



**Lake Forest Board of Directors Meeting
May 19th, 2020
Minutes**

Location: Zoom Virtual Meeting

Board members present: Kathleen Emmett, Gregg Langer, Beckie Weatherford, Deanna Rocamora, Alex Broman, Jeff Heard (by phone)

Board members absent: Judi Denney (technical difficulty)

Time started: 6:30pm

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Welcome by President

Thank you to Jeff and volunteers for removing storm damaged logs from Hearing park.

Secretary Report- Deanna Rocamora

April minutes were reviewed by board members via email and corrections made. It was identified during this meeting Kathleen Emmett's name is misspelled. Motion to approve April minutes with correction was made, seconded, and carried.

Treasurer Report – Update by Beckie Weatherford

Reports submitted via email for inclusion with minutes. Addendum A and B
50 residents have yet to pay 2020 HOA dues.
Reminder and request letters have been sent and will be sent again in June.
Residents who fail to pay could lose park privileges.

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

2 architectural requests received. One for a cedar fence and one for a solar panel. Approval letters for these projects have been sent.

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

Report submitted via email for inclusion with minutes. Addendum C
Referencing #7 from CC&R report; situation will continue to be monitored for potential action including sending a letter to homeowner.

Maintenance -Update by Jeff Heard

Report submitted via email for inclusion with minutes. Addendum D
Communication received about a clogged storm drain by the East entrance. Recommendation is to remove the construction cloth to see if flow improves.

Action Item: Jeff will coordinate removal of cloth and assess.

Communication received via email regarding the lack of lighting and cross walk signals at the new roundabout.

Action Item: Kathleen will call the county to investigate and report at next meeting.

Referencing #1 from maintenance report; it was agreed by all to table this topic until the June meeting.
Garbage collection in Hearing Park will begin in June.

Action Item: Beckie will contact Lemay to start service in June. Deanna will post to Nextdoor and Facebook asking for resident volunteers who will commit to bringing the garbage cans out of the park for collection weekly.

Events

No events due to COVID19

Waterfront/Shoreline Project -Update by Kathleen Emmett

Report on allocation of funds received via email from Beckie. Addendum E Budget of the project was discussed, currently over budget due to additional requirements from Fish and Wildlife, ecology samples and topography maps. We saved \$6000 doing the permitting ourselves, but the Thurston County permit fees were \$8915.

Phase II of the project was permitting and is complete. We have a JARPA, Master permit, a SEPA Checklist and HPA permit. Phase III is construction documents and building the new shore front. This phase will require people who are versed in construction and contracting.

Action item: Deanna will post to Nextdoor and Facebook asking for any resident volunteers who may have knowledge in the area of construction/contracting.

Old Business

Logs from a previous storm had dislodged and floated to a neighbor's residence. He contacted LFHA and with the help of volunteers, 3 logs were retrieved and brought back to the swimming dock. The logs were cut and offered to the community as firewood. All wood has been claimed and removed.

New Business

A Committee is needed to review 2019 financials in lieu of an audit from a third-party entity. To do this, the residents need to vote and approve this measure. Beckie will head this project with the help of other board members and report status in June meeting.

Beckie has been managing the LFHABOD email as well as the LFHA treasurer email and would like to have another person take over this responsibility. Deanna has agreed to monitor this email going forward.

Judgement was awarded to LFHA against one of the residents. It was decided to move forward with the judgement as opposed to sending them to collections.

A motion was made to move funds from the reserve fund to cover a check written to SJC in the amount of \$2200 for maps and permits. Motion was seconded and carried.

Next meeting will be June 16th and is proposed to be held at Hearing Park provided the regulations set forth by Governor Inslee are followed.

