



**Lake Forest Board of Directors Meeting
July 21, 2020
Minutes**

Location: Hearing Park

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

Board members absent: None

Guests: 4

Time started: 6:38pm

Welcome by President

Welcome all! The idea of having an HOA picnic was briefly discussed but due to COVID-19 statewide restrictions, this will have to be readdressed next summer.

Secretary Report- Deanna Rocamora

June minutes were reviewed by board members via email with no corrections noted. Motion to approve June 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 state mandates; the HOA is still not allowed to charge late fees or interest on overdue accounts until further notice.

There are 5 accounts at VF, 21 residents have not paid and 4 are on payment plans.

Previous Action item: Beckie called VF to ask about 2 accounts, one with a bankruptcy and one with a judgment. The lot which has a judgment against them is still accruing interest. They instructed her to start over at the back date and send the amount back to VF for collection.

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

4 architectural requests received.

Lot 3083 is building a carport

Lot 3043 is replacing a fence and building a shed

Lot 3144 is painting the house

Lot 2019 is painting and building a shed

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

Broman Report submitted via email for inclusion with minutes. Addendum D

Board recommended sending letter to homeowner to document and make him aware of the intrusion into the greenbelt.

Alex responded to nuisance complaints from neighbors concerning CCR violations and/or observed activity or noise at three lots. One complaint was resolved by a personal visit, one by phone call, and

one by heightened observation. The heightened observations have so far yielded no signs of CCR violation or nuisance activity.

Alex contacted a surveyor and received an estimate of \$1300 to have the property lines defined on Lot 1001. No action taken at this time.

Maintenance -Update by Jeff Heard

Our community has 10 ponds that require annual service, 3 have been completed.

A complaint about noxious weeds was received. The green belt area in question is near a home that contributes to the problem due to overgrown weeds in the backyard.

25-30 trees in greenbelt have been identified for removal. The trees closest to fences and sheds will be removed first.

The irrigation has been decreased from daily to three times a week.

Jeff will contact a previously used landscaper for a quote to move the rocks at the SE entrance and artistically arrange throughout the neighborhood. A 3rd zone will need to be added to the irrigation system when the rocks are moved.

An ant hill was identified at Hearing Park. No action to be taken at this time.

Events

There was 1 resident event held at the park which went well.

SE Entrance Project (Jeff/Beckie/Keith)

Beckie and Jeff were informed the conduit was stolen at time of install. Electric meter will be installed when the lights are installed.

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.

Kathleen met with Kelly to go over the contract with SCJ about the drawings needed to move forward with the project. To have SCJ provide the construction documents would cost \$18,000.

There are 2 potential contractors that Kathleen will contact for bids on the project and drawings.

Old Business

Vote to waive 2019 financial audit

2

Residents were sent voter cards or emailed the link to vote online with a due date of August 17th. A big Thank you to Angelina who helped prepare the post card mailings for the neighborhood!

Gate Codes

Due to complex issue regarding the software of the gate lock, Keith has resigned from the volunteer position of maintaining the gate codes. Kathleen will reach out to Keith to thank him for his service and collect the laptop and any other related materials. Beckie will contact Kevin at Guardian Security to assist the HOA further with resolving the software issue.

New Business

Crime in the neighborhood

There have been 2 instances of crime reported in the neighborhood recently. One occurrence involved a home robbery resulting in personal items and a vehicle and the other was a resident's vehicle.

Dispute Resolution Procedure

Kathleen has a model of the dispute resolution procedure available to anyone who is interested.

Next meeting will be August 18th at Herring Park provided the regulations set forth by Governor Inslee are followed.

Adjourned @ 8:00pm

Addendum A **Social Media:**



Secretary Report July 21, 2020

An inquiry as to when current minutes would be uploaded to the website was received. We have a volunteer working on updating our website and will upload as soon as she is able. In the meantime, minutes are uploaded to the Google Drive and can be forwarded upon request.

Email:

Forwarding emails to the volunteers as they are received.

Addendum B



Treasurer's Report

July 21, 2020

- VF Accounts 5 accounts for collections
 - 1 filed bankruptcy - spoke with VF should write off \$\$ within the bankruptcy and start a new ledger.
 - 1 We received judgement and VF is trying to collect - same as above
 - 3 actively working

- 2020 Dues total 21 not paid
 - 4 - with payment plans
 - 2 - 1st warning letters returned as incorrect addresses. I have emailed both with no reply
 - 1 - has mailed check
 - 1 - is closing this week so will be paid by title company
 - 1 - paid assessments but not late fees - will be rolled to next year.
 - 13 - no communication will mail 2nd warning letter

- Petty Cash Disbursements
 - No disbursements

- Lot 1001 - placing a lien

- Checks Written

Check # Date Amount Whom Description

6280 6/16/2020 \$815.11 Thurston County waterfront project
6281 6/16/2020 \$42.78 City of Lacey water for irrigation @ roundabout
6282 6/16/2020 \$699.36 Shantel Jones May & June services
6283 6/16/2020 \$196.92 Nancy White WiX.com - website yearly fee letter, postcard and

Debit 6/19/2020 \$60.01 9cent Color Copies printing for audit vote

6284 6/29/2020 \$48.56 Goebel Septic port-a-pot 6285 6/29/2020 \$146.19 Dept of Treasury

taxes 6286 6/29/2020 \$1,800.81 RMR Lawn Services June Services stamps for mailing

letter and

Debit 7/14/2020 \$98.75 US Postal Service
postcard for 2019 books vote 1

Addendum C

Copy of 2020 BookBudget 2020 Budget

Addendum D

CCR Report for July 2020

1. Inspections made on 23 June, 7, 14, and 21 July. Courtesy letters sent for violations still existing on July 15.
2. Letters sent on July 15:
 - a) #1: 2
 - b) #2: 4
 - c) #3: 0
3. Breakdown by violation types:
 - a) #1: 1 for cans in view, 1 for yard or appearance,
 - b) #2: 2 for fence and or appearance, 1 for cans, 1 for roof repair, parking in greenbelt, appearance
 - c) #3 none
4. Homeowner corrections from June 14 to July 21: 14 (1 for cans in view, 2 for trailers, 2 for roof moss, 7 for yard/appearance, 2 for cars parking/nuisance)
5. Pending Turn over to Treasurer in July: 0
6. Fine (Letter #3) status: No fines levied.
7. Report Notes:
 - a) Lot 1062 has been parking an RV on the West side of his lot and has recently placed a gravel bed there. It was brought to my attention that a portion of that area is actually Association greenbelt (common) area. The greenbelt runs along the lot's West side. The Division I survey shows a 9.24 feet width of the greenbelt where it meets Lake Forest Drive. I. Greenbelt is 9' along the side of the owner's property. Therefore this parking area intrudes on the greenbelt.
 - b) Some corrections made were a result of personal calls to owners rather than courtesy letters.
 - c) On behalf of the Association I welcomed several new homeowners that I met during my drive around CCR inspections.
8. CCR report on July 21, 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.