided the report for architectural activity from March 14, 2019 through April 11, 2019:

\*Homes under construction:

Lot 152 (1453 Crocker), Lot 57 (2080 Lockridge)

\* Landscaping/ Pool plans/ other submitted, not yet approved:

Lot 195 (719 Lakecrest) rear landscape and pool

\*Construction period 4+ years:

Lot 152 (1453 Crocker Dr)

\*Two Lots, 145 and 151, are being held as a buffer for the home on Lot 152

\*Additional Issues: Lot 191 (683 Lakecrest) deck disapproval

\*Vacant Lots:

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

Total vacant Lots=22

**B. Landscaping:** None at this time.

**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:

1457 Crocker Drive, Santosh and Satish Kumar Wadhwa

**E. Streets:** Tom provided a map of the street sealing locations and a flier to inform Homeowners when the sealing would occur, June 11-13. The project will be completed in sections over three (3) days so that no resident will be required to walk more than 600 feet to gain entry to their homes while the streets are not accessible.

**F. LFOA:** No recent meeting has been held.

**8. UNFINISHED BUSINESS**

**A. Good Neighbor Fence:** Management continues to work with the Homeowners regarding the fence(s) on Lot D to coordinate repairs/replacement and inform them of the offer that the association will share the cost. *No action taken.*

**B. Horizon Lighting- survey and proposal:** Brian met with Mike Ruiz with Horizon Lighting to discuss the needs of the Association. A proposal for routine service was provided for review. After consideration, ***motion made and seconded to approve the service agreement with Horizon Lighting. Unanimous.***

**9. NEW BUSINESS:**

**A. Reserve Account Refinance-** Proposals have been obtained to refinance the Association's reserve accounts. This information is still being reviewed and will be discussed at a future meeting. *No action taken.*

**B. Weed Abatement Proposals-** Proposals were obtained from Capra's Goats in the amount of \$3200 and Capital Landscape for \$3900 for weed abatement this coming season. After discussion, ***motion made and seconded to approve Capra's Goats in the amount of \$3200. Unanimous.***

**C. Curb Address Proposal-** An additional proposal will be obtained from the vendor who painted the curbs previously. *No action taken.*

**D. Tennis Court Maintenance Proposal-** J&S Asphalt provided a proposal to resurface the tennis courts, however after discussion the Board would like to obtain a proposal for repairing the crack only at this time. *No action taken.*

**NEXT MEETING:** Thursday, May 9, 2019 at 5:30 PM.

**10. ADJOURNMENT:** The meeting was adjourned at 6:32 PM.


Respectfully submitted,

Jenny Mann, CCAM  
Community Association Manager



The Management Trust™  
OWNER INSPIRED. CHALLENGE ACCEPTED.

Attested to:

  
\_\_\_\_\_  
Board Member

5-9-19  
\_\_\_\_\_  
Date Approved

Unofficial until approved and dated.