



**Lakeside Community Owners Association
Board of Directors Regular Session Meeting
September 28, 2010**

Minutes

1. Call to Order:

President Gina Mattern called the meeting to order at 6:30 p.m. and announced to the members that the Board met in Executive Session to discuss private matters member issues and foreclosure resolution.

2. Roll Call:

A) *Directors Present:* Ms. Gina Mattern, Mr. Nick Soberanis, Ms. Beth VanDyke, Ms. Chris Harris and Ms. Irene Capps.

B) *Management:* Ms. Tiffany Lynch (*Ms. Lynch attended the meeting on behalf of Ms. Melissa Bell*)

3. Proof of Notice of Meeting and Agenda Posting:

A) The affidavit was presented to the Board as confirmation to the posting of the agenda four (4) days prior to the meeting and will be presented for the filing in the Association's Minute Book.

4. Manager's Report: The following items were discussed

A) Sidewalk Repairs: The Board was made aware of the attorney's recommendations and management requested the Board to wait to take action pending a response from Councilman Gary Davis.

B) Pool Repairs

C) Gate Repairs

D) Heron Bay Block Wall Repair

E) Lake Fountain

F) Heron Bay Plumbing Issue

5. Approval of Prior Meeting Minutes:

The Board unanimously approved the minutes of the July 27, 2010 board meeting as presented.

6. OPEN FORUM:

A) A homeowner was present to discuss his parking violations. After the Board explained in detail why he was in violation, the homeowner requested to meet with the Judicial Committee. The Board requested that the owner email the association Manager, Melissa Bell, and ask to be placed on the next meeting agenda for the Judicial Committee.

7. Financial:

A) **Treasurer's Report:** Mr. Nick Soberanis presented a report on the Association's financials. Mr. Soberanis noted that there was a \$95,000 CD with Umpqua Bank that had not been listed on the financial cover sheet memo and that there were some misclassifications of landscape items. He noted that he has already spoke with Kim

Gomez, Kocal Management staff accountant, and reported that she would be correcting both of these items.

A) Bad Debt Write Off: *The board unanimously approved to write off bad debt in the amount of \$7,970.00 for delinquent assessments and \$750.00 for fines. Total write off is \$8,720.00.*

B) Lien Resolution: In accordance to Civil Code **1367.1** 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 that property owned by the member(s) listed on the association's delinquency report dated September 31, 2010 and who are, or become, delinquent beyond 60 days. This authorization shall only apply to those members who have been properly noticed of their delinquent assessment and of their rights as delinquent members in accordance to Civil Code **1367.1**.

The Board further authorizes any director to sign and date any and all lien authorization forms as may be required for those delinquent members so noted in these minutes as identified by their association account number:

C) Foreclosures: CA civil code 1367.4 (c)(2) requires that the decision to foreclose a validly recorded lien be made by a majority decision of the board of directors in executive session, that the vote be recorded in the minutes of the next open meeting of the board, and the confidentiality of the member protected by identifying the matter in the minutes by referencing the action by lot or parcel number. In accordance with the association's delinquency policy adopted by the board and published annually and with the collection documents, the following account(s) required board action to foreclose the lien. *The Board made a motion to approve and authorize the association's collection service to execute the foreclosure for the following accounts listed by parcel/account number:*

- a. 2010-0929
- b. 2010-0919
- c. 2010-0916
- d. 2010-0920
- e. 2010-0922
- f. 2010-0915
- g. 119-1670-030-0000

8. Committee Reports:

A) Landscape Report: Ms. Joan Raimondi presented her landscape report. She submitted proposals for the following:

1. Maritime Drive lake overlooks between Harbor Cove and Southshore for a total cost of \$1,184.00.
2. Maritime Drive between Shorelake Dr and Morningside, south side for a total cost of \$1,760.00.
3. The exposed wall along the curve of Windy Cove for the total cost of \$296.00.

