



Lake Forest Board of Directors Meeting
June 16, 2020
Minutes

Location: Hearing Park

Board members present: Kathleen Emmett, Gregg Langer, Beckie Weatherford, Deanna Rocamora, Alex Bromen, Judi Denney, Jeff Heard

Board members absent: None

Guests: 6

Time started: 6:33pm

Welcome by President

Welcome all! Glad to be meeting in person and at the park.

Secretary Report- Deanna Rocamora

May minutes were reviewed by board members via email and corrections made. Motion to approve May minutes was made, seconded, and carried.

Social media and email report attached. Addendum A

Treasurer Report – Update by Beckie Weatherford

Reports brought to meeting and submitted via email for inclusion with minutes. Addendum B and C.

Due to COVID19 Washington state mandate, the HOA is unable to charge interest and late fees on delinquent annual dues accounts for 2020.

Lot 3007- We had the incorrect email address for the resident. Fees and interest have been adjusted in homeowner's favor, however \$89 remain as balance owing.

Lot 3035- Homeowner is jobless due to severe medical condition. Family and friends are helping to pay bills. Annual dues have yet to be paid. Motion was made to forgive \$216.45 in back interest and not charge any further late fees/interest as long as any amount of payment is made per month. This was seconded and carried.

Lot 1091- Due to miscommunication between treasurer and homeowner, late fees will be waived.

Lot 1032- Owner provided proof of mailed check for annual dues. Late fees waived.

Regarding VF accounts, interest is accruing on the lot in which a judgement was awarded by small claims to the HOA but has yet to be paid.

Action item: Beckie to call VF to ask about what to do in this situation.

Architectural Review Committee (ARC) Report -Update by Gregg Langer

2 architectural requests received. Lot 2022 is replacing a fence and Lot 3059 is building a greenhouse/shed.

Covenants, Conditions, & Restrictions (CC&R) Report -Update by Alex Broman

Report submitted via email for inclusion with minutes. Addendum D

Due to the inclement weather for the last couple of weeks, Alex did not send letters for yard maintenance and weed control to those owners who normally keep lawns trimmed. He will ensure an adequate period of dry weather for all homeowners to catch up with yard and lawn maintenance before responding to violations.

A discussion ensued about an owner parking a vehicle on portions of the adjacent greenbelt and whether or not that vehicle was operable. The border of the greenbelt area of concern is not clearly marked and may be disputed. Alex will seek an estimate for the services of a surveyor to confirm and properly mark the boundary.

Beckie received a call from a homeowner with concerns about people potentially living in tents within a resident's back yard.

Action item: Alex will follow up with a letter of observance.

Kathleen received a call from a homeowner who has concerns about a neighbors consistent and unusual activity seen during all hours of the night into early morning.

Action item: Alex will follow up with a letter of observance.

Maintenance -Update by Jeff Heard

A committee was formed for the SE entrance project. The committee members are Jeff Heard, Beckie Weatherford and Keith Underwood. The committee will brainstorm ideas and what the next steps are in moving forward.

The HOA greenbelt adjacent to lot 1001 was weeded and random car parts were removed.

Maintenance volunteers weeded and treated the Carnegie island and replaced a beam on the steps in Hearing Park.

An owner contacted the board about adopting the roundabout close to her house to help maintain the junipers and rhododendrons. She also informed the board there is frequently cars parked around this area.

Action item: Alex will investigate the car issue.

Events

No events due to COVID19

Waterfront/Shoreline Project -Update by Kathleen Emmett

We are in the construction phase and hoping to find volunteers within the neighborhood to head up this phase as we have the plans from SCJ. If no volunteers step forward, bids will be requested from contracting companies.

Action Item: Kathleen will contact an interested homeowner, Mark Rue, in regards to helping with this phase.

Old Business

May Action Items:

1. Clogged storm drains were assessed by the maintenance crew. Mesh coverings were found to be preventing water flow due to how much debris was caught inside. Two of the mesh covering were removed, the other 2 were unable to be removed due to not being able to remove the drain cover.
2. Lemay waste will start collecting rubbish the first week in June for Hearing Park.
3. A resident has volunteered to bring the garbage cans out from Hearing Park for collection and another resident inquired about the contractor/construction lead for the Waterfront project (Mark Rue).
4. The county was contacted about the streetlights and the roundabout crosswalk lights. Beckie, Keith and Jeff met with the Taylor Morrison representative and his electrician to discuss our needs. Conversation ensued about lights that were taken out and not replaced on the Lake Forest side of the street. The board was informed that permits obtained by the new development had expired and are waiting for re application before any further action can be taken.

Vote to waive 2019 financial audit

Residents will be sent postcards to return with their vote that do not have email addresses on file. The goal is to have all materials ready to be mailed or emailed by July. Beckie will request help to prepare mailings when they are ready.

