

**MINUTES
LAKE FOREST OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
October 22, 2013**

I. CALL MEETING TO ORDER

- A. **Roll Call-** The meeting was called to order at 12:40 pm. by President, Ray Myers. Directors present were Ray Myers, Ron Taylor, and John Poimiroo. Also present were Al Frei of Frei Real Estate Services and Paul Miller of Capital Landscape.
- B. **Certify Proof of Notice & Agenda Posted-** Posted
- C. **Approve Minutes-It was M/S/C to approve the minutes of the July 18, 2013 Board Meeting.**

II. SELECTION OF OFFICERS

It was M/S/C to select the following Board Officers:

Ray Myers	President
Ron Tyler	Vice President
John Poimiroo	CFO and Secretary

III. FINANCIAL REVIEW

Ray Myers reviewed the year to date financials and explained that the Association is approximately \$21,692 under budget. However, the line items for utilities (water and electricity) are over what was budgeted. The year to date operating and reserve accounts have been reconciled and finances appear to be in order. **It was M/S/C to accept the financial report as presented.**

IV. UNFINISHED BUSINESS

- A. **Crosswalk at Schooner – It was M/S/C to authorize the President to draft a letter to Mr. Defante on behalf of Lake Forest Owners Association supporting the installation of the crosswalk and encouraging a public hearing regarding this. It was M/S/C unanimously to set aside \$10,000 to assist the county with the installation of a new crosswalk at Schooner and Francisco provided that the other two existing crosswalks are eliminated.**
- B. **Windsor Park –** Solar panels have been installed to the dismay of several neighbors. The resolution to those neighbor's concerns is being explored. The grand opening of the park is scheduled for November 7th.

V. NEW BUSINESS

- A. **Landscape Report-** Paul Miller discussed alternatives for improving areas of the corridor. CID has completed the separation of the water service from Lake Forest Owners Association at Windsor Park. Ron Tyler volunteered to serve as the Board liaison with Paul Miller of Capital Landscape and will continue with monthly landscape meetings with Paul. **It was M/S/C to approve the expenditure of \$18,950 to complete 2013 landscape projects which include:**
 - 1. **Replace Jasmine - \$500**
 - 2. **Replace missing NQH - \$1,400**
 - 3. **Westside hedge upgrade - \$12,800**
 - 4. **NQH for Waterford area N&S - \$1,000**
 - 5. **Corridor drainage Phase 1 - \$2,500**
 - 6. **Francisco/Hampshire Corner - \$250**
 - 7. **Waterford fill in - \$500**
- B. **2014 Budget and Reserve Study - It was M/S/C to approve the draft budget provided by Frei Real Estate Services (see attachment 1).** The approved budget requires no increase in assessments. John Poimiroo will further evaluate the Association's finances and resolve questions regarding the reserve study components.

- C. **Taxes and Financial Review-** It was M/S/C unanimously to approve the proposal from **Haley & Company to do the year end taxes and financial review.**
- D. **Delegation of Expenses-** It was M/S/C to authorize the **President of the Association to approve payment of up to \$1,000 on any given item without Board action, as long as that purchase is reported back to the Board at the next regular meeting.**
- E. **Communications-** John suggested that the Board continue in its effort to enhance communications with the community. It was suggested that a community bulletin board be installed at the park for the purpose of communications including meeting notices. John will explore possible alternative locations for such a bulletin board and report back to the Board. It was also suggested an effort be made to improve communications with commercial members.
- F. **Lake Forest Village Council-** John suggested that the Board attempt to create an ad hoc group made up of the Presidents of individual Associations to meet annually to discuss concerns. John will spearhead this effort and contact the Presidents of the Associations. Ron Tyler raised a concern about speeding down the corridor and the likelihood of a serious accident one of these days. He volunteered to contact the California Highway Patrol to seek their assistance.
- G. **Meeting Locations –** The Board will continue to meet at Snap Fitness unless a more desirable location is determined and the meetings for this year are set for the 3rd Tuesday each quarter; January 21, 2014; April 15, 2014; July 15, 2014; and October 21, 2014.

VI. OPEN SESSION

There were no members present.

VII. ANNOUNCEMENTS-The next Board Meeting will be held on January 21, 2014.

The Board will adjourn to Executive Session to discuss delinquent accounts.

VIII. ADJOURNMENT

It was M/S/C to adjourn the meeting at 2:17 pm.

These minutes are unofficial until signed by the Board.

Respectfully submitted by:

Secretary

Date

NOTICE

Copies of minutes are available upon written request from Frei Real Estate Services. Please include a self-addressed, stamped envelope for mailing. There may be a fee charged for copies.