

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
September 12, 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 5:45 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
	David Yaw	Secretary
	Jim Coghlan	Member-at-Large

Board Members Absent:	Helen Austin	Treasurer
-----------------------	--------------	-----------

Advisor to Board	Tom Austin
------------------	------------

The Management Trust:	Mimi Menzies	Executive Manager
-----------------------	--------------	-------------------

2. CONFIRM POSTING OF AGENDA

Brian 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: There was no open forum.

4. APPROVAL OF PRIOR MINUTES: *The Minutes of the August 8, 2019 Board of Directors Meeting were unanimously approved as submitted.*

5. EXECUTIVE SESSION REPORT: An Executive Session was held prior to the Open Meeting to address: Member compliance and collections.

6. FINANCIAL REPORT

A. Treasurer's Report: Management provided the financial report for the month of August 2019.

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

Operating Balance:	\$93,769
Reserve Balance:	\$777,911
Net Income (Loss):	\$6,536

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 **August 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

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

Alltech Gates		\$675
Controlled Access		\$245
Capital Landscape		\$428.75
	Total	\$1,348.75

The Board reviewed and unanimously approved the reserve expenses.

7. COMMITTEE REPORTS

A. Architectural: Tom Austin provided the report for architectural activity from August 8, 2019 through September 11, 2019:

* Home/Addition plans submitted and approved

Lot 38 (2121 Hamilton)- construction approved

*Lot 17 (650 Lakecrest) - pool approved

* Lot 77 (2515 Montgomery) - solar arrays pending

*Vacant Lots:

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

Total vacant Lots=22

*Additional Issues:

Lot 63: Rooftop terrace policy implemented. Concerns have been submitted to the ACC, but currently the plans submitted have been denied.

B. Landscaping: Paul confirmed that Lot D has irrigation and both proposals outstanding have been approved Management is to notify Paul so the work can be done as soon as the weather permits.

C. Social: Joan Poimiroo stated that the Oktoberfest is coming up and everyone is expecting a big turnout like last year.

D. Welcoming: Lynn Provencal continues to meet and welcome all New Owners upon receipt of the deed information from Management.

E. Streets: Nothing to report at this time.

F. LFOA: Nothing to report at this time.

8. UNFINISHED BUSINESS

A. Tennis Court R&R/Maintenance Proposal(s): Since the Oktoberfest is scheduled for October 20th, SNA stated that the end of October would not be a good time to plan on doing the tennis court. **Motion made, seconded and unanimously approved to postpone the tennis court**

repair and maintenance until the Spring. The Board did request that the STOP bars be done as soon as possible, making sure the STOPS are made larger.

B. Curb Addresses Painting Update: Management stated they are still looking for the original stencils, but will do everything possible to try and locate them. No action was taken.

C. Landscape Proposal – Lot D: This subject was discussed earlier in the meeting.

D. Tree Trimming Proposal: Management submitted a proposal from Capital Landscape to trim all trees a minimum of 5 feet away from the lot line of 1426 Promontory. *Motion made, seconded and unanimously carried to accept the proposal from Capital Landscape in the amount of \$2,100.*

9. NEW BUSINESS:

A. Preliminary Draft 2020 Budget- Since Helen was absent, this was tabled until the October Board meeting.

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

11. ADJOURNMENT: The meeting was adjourned at 6:50 PM.

Respectfully submitted,

Mimi Menzies, CCAM
Executive Community Association Manager



The Management Trust™
Community Management. Built Differently.

Attested to:

Board Member

10/10/2019

Date Approved

Unofficial until approved and dated.