Adjourned @ 7:08pm



Treasurer's Report

May 19, 2020

- VF Accounts 7 accounts
 - o Lot 1054 - closed
 - o Lot 3138 - closed
 - o lot 1134 - judgement was awarded in April - VF trying to collect
 - o lot 1019, 1095, 3026, 3120 are being worked by VF
- 2019 Account Status
 - o 3 open accounts
- 2020 -
 - o 3 on payment plans
 - o ~50 not paid
- Petty Cash Disbursements
 - o No disbursements
- Checks Written

Check #	Date	Amount	Whom	Description
6270	4/25/2020	\$5,823.00	CAU	Insurance
6271	4/25/2020	\$43.16	Goebel Septic	port-a-pot
6272	4/25/2020	\$1,739.22	Shantel Jones	bookkeeper services January-April
6273	4/25/2020	\$80.30	Jeff Heard	maintenance supplies
6274	4/25/2020	\$115.08	Alex Broman	office supplies for CCR's
6275	4/25/2020	\$1,800.82	RMR Lawn Services	April Services
6276	5/15/2020	\$2,200.00	sCJ Alliance	waterfront
Debit	5/18/2020	\$10.00	Secretary of State	Annual Report

Projected 2020 Budget		Projected 2020 Budget		2020 Budget	Jan 20 Actual	Feb 20 Actual	Mar 20 Actual	Apr 20 Actual	May 20 Actual	TOTAL Budget Bal Left	2020 Budget	
Ordinary Income/Expense		Ordinary Income/Expense										Accts Rec
Income		Income										5/17/2020
2020 Association Dues (\$159.73 & \$79.87 Dues with Credits Applied \$67,151.36)		2020 Association Dues (\$159.73 & \$79.87 Dues with Credits Applied \$67,151.36)		67,151.36	-36,517.16	-16,474.56	-3,520.25	-430.93	-870.87	9,337.59	67,151.36	\$15,809.73
2020 Special Assessment(\$40.00 & \$20.00 \$16,840.00)		2020 Special Assessment(\$40.00 & \$20.00 \$16,840.00)		16,840.00	-8,980.00	-4,020.00	-460.00	-40.00	-240.00	3,100.00	16,840.00	
Total Income		Total Income		83,991.36	-45,497.16	-20,494.56	-3,980.25	-470.93	-1,110.87	12,437.59	83,991.36	
Expense		Expense										Banking
2 Tax Preparation Fee/IRS/Property Taxes		2 Tax Preparation Fee/IRS/Property Taxes		125.00	0.00	0.00	0.00	0.00	0.00	125.00	125.00	\$62,366.80
3 Insurance (April)		3 Insurance (April)		6,010.00	0.00	0.00	0.00	-5,823.00	0.00	187.00	6,010.00	Reserve Fund
4 Licenses & Fees (May)		4 Licenses & Fees (May)		10.00	0.00	0.00	0.00	0.00	-10.00	0.00	10.00	\$198,732.77
Maintenance		Maintenance										Reserve Paid
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$16,840.00+ 2 \$40 Credits to Apply to Reserve)		Reserve Fund Contribution Special Assessment (\$40 & \$20 \$16,840.00+ 2 \$40 Credits to Apply to Reserve)		16,920.00	-9,340.00	0.00	-3,980.00	-500.00	0.00	3,100.00	16,920.00	\$13,820.00
5 Fence/Signage Repairs-Maint.		5 Fence/Signage Repairs-Maint.		400.00	0.00	0.00	0.00	0.00	0.00	400.00	400.00	
6 Common Area Maint/Mowing (at \$1,800.81 for 12 months)		6 Common Area Maint/Mowing (at \$1,800.81 for 12 months)		21,609.72	-3,601.62	0.00	-1,800.81	-1,800.81	0.00	14,406.48	21,609.72	Grimm
7 Volunteer Projects/Petty Cash/Garbage		7 Volunteer Projects/Petty Cash/Garbage		1,000.00	0.00	0.00	0.00	-80.30	0.00	919.70	1,000.00	12/31/2019
8 Hearing Park Maintenance/Waterfront		8 Hearing Park Maintenance/Waterfront		1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	\$1,083.10
10 Other Landscaping/Trees		10 Other Landscaping/Trees		9,000.00	0.00	0.00	0.00	0.00	0.00	9,000.00	9,000.00	
12 Theft & Vandalism		12 Theft & Vandalism		50.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00	VF Collections