4. Heritage Lakeside entrances off Harbour Point and Lakepoint. Total costs \$2,294.50.

The proposals were reviewed and the board. *The Board unanimously approved Proposal # 1 (\$1,184) and Proposal #3 (\$296), both of which will be paid for out of the remainder of the Landscape Committee's discretionary funds.*

The Board unanimously approved proposals #2 (\$1,760) and proposal #4 (\$2,294) contingent upon their being funds available from the landscape budget after expenses for any tree maintenance work and the merit injections are taken into consideration.

The Board requested that Management contact the tree maintenance vendor (Arbor Well) to determine what the estimated costs will be for any planned tree work and the merit injections that need to occur prior to the end of the fiscal year. Once this information is received information, Management will email it to the Board and they will determine if there is enough money left over to precede with Proposals #2 & #4.

B) Social Event Update: Ms. Beth VanDyke reported on the upcoming events.

C) Clubhouse:

1. Zumba Class: Ms. Jill Christensen submitted an email outlining her proposal for the board to review. She would like to continue use of the facilities at no charge until the end of the year, 2010. This will give her time to build up her classes. She would then pay the association 25% of her class earnings. The board agreed to allow her to continue her class until the end of the year at no charge with one (1) class on Thursdays. They also recommended that she provide a flyer that could be posted at the clubhouse and an advertisement in the newsletter to assist her with her marketing efforts.

D) Clubhouse Calendar: *The calendar is presented for informational purposes only. The Board noted various revisions that should be made to the calendars for October – December 2010.*

9. **Confirmation Items:** *A motion was made and unanimously approved that the following items were approved in the absence of a meeting by unanimous consent in writing as provided for in Corporation Code §7211(b):*

A) Payment Plan Modification for account #07-NT2458-C

10. **Discussion Items:**

A) Pool Resurfacing 2010 / 2011:

The Board requested that Management send out RFP's to solicit bids for the pool resurfacing.

B) Rescue Boat Storage: Management suggested a few options for storing the rescue boat. The Board requested that Management obtain pricing for the following options so they can compare and determine the most cost-effective storage method:

Option 1 – Cost of existing storage unit + Cost of a second storage unit for boat/trailer only

Option 2 – Cost of a new storage unit to fit existing storage items AND boat/trailer

The Board also discussed the need to winterize the boat motor, even if it is stored inside. The Board requested that Management research and determines what is necessary to winterize the motor and what costs are involved.

- C) **Boat Ramp Gates:** Due to the liability issue, the Board requested Management to notify Stu Perry that as soon as they launch the boat into the lake that they must then remove the trailer from the boat launch ramp and close/lock the gate while the boat is out on the lake.
- D) **Entrance Gate to Caterina Park from Nautique Community:** The pedestrian gate entering Caternia Park from the Nautique Community continues to be vandalized costing the Association several hundred dollars in repairs. At the last meeting a resident of Nautique suggested disabling the gate since people who do not live in Nautique are using it to enter the gated community. The board discussed this issue and agreed that they would like to permanently disable the gate and look at replacing the gate with regular wrought iron panel. The Board requested that Management obtain a proposal for this work.

11. **Action Items:**

- A) **Confirmation of Budget Meeting Date:** The board confirmed and agreed on the date of Saturday, December 18, 2010 at 9:00 a.m. The meeting will be held at the Lakeside Clubhouse.
- B) **Monument Cleaning Contract:** The monument cleaning contract was presented to the board for review. The Board was not clear on the scope of work to be done by Specialty Services. Mr. Nick Soberanis will ask Dan Lopez, Specialty Services, to revise his proposal and itemize cleaning and repairs that need to be done per monument and include verbiage in contract that the contract can be null and void if the Board is not satisfied with the sample cleaning done to one monument.

12. **Next Meeting Date:** Tuesday, November 16, 2010 at 6:30 p.m. *Lakeside Community Clubhouse, 3035 Maritime Drive, Elk Grove.*

13. **Meeting adjourned at 8:18 p.m.**

Respectfully Submitted,

Signed _____ Date _____
Board Member Signature

Unofficial until approved and signed
Prepared by



KOCAL MANAGEMENT GROUP
A Division of the Management Trust