New Business

Water Meter and Irrigation

Beckie and Jeff had a meeting with the project lead and email conversation with Brenda of Taylor Morrison to discuss who is responsible for the monthly charges. The water meter installed is connected to the LFHA landscaping. Irrigation was installed to water the landscaping at no charge to the LFHA board. The yearly water meter cost is estimated to be \$500-600.

Action item: Jayden and Brenda will be notified by Beckie to confirm the LFHA board will assume the monthly water meter charges. She will also request that our maintenance volunteers be shown how to operate the irrigation system so it can be adjusted with the seasons and on the needs of the landscaping.

Gate Codes

The company that uploaded the software to the LFHA laptop used an abbreviated version which has caused problems. The gate is locking at 9pm instead of 10pm and cannot be changed. A new software package to manage the

data base will resolve the issue. A conversation about opening the gate for July 4th ensued. No decision was made at the time of this meeting.

Action Item: Beckie will send Keith contact information for a company to assist him with these issues.

Dispute Resolution Procedure

Tabled until next meeting due to time.

Volunteer Opportunities

Adopting common areas to maintain (weeding, pruning etc)

Stuffing envelopes for the 2019 audit

Cleaning out shed

Next meeting will be July 21st at Herring Park provided the regulations set forth by Governor Inslee are followed.

Adjourned @ 7:52pm



Secretary Report June 16, 2020

Social Media:

I have a few names of potential volunteers should we need any in the future. They offered to help with the trash service, but we already have a resident who volunteered for that.

Received a message about handicap access to the waterfront on Facebook. Informed the resident I would bring it up at the meeting regarding the waterfront project.

Forwarding resident requests for gate codes as needed.

Email:

Received an email regarding the construction/contractor lead announcement. Mr. Mark Rue was invited to come to the meeting tonight for more information.

Received email regarding volunteering and invited him and his daughter to come to the meeting tonight for more information. There is the potential there is old signs with outdated contact information located at the park.



Treasurer's Report

June 16, 2020

- VF Accounts 5 accounts for collections
- 2020 Dues
 - o 48 1st warning letters sent out
 - Have received about 6 payments.
 - lot 3007 discuss late fees
 - lot 3135 discuss late fees
- Petty Cash Disbursements
 - o No disbursements
- Checks Written

Check #	Date	Amount	Whom	Description
6276	5/15/2020	\$2,200.00	sCJ Alliance	waterfront
Debit	5/18/2020	\$10.00	Secretary of State	Annual Report
6277	6/4/2020	\$1,800.81	RMR Lawn Services	May Services
6278	6/4/2020	\$43.16	Goebel Septic	port-a-pot
6279	6/4/2020	\$208.04	Jeff Heard	park and green space maintenance
Debit	6/9/2020	\$55.00	US Postal Service	100 stamps
Debit	6/9/2020	\$45.04	CostCo	deposit slips and new check stamp