* Total Maintenance		* Total Maintenance		50,479.72	-12,941.62	0.00	-5,780.81	-2,381.11	0.00	29,376.18	33,559.72	5/17/20
Office Expenses		Office Expenses										\$85,035.59
15 PO Box Rental (Due in February)		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		16 Postage		750.00	-15.05	0.00	-288.00	0.00	0.00	446.95	1,500.00	
17 Storage Shed (\$106 per month to Reserve) Sched for 15th Each Month AutoPay		17 Storage Shed (\$106 per month to Reserve) Sched for 15th Each Month AutoPay		1,272.00	-106.00	-106.00	-106.00	-106.00	0.00	848.00	1,272.00	
18 Supplies		18 Supplies		1,300.00	0.00	0.00	0.00	-455.58	0.00	844.42	1,300.00	
19 Telephone (at \$50.00 per month)		19 Telephone (at \$50.00 per month)		360.00	-28.84	-28.77	-28.77	-28.77	0.00	244.85	360.00	
20 Website/Email		20 Website/Email		225.00	-6.56	-6.56	-6.56	-6.56	0.00	198.76	225.00	
* Total Office Expenses		* Total Office Expenses		4,182.00	-156.45	-141.33	-429.33	-596.91	0.00	2,857.98	4,932.00	
21 Community Events		21 Community Events		300.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00	
Professional Fees		Professional Fees										
22 Legal 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		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)		24 Bookkeeping (at \$349.68 per month)		4,196.16	0.00	0.00	0.00	-1,398.72	0.00	2,797.44	4,196.16	
* Total Professional Fees		* Total Professional Fees		9,696.16	0.00	0.00	0.00	-1,398.72	0.00	8,297.44	9,696.16	
Utilities		Utilities										
26 Electricity (at \$850.00 per month)		26 Electricity (at \$850.00 per month)		10,200.00	-705.46	-705.40	-705.21	-704.83	0.00	7,379.10	10,200.00	
27 Port-a-potty (at \$40.00 per Service at 15 Services)		27 Port-a-potty (at \$40.00 per Service at 15 Services)		600.00	-80.93	0.00	-86.32	-43.16	0.00	389.59	600.00	
* Total Utilities		* Total Utilities		10,800.00	-786.39	-705.40	-791.53	-747.99	0.00	7,768.69	10,800.00	
Total Expense		Total Expense		81,602.88	-13,884.46	-846.73	-7,001.67	-10,947.73	-10.00	48,912.29	81,602.88	
Net Ordinary Income		Net Ordinary Income		2,388.48							2,388.48	
Other Income		Other Income										
Interest Income (at \$25.00 per month aprox)		Interest Income (at \$25.00 per month aprox)		300.00	106.17	111.96	121.51	122.05	0.00	-161.69	300.00	YTD Interest
Total Other Income		Total Other Income		300.00	106.17	111.96	121.51	122.05	0.00	-161.69	300.00	\$461.69
Net Other Income		Net Other Income		300.00	106.17	111.96	121.51	122.05	0.00	-161.69	300.00	
Total Net Income		Total Net Income		2,688.48							2,688.48	
1st Qtr	Totals	1st Qtr	Totals							1st Qtr	2nd Qtr	3rd Qtr
	2019 Assessments		2019 Assessments		\$35,148.11	\$15,593.60	2,267.23			\$53,008.94	-	0.00
	Previous Assessments		Previous Assessments		\$276.51	\$15.02	312.16			\$603.69	-	0.00
	Finance Charges/CC&R Fines		Finance Charges/CC&R Fines		\$278.33	\$4.97	697.45			\$980.75	-	0.00
	Late Charges		Late Charges		\$813.96	\$733.61	393.87			\$1,941.44	-	0.00
	Reserve Payments		Reserve Payments		\$8,980.00	\$4,020.00	280.00			\$13,280.00	-	0.00
	Credits		Credits		\$0.27	\$227.08	-			\$227.35	-	0.00
	Total Paid		Total Paid		\$45,497.18	\$20,594.28	3,950.71	0.00	\$0.00	\$70,042.17	0.00	0.00

