

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
June 13, 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 6:00 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

No Homeowners were in attendance.

4. EXECUTIVE SESSION REPORT: An Executive Session was held following the Open Session to address: Hearings, member compliance and collections.

5. APPROVAL OF PRIOR MNUTES: *The Minutes of the May 9, 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 May 2019.

The financial condition of the Association as of May 31, 2019:

Operating Balance:	\$77,992.80
Reserve Balance:	\$773,744.65
Net Income (Loss):	\$1,408.06 MAY / \$13,086.11 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 **May 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: *Account #462182 Foreclosure, motion made and seconded to write off bad debt in the amount of \$215.00 due to a property foreclosure. Unanimous.*

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

City Wide Property Services	Emergency sinkhole repair	\$1,366.00
Controlled Access Consultants	Lube/oil gates	\$135.00
	<i>Total</i>	<i>\$1,501.00</i>

The Board reviewed and unanimously approved the reserve expenses.

7. COMMITTEE REPORTS

A. Architectural: Tom Austin provided the report for architectural activity from May 9, 2019 through June 13, 2019:

*Homes under construction:

Lot 57 (2080 Lockridge)

* Home/Addition plans submitted, not yet approved:

Lot 63 (2147 Huntington)

Lot 159 (1024 Columbia)

*Miscellaneous approvals since last report:

Lot 81 (2558 Montgomery) solar

Lot 114 (1440 Crocker) solar

*Additional Issues: Preliminary plans expected soon for Lot 147 (1363 Crocker)

*Vacant Lots:

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

Total vacant Lots=22

B. Landscaping: There are Cypress/Juniper trees on the corner of Promontory and Carnegie that appear to be dying. Capital Landscape will be asked to assess.

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:

- 1426 Crocker Drive/ Man Lam Yam

- 614 Lakecrest Drive/ Donna and Randolph Gross

- E. Streets:** Crocker Drive is in the process of being sealed. There have been few incidences, where vehicles drove through the closed street, the damage is not excessive and will be repaired.
- F. LFOA:** No recent meeting has been held.

8. UNFINISHED BUSINESS

A. Lot D Fence: Proposals were obtained to paint the Lot D fence. After review, ***motion made and seconded to approve the proposal provided by Elite Services in the amount of \$915.82. Unanimous.***

B. Horizon Lighting- survey and proposal: A proposal was provided by Horizon for multiple lighting repairs in the community after their monthly inspection. After review, ***motion made and seconded to approve the proposal in the amount of \$2,560.27. Unanimous.***

C. Tennis Court Maintenance Proposal: Proposals were obtained to 1) resurface and repair the crack, 2) repair the crack and paint the tennis court. The Board would like a proposal to R&R resurface of the court. *No action taken.*

D. Parking Passes: Tom Austin provided language to change the rules regarding parking. After discussion, ***motion made and seconded to approve the following: As an alternative to the use of Visiting Guest Overnight Parking Passes, each owner may obtain two Annual Parking Passes from the Association management office. Each annual pass is good for up to seven consecutive days; however, both passes combined may not be used more than 14 nights per year. Unanimous.***

E. Curb Address Painting: A proposal was provided by DV Austin Contractors to repaint the curb addresses in the amount of \$2,100.00. Tom Austin will confirm the services provided for this amount prior to proceeding. *No action taken.*

9. NEW BUSINESS:

A. Consideration of Rule Amendments- Parking, noise and burning: Tom Austin drafted language to amend the Rules of the Association for Board consideration. The following was discussed, ***and a motion was made and seconded to approve the following changes to the rules: 1) Open burning is not permitted at the Association; 2) Permanently installed backup electrical generators are exempt from the requirements of subsection (a) as long as the sound level does not exceed 77 dBA when measured from any location on another lot or the common area and provided the generator is only used during an electrical outage or during periodic exercise periods not exceeding 15 minutes per week; 3) Any vehicle parked on Summit streets must be parked parallel to the curb. Any vehicles not parked parallel to the curb are subject to being towed immediately; 4) Owners, residents, contractors working for an owner or resident, and guests of owners or residents shall not damage street maintenance and/or repair work by driving over fresh work before it has hardened. In addition to paying a fine for violating this provision, owners shall reimburse the association for the cost of any work necessary to repair damage to freshly repaired streets done by owners, residents, contractors, or guests. Unanimous.***

B. Security Monitoring: Information was provided from Flock, a security service provider that may be a good option for the Association. A representative will be invited to the next meeting. *No action taken.*

10. NEXT MEETING: Thursday, July 11, 2019 at 5:30 PM.

11. ADJOURNMENT: The meeting was adjourned at 7:47 PM.

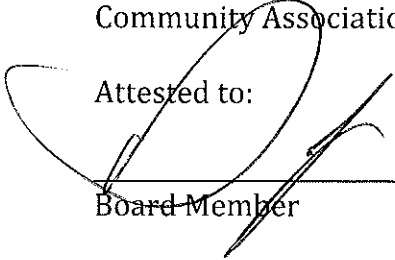
Respectfully submitted,

Jenny Mann, CCAM
Community Association Manager



The Management Trust
OWNER INSPIRED. CHALLENGE ACCEPTED.

Attested to:



Board Member

7/11/2019
Date Approved

Unofficial until approved and dated.