Projected 2020 Budget	2020 Budget	Feb 20 Actual	Mar 20 Actual	Apr 20 Actual	May 20 Actual	Jun 20 Actual	TOTAL		Accts Rec
							Budget Bal Left	2020 Budget	
Ordinary Income/Expense									Accts Rec
Income									6/15/2020
Credits Applied \$67,151.36	67,151.36	-16,474.56	-3,520.25	-430.93	-870.87	-1,301.92	8,035.67	67,151.36	\$14,133.82
2020 Special Assessment(\$40.00 & \$20.00 \$16,840.00)	16,840.00	-4,020.00	-460.00	-40.00	-240.00	-280.00	2,820.00	16,840.00	
Total Income	83,991.36	-20,494.56	-3,980.25	-470.93	-1,110.87	-1,581.92	10,855.67	83,991.36	
Expense									Banking
2 Tax Preparation Fee/IRS/Property Taxes									5/29/2020
	125.00	0.00	0.00	0.00	0.00	0.00	125.00	125.00	\$50,524.88
3 Insurance (April)									Reserve Fund
	6,010.00	0.00	0.00	-5,823.00	0.00	0.00	187.00	6,010.00	
4 Licenses & Fees (May)									\$201,165.68
	10.00	0.00	0.00	0.00	-10.00	0.00	0.00	10.00	
Maintenance									Reserve Paid
Reserve Fund Contribution Special Assessment (\$40 & \$20.00)									\$14,380.00
	16,920.00	0.00	-3,980.00	-500.00	0.00	-560.00	2,540.00	16,920.00	
5 Fence/Signage Repairs -Maint. for 12 months									Grimm
	400.00	0.00	0.00	0.00	0.00	0.00	400.00	400.00	
6 Volunteer Projects/Petty Cash/Garbage									12/31/2019
	21,609.72	0.00	-1,800.81	-1,800.81	0.00	-1,800.81	12,605.67	21,609.72	\$1,083.10
7 Hearing Park Maintenance/Waterfront									
	1,000.00	0.00	0.00	-80.30	0.00	-204.04	715.66	1,000.00	
8 Other Landscaping/Trees									
	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	
10 Theft & Vandalism									VF Collections
	9,000.00	0.00	0.00	0.00	0.00	0.00	9,000.00	9,000.00	
12									6/15/20
	50.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00	\$78,780.90
* Total Maintenance									
	50,479.72	0.00	-5,780.81	-2,381.11	0.00	-2,564.85	26,811.33	33,559.72	
Office Expenses									
15 PO Box Rental (Due in February)									
	275.00	0.00	0.00	0.00	0.00	0.00	275.00	275.00	
16 Postage									
	750.00	0.00	-288.00	0.00	0.00	-55.00	391.95	1,500.00	
17 Sched for 15th Each Month AutoPay									
	1,272.00	-106.00	-106.00	-106.00	-106.00	-106.00	636.00	1,272.00	
18 Supplies									
	1,300.00	0.00	0.00	-455.58	0.00	-45.04	799.38	1,300.00	
19 Telephone (at \$50.00 per month)									
	360.00	-28.77	-28.77	-28.77	-28.76	0.00	216.09	360.00	
20 Website/Email									
	225.00	-6.56	-6.56	-6.56	-6.56	-6.56	185.64	225.00	
* Total Office Expenses									
	4,182.00	-141.33	-429.33	-596.91	-141.32	-212.60	2,504.06	4,932.00	
21 Community Events									
	300.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00	
Professional Fees									
22 Legal Fees									
	500.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	
23 Accounting Fees/Reserve Study									
	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	
24 Bookkeeping (at \$349.68 per month)									
	4,196.16	0.00	0.00	-1,398.72	0.00	0.00	2,797.44	4,196.16	
* Total Professional Fees									
	9,696.16	0.00	0.00	-1,398.72	0.00	0.00	8,297.44	9,696.16	
Utilities									
26 Electricity (at \$850.00 per month)									
	10,200.00	-705.40	-705.21	-704.83	-704.50	0.00	6,674.60	10,200.00	
27 Port-a-potty (at \$40.00 per Service at 15									
	600.00	0.00	-86.32	-43.16	0.00	-43.16	346.43	600.00	
* Total Utilities									
	10,800.00	-705.40	-791.53	-747.99	-704.50	-43.16	7,021.03	10,800.00	
Total Expense									
	81,602.88	-846.73	-7,001.67	-10,947.73	-855.82	-2,820.61	45,245.86	81,602.88	
Net Ordinary Income									
	2,388.48							2,388.48	
Other Income									
Interest Income (at \$25.00 per month aprox)									YTD Interest
	300.00	111.96	121.51	122.05	126.91	0.00	-288.60	300.00	
Total Other Income									\$588.60
	300.00	111.96	121.51	122.05	126.91	0.00	-288.60	300.00	
Net Other Income									
	300.00	111.96	121.51	122.05	126.91	0.00	-288.60	300.00	
Total Net Income									
	2,688.48							2,688.48	

CCR Report for June 2020

1. Inspections made on 26 May and 6, and 12 June. Courtesy letters sent for violations still existing on June 12.
2. Letters sent on June 13:
 - a) #1: 8
 - b) #2: 0
 - c) #3: 0
3. Breakdown by violation types:
 - a) #1: 2 for cans in view, 2 for roof moss, 3 for yard or appearance, 1 for trailer/commercial use
 - b) #2 none
 - c) #3 none
4. Homeowner corrections from May 19 to June 13: 14 (5 for cans in view, 2 for trailers, 7 for yard/appearance)
5. Pending Turn over to Treasurer in June: 0
6. Fine (Letter #3) status: No fines levied.
7. Report Notes:
 - a) Regarding the Report Notes on the CCR reports for April and May discussing a possible commercial activity at a Lake Forest residence, I made a review of the Association's previous handling of a commercial vehicle stored on a Lake Forest lot and the applicable County Codes involving such use. Thurston County Ordinance 21.69.040 applies. The Association was successful in a dispute resolution in 2013, and the vehicle was removed by the homeowner. I sent a courtesy letter to the homeowners to advise them that commercial use of the property was a CCR violation.
 - b) Five phone calls with homeowners pending. Three of those concern violations by renters, one is an advisory call about Ivy growing on trees and protruding through the fence along Marvin Road, and one concerns fence completion estimate.
8. CCR report on June 16, 2020 by Alex. Copies of Violation Inspection Spreadsheets and Courtesy Letters Sent to homeowners are on file on Alex's home computer and may be transferred to the LFHA Google Drive at a later date or upon Board demand.