

**LAKE FOREST – SUMMIT OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 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 6:10 PM by Vice President Joan Poimiroo in the offices of The Management Trust at 1739 Creekside Drive in Folsom.

Board Members Present:	Brian Provencal	President- (not in attendance)
	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**

- One Homeowner was in attendance. The Board discussed the Homeowner's concern in Executive Session.

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

**5. APPROVAL OF PRIOR MNUTES:** *The Minutes of the January 10, 2019 Board of Directors Meeting were unanimously approved as submitted.*

**6. FINANCIAL REPORT**

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

<b>Operating Account Balance:</b>	\$ 79,939.10
<b>Reserve Account Balance:</b>	\$708,542.09
<b>Income or (Loss):</b>	\$ 1,251.31 Monthly/\$1,251.31 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 **January 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.*

<i>Controlled Access Consultants</i>	<i>\$135.00</i>
<i>Controlled Access Consultants</i>	<i>\$135.00</i>
<i>Barnum Ceillo Electric</i>	<i>\$4,000.00</i>

**7. COMMITTEE REPORTS**

**A. Architectural:** Tom Austin provided the report for architectural activity from January 10, 2019 through February 13, 2019.

❖ **Homes under construction:**

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

❖ **Landscaping/ Pool plans approved:**

None at this time.

❖ **Miscellaneous approvals/disapprovals since last report:**

Lot 65 (2131 Huntington) deck approval, Lot 149 (1425 Crocker) solar approval

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

Lot 170 (650 Lakecrest) New garage and front doors

❖ **There are 11 vacant lots in Summit 1 and 11 lots remaining in Summit II. Total vacant Lots=22**

❖ **Additional issues:**

Lot 152 (1453 Crocker) driveway re-pour delays completion; Lot 119 (1404 Crocker) casita appears to be complete. Inquiry received regarding construction of a contemporary style home on Lot 63 (2147 Hamilton)

❖ **Construction period 4+ years:**

Lot 152 (1453 Crocker Dr)

**B. Landscaping:** Fencing has been installed around the newly planted magnolia trees to protect them from deer causing damage.

**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:

- 1673 Carnegie Way / Johnston L. Co

**E. LFOA:** Tom reported on items discussed at the January 22, 2019 LFOA Board Meeting. Items discussed, which pertained to The Summit were: The late fee waiver request, and the optional colors/holiday lighting of the waterfall, which The Summit Board was not in favor of. The next meeting is scheduled for February 22, 2019.

**F. Streets:** Tom will contact the vendor who will be doing the crack-fill and sealing of Crocker and determine if the project will need to be completed in phases due to the length of the street.

## **8. UNFINISHED BUSINESS**

**A. Good Neighbor Fence:** Management has connected with both Homeowners and is waiting on a reply on how they would like to proceed. Management will reach out again to prompt the repair/ replacement of the fencing due to the further damage resulting from recent storms.

**B. Lot D Fence:** Additional damage has been observed due to substantial rainfall.

**C. Light Vendor Proposals:** Horizon Lighting provided an assessment/map of the association's common area lights. The did not include details of the landscape lights, therefore management will have them include this information.

**D. ACC Deposits:** There are multiple architectural deposits that were not refunded to Homeowners for legitimate reasons, and that date back several years. These deposits were reviewed by the Board so that they could be forfeited to the association's bank account. This will be with the understanding that if an Owner challenges the non-refunded deposit, that the Board may need to consider returning any funds in the future.

ACC Deposits to be forfeited:

Account: #478582 (\$325) – ARC Review- ***Motion made and seconded, unanimous.***

Account #826532 (\$500) – Damage to streets- ***Motion made and seconded, unanimous.***

Account #478577 (\$500) – No longer an owner, owed for past violations- ***Motion made and seconded, unanimous.***

Account #784195 (\$500) – Street repairs- ***Motion made and seconded, unanimous.***

Account #478588 (\$500) – Outstanding fines- ***Motion made and seconded, unanimous.***

Account #478581 (\$675) – Work never completed per plan- ***Motion made and seconded, unanimous.***

Account #479193 (\$675) – Pitch machine w/o approval- ***Motion made and seconded, unanimous.***

Account #811370 (\$1500) – Work done w/o approval of plans- ***Motion made and seconded, unanimous.***

Account #478576 (\$1000) – Pool (old) not completed per plan- ***Motion made and seconded, unanimous.***

9. **NEW BUSINESS:**

**A. Resolution for Adoption of AB 2912-** After review of the Resolution, which states, *The bill prohibits transfers processed by the management agent greater than \$10,000 or 5% of an association's total combined reserves and operating account deposits, whichever is lower, without prior written approval from the Board, **motion made and seconded. Unanimous.***

10. **NEXT MEETING:** Thursday, March 14, 2019 at 5:30 PM.

11. **ADJOURNMENT:** The meeting was adjourned at 7:39 PM.

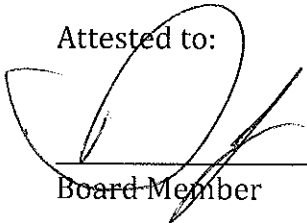
Respectfully submitted,

Jenny Mann, CCAM  
Community Association Manager



The Management Trust™  
OWNER INSPIRED. CHALLENGE ACCEPTED.

Attested to:

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

  
\_\_\_\_\_  
Date Approved

Unofficial until approved and dated.