Addendum C

CCR Report for May 2020

1. Inspections made on 30 April, and 5, 12, and 19 May. Courtesy letters sent for violations still existing on May 19. Previously reported CCR office expenses were reimbursed.
2. Letters sent or due out in May:
 - a) #1: 3
 - b) #2: 5
 - c) #3: 0
3. Breakdown by violation types:
 - a) #1: 3 for cans in view
 - b) #2: 1 for roof moss and yard appearance
2 for cans in view
2 for boat or trailers
 - c) #3: 0
4. Homeowner corrections from Apr 21 to May 19: 13 (10 for cans in view, 2 for appearance and trailer, 1 for roof and appearance)
5. Pending Turn over to Treasurer in April: 0
6. Fine (Letter #3) status: No fines levied.
7. Report Notes: Issues for Board consideration include one large commercial truck, a trailer, and what appears to be plumbing or pipe stock parked at a residence (no letter sent);
8. CCR report on May 19, 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.

Addendum D

Items for maintenance report:

1. Reference fixing SE entrance.: An excavator with a thumb is required to rearrange and or move rocks piled adjacent to brick wall at SE. Low rents' daily charge for 10K lb excavator is \$395 per day with \$85 round trip delivery charge. It is possible a resident owns or has access to an excavator and would volunteer a machine and operator. If not, I have some, albeit limited, experience operating excavators and am cautiously optimistic I can get it done.

Maintenance committee and volunteers will need to develop a basic plan of what to do at the SE entrance before renting equipment & ordering necessary supplies. A rough estimate of total cost to fix the SE entrance is something just shy of \$1,000, not including irrigation, when and if a water meter is installed..

2. Reference drainage problem at SE; I was practicing stay at home and social distancing during last rain and did not personally observe problem.

Prior to roundabout project, drain in question was piped under the entry island and drained into the ditch on the opposite side, requiring periodic maintenance to keep the drain open. I have no idea if the existing drain is piped as before but did mention it to the contractors as they were working the project. Layout of existing pipe was marked & I cannot imagine a dry well was substituted instead of piping the drain into the ditch.

I am fairly optimistic the job was done correctly, but, If, in fact, drain in question is a dry well, it isn't going to work during heavy rains and will need to be re engineered.

It will be necessary to verify the drain is open and wait for a significant rain to see if it was properly piped. Should drain failure at this location be a permanent issue, pictures will tell a thousand words to those responsible for fixing it.

3. Monday volunteers successfully moved storm damage firewood from waterfront & piled it just outside park entrance. Miserable, beast of burden project, requiring well over 30 volunteer man hours.

Word is firewood was removed from park entrance overnight by unknown residents.

Addendum E

Waterfront Allocation of Funds as of 5-19-2020

Check #	Date	Amount	Whom	Description
6199	3/26/2019	\$4,250.00	SJC Alliance	permitting & mapping waterfront Phase 1
6227	7/2/2019	\$4,504.55	SCJ Alliance	Waterfront Project Design
6234	8/9/2019	\$3,911.95	SCJ Alliance	Waterfront Project Design
6249	10/8/2019	\$1,350.00	SCJ Alliance	Waterfront project
6276	5/15/2020	\$2,200.00	SCJ Alliance	Waterfront project
	total	\$16,216.50		
6259	12/17/2019	\$247.50	Libby Environmental	Soil samples for waterfront
	total	\$247.50		
6198	3/24/2019	\$2,350.00	MTN2 Coast LLC	topography study waterfront project
	total	\$2,350.00		
6224	6/26/2019	\$2,580.00	Thurston County	JARPA Permitting - Waterfront
6225	6/26/2019	\$4,750.00	Thurston County	SEPA Permitting - Waterfront
6258	12/17/2019	\$585.00	Thurston County	Critical area review permit for waterfront
6265	2/5/2020	\$1,000.00	Thurston County	JARPA Shoreline Substantial Development - Hearing Examiner Deposit
	total	\$8,915.00		
	Grand Total	\$28,729.00		