



Lake Forest Board of Directors Meeting

January 21, 2020

Minutes

Location: Lacey Fire Station #34, 8407 Steilacoom Dr., Lacey, WA

Board members present: Chris Sherin, Gregg Langers, Beckie Weatherford, Kathleen Emmitt

Board members absent: Judi Denney

Guests: 3

Time started: 6:30

Welcome by President

Secretary's report

- Vote by email approved December meeting minutes

Treasurer Report

- See attached treasurer's report
- Change Resolution for late fees and interest -

Architectural Review Committee (ARC) Report -

- 3139 - extending gate and adding shed - approved

Covenants, Conditions, & Restrictions (CC&R) Report:

- Drug activity in the neighborhood - keep an eye out.

Communication Report

- Several phone calls regarding assessments

Events Report

- Holiday decorating contest winners
 - 8725 Oxford Drive
 - 3036 Marquette Drive
 - 3303 Baylor Court
 - 8321 Lake Forest Drive

Maintenance Report

- Volunteer crew did not work much during the holiday
- Contract with RMR Lawn Service to be renewed in February
- All of the ponds functioned flawlessly during all of the torrential trees.
- Have RMR do maintenance on the small greenspaces and bark.
- Idea to identify these smaller greenbelts and what they need. Then reach out to the homeowners living on these greenbelts and ask them to help in the greenbelts. In the spring we have small get togethers within the neighborhood to promote this idea.
- Create a committee to plan the landscaping of the southeast entrance.
- Shiny geranium is showing up all over.

Waterfront Project Report

- To be covered during the annual meeting.

Long Lake Management District

- 2028 treatment for algae in the lake at the cost of \$1.2 million
- LMD is proposing to take away the \$35 stormwater reduction we currently get and use it to fund the algae treatment.
- Annual meeting is Jan 28th and this will be discussed.
- Kathleen Emmitt is our representative for Long Lake Management District and there is another position open for Lake Forest.

Old Business:

- Need website manager volunteer

New Business:

- Alex was voted in as new Member-At-Large

Adjourned @ 6:55

January 21, 2019

- VF Accounts 7 accounts
 - o Lot 1054 - receiving monthly payments
 - 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 4 promissory notes, 4 complete, 1 not paid

Lot	Status	Comments
1017	paid	No response from the first warning. second warning mailed 8/27, 3rd warning mailed 9/23/19, 4th and final warning letter sent 10/21, received payment via paypal, a small balance due remains because of PayPal fees
1088	10 day	No response from the first warning. second warning mailed 8/27, 3rd warning mailed 9/23/19, 4th and final warning letter sent 10/21 - 10 day demand sent January 14m 2020
2006	Promissory	will pay 1/2 August 21st and balance by Sept 21st, rec'd \$200 8/25 balance due 188.61, reminder letter sent 9/23, letter sent 10/21, 10/31 update - will pay 1/2 Nov 20th and balance in December, 11/29 received 100, balance to be paid in December. Has requested a payment plan for 2020 as well. Will take the forms to them in January.
2062	complete	No response from the first warning. second warning mailed 8/27, 3rd warning mailed 9/23/19, received payment via paypal 9/28/19
3035	Promissory	changed payments from \$200 per month to \$50 per month as paying off medical bills. Last payment 7/18. emailed 8/20 to inquire regarding the next payment. 8/27 no response. 9/5 - letter mailed - 9/8 response back. she has relapsed and will try to make a payment 9/10 - no payment has been received.. what do we want to do?. 9/20/19 - mailed a 6 month waiver letter halting all late charges and interest for 6 months. Will revisit in March 2020; \$48.25 payment received 9/27/19
3051	complete	waived 1/2 late fees in April. Made \$200 payment. will pay balance by Sept 6th, 9/6 - final payment received
3090	Promissory	refinancing home but no payment since June. If \$200 is not received by Sept 20th, will add late fees back and start collections process, letter mailed 8/18. rec'd \$1,231.08 9/20/19, emailed 11/4 regarding non-payment for October., 11/18 rec'd \$250 for October & November payments, payment received for December and January
3161	complete	make payment of \$290 board agreed to accept and close

3193	Promissory	promissory note received, 10/21 payment received 11/13 - payment received, 12/13 payment received, 1/15 payment received
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- Petty Cash Disbursements
 - o No disbursements
- Checks Written

Check #	Date	Amount	Whom	Description
6257	12/17/2019	\$293.57	Jeff Heard	chainsaw chains & oil, dump runs, fuel, shed keys hasp for shed
6258	12/17/2019	\$585.00	Thurston County	Critical area review permit for waterfront
6259	12/17/2019	\$247.50	Libby Environmental	Soil samples for waterfront
Debit Card	12/26/2019	\$100.00	Safeway	Holiday Contes
6260	1/7/2020	\$37.77	Goebel Septic	port-a-pot
6261	1/7/2020	\$1,800.81	RMR Lawn Services	December Services
Debit Card	1/14/2020	\$15.05	US Postal Service	1 certified letter and book of stamps

Projected 2019 Budget		2019 Budget	Dec 19 Actual	TOTAL		Accts Rec	
				Budget Bal Left	2019 Budget		
Ordinary Income/Expense						12/31/2019	
Income							
2019 Association Dues (\$159.73 & \$79.87 Dues with Credits Applied \$66,669.04)		66,669.04	-1,851.41	-15,039.32	66,669.04	\$5,244.67 x	
2019 Special Assessment(\$40.00 & \$20.00 \$16,880.00)		16,880.00	-360.00	-240.00	16,880.00		
Total Income		83,549.04	-2,211.41	-15,279.32	83,549.04		
Expense						Banking	
1 Bank Charges (at \$2.00 per month)		24.00	0.00	7.00	24.00	12/31/2019	
2 Tax Preparation Fee/IRS/Property Taxes		125.00	0.00	67.00	125.00	\$54,725.44	
3 Insurance (April)		6,010.00	0.00	56.00	6,010.00	Reserve Fund	
4 Licenses & Fees (May)		10.00	0.00	0.00	10.00	\$145,910.99	
Maintenance						Reserve Paid	
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$16,880.00)		16,880.00	-143.70	0.00	16,880.00	\$16,880.00	
5 Fence/Signage Repairs-Maint. Common Area Maint/Mowing (at \$1,800.81 for 12 months)		500.00	0.00	132.91	500.00		
6 Volunteer Projects/Petty Cash/Garbage		21,609.72	-1,800.81	1,852.07	21,609.72	Grimm	
7 Hearing Park Maintenance		1,500.00	-293.57	212.66	1,500.00	12/31/2018	
8 Other Landscaping/Trees		500.00	-832.50	-7,540.45	500.00	\$1,083.10	
10 Theft & Vandalism		5,114.00	0.00	-3,338.45	5,114.00		
12		50.00	0.00	50.00	50.00	VF Collections	
* Total Maintenance		46,153.72	-3,070.58	-8,631.26	29,273.72	12/31/19	
Office Expenses						\$57,743.57 x	
15 PO Box Rental (Due in February)		275.00	0.00	7.00	275.00		
16 Postage		1,800.00	-66.00	1,191.93	1,500.00		
17 Storage Shed (\$106 per month to Reserve) Sched for 15th Each Month AutoPay		1,272.00	-106.00	0.00	1,272.00	Credits	
18 Supplies		2,500.00	-65.46	1,156.86	2,500.00	\$739.70	
19 Telephone (at \$50.00 per month)		600.00	-28.47	-95.10	600.00		
20 Website/Email		225.00	-6.56	-14.59	225.00		
* Total Office Expenses		6,672.00	-272.49	2,246.10	6,372.00		
21 Community Events		300.00	-100.00	163.70	300.00		
Professional Fees							
22 Legal Fees		500.00	0.00	-501.70	500.00		
23 Accounting Fees/Reserve Study		5,000.00	0.00	4,150.00	5,000.00		
24 Bookkeeping (at \$349.68 per month)		4,196.16	0.00	638.05	4,196.16		
* Total Professional Fees		9,696.16	0.00	4,286.35	9,696.16		
Utilities							
26 Electricity (at \$850.00 per month) Port-a-potty (at \$40.00 per Service at 15 Services)		10,200.00	-705.26	1,579.02	10,200.00		
27		600.00	0.00	71.25	600.00		
* Total Utilities		10,800.00	-705.26	1,650.27	10,800.00		
Total Expense		79,790.88	-4,148.33	-154.84	79,790.88		
Net Ordinary Income		3,758.16			3,758.16		
Other Income							
Interest income (at \$25.00 per month aprox)		300.00	90.69	-300.50	300.00	YTD Interest	
Total Other Income		300.00	90.69	-300.50	300.00	\$600.50	
Net Other Income		300.00	90.69	-300.50	300.00		
Total Net Income		4,058.16			4,058.16		
1st Qtr	Totals			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
	2019 Assessments		1437.57	\$59,633.75	3,249.51	1485.11	\$981.35
	Previous Assessments		0.00	\$554.87	418.39	463.41	\$383.24
	Finance Charges/CC&R Fines		238.57	\$878.70	320.26	282.95	\$534.69
	Late Charges		175.00	\$1,751.08	3,650.08	2067.04	\$1,537.31
	Reserve Payments		360.00	\$15,280.00	880.00	480.00	\$336.30
	Credits		0.27	\$738.23	199.73	0.00	\$4.59
	Total Paid		2,211.41	\$78,836.63	8,717.97	4,778.51	3,777.48