



Lake Forest Board of Directors Informal Update

April 21, 2020

Minutes

Location: Zoom Virtual Meeting

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

Committee Leaders: Jeff Heard (Maintenance and Volunteers)

Time started: 7:00pm

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Secretary's Report- Update given by Deanna Rocamora

- Last official board meeting was held in February. Since then, the state of Washington has been under the Stay Home, Stay Healthy Proclamation 20-25 by Governor Inslee due to the pandemic related to COVID-19. The March Board of Directors meeting was cancelled due to the regular venue (Lacey Fire District 3) closing its facility in an effort to encourage social distancing and prevent the spread of COVID-19. Announcements were made on the LFHA website, Nextdoor and Facebook in addition to the neighborhood bulletin boards located at the entrance to the neighborhood.
- The annual Easter Egg event was cancelled
- The decision was made April 6th, 2020 by the Board to halt the weekly lawn service per Governor Greg Inslee's order as a non-essential service. It was decided at the same time to continue to pay Ryan as outlined in the original lawn maintenance contract we have with him. (*See Addendum A*)
- The volunteer group that provides landscape care on Monday's was suspended as well.
- Hearing Park was closed April 2, 2020 to the public due to Governor Inslee's proclamation.

Landscape Update and Reopening the Park- Update given by Jeff Heard

- Ryan began mowing April 21st and the Monday volunteer group will resume landscape care with the understanding that they are to maintain social distancing and wear personal protective equipment.
- Jeff has been removing Scotch Bloom.
- Discussion proposed for May Board Meeting pertaining to rocks piled up by new sign/roundabout. Currently, no action can be taken due to Governor Inslee's 20-25 proclamation. Discussion will include creating a landscaping committee for this project and logistics of moving rocks.
- Beckie received communication from Brenda Fodge with Taylor Morrison about the new water meter. Taylor Morrison (formerly Polygon WLH, LLC) will pay the general facility charge and to

set the meter per the agreement which will be \$8000. LFHA will be responsible for monthly usage. Beckie provided Brenda the LFHA billing address on April 20, 2020. No further action needed.

- Hearing Park will remain closed pursuant to Governor Inslee's 20-25 proclamation.

Treasurer Report- Update by Beckie Weatherford

- *See Addendum B (Book Budget) and C (Treasurer's Report)*
- Beckie stated the Treasure's report reflects Shantel Jones (the LFHA Accountant/Bookkeeper) is owed 2 months when in fact she is owed 4 months.

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

- There were 2 plans submitted (one for a fence and the other for a shed) and approved by the committee. Approval letters have been sent to the residents.

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

- *See Addendum D (CC&R Report)*

Communication Report- Update by Beckie Weatherford

- Phones have been quiet. One complaint received referencing items being left on her porch by neighbors in response to COVID-19. No action taken at this time.

Waterfront Project Report-Update by Kathleen Emmett

- All permits have been issued and LFHA can move forward. Next step is to get bids from contractors and host a community meeting in the summer to discuss plans and ask residents for ideas. Rough target date of September/October to start work. Permits have been scanned and are located in the Google Drive.

Meeting was limited to 40 minutes as dictated by the Zoom program so was abruptly adjourned at 7:40pm.

Addendum A:

Email from Alex Bromen to Board of Directors dated April 6, 2020 1:27am

LFHA Maintenance Contract under WA State Covid-19 Mandates

Thanks to all the Board members for your phone and email responses to review our thoughts, actions and obligations regarding the LFHA maintenance contract performance under the current Governor directed Washington State Covid-19 mandates. The following is a summary and documentation of our correspondence on the matter:

While the Board members believe that our contractor's maintenance could continue without breaking the social distancing guidelines or creating a hazard to the community, our understanding is that the current mandates do not allow the contractor to perform what the mandates designate as "routine" maintenance.

Therefore, until the State mandates are changed to allow such work or the mandates end, we have no choice but to comply. We will cease having Ryan do the scheduled, routine maintenance. There may be circumstances where this cessation of routine maintenance develops into a hazardous situation, e.g., the threat of fire due to uncut, dry grass. We will deal with these as the State allows.

Further, monthly payments to our contractor, Ryan, will continue as originally scheduled with no disruptions to time or amount.

Since the contract work was to begin again on Monday, 6 April, and Ryan was anxious about its status (and his livelihood), I asked Jeff to relay the above information to Ryan on Sunday, 5 May.

Request Board members reply to this email with with a YEA or NAY, and that it be included in the next Board Meeting Minutes.

VR,

Alex R. Bromen
LFHA Board Member-at-Large

Addendum B

		Jan 20	Feb 20	Mar 20	Apr 20	TOTAL		
Projected 2020 Budget		Actual	Actual	Actual	Actual	Budget Bal	2020 Budget	
						Left		Accts Rec
Ordinary Income/Expense								
Income								
	2020 Association Dues (\$159.73 & \$79.87 Dues with	-36,517.16	-16,474.56	-3,520.25	360.00	10,999.39	67,151.36	4/5/2020
	2020 Special Assessment(\$40.00 & \$20.00 \$16,840.00)	-8,980.00	-4,020.00	-460.00	-40.00	3,340.00	16,840.00	\$16,889.63
	Total Income	-45,497.16	-20,494.56	-3,980.25	320.00	14,339.39	83,991.36	
Expense								
								Banking
								3/31/2020
2	Tax Preparation Fee/IRS/Property Taxes	0.00	0.00	0.00	0.00	125.00	125.00	\$65,251.68
3	Insurance (April)	0.00	0.00	0.00	0.00	6,010.00	6,010.00	Reserve Fund
4	Licenses & Fees (May)	0.00	0.00	0.00	0.00	10.00	10.00	\$198,004.72
	Maintenance							Reserve Paid
	Reserve Fund Contribution Special Assessment (\$40 &	-9,340.00	0.00	-3,980.00	-500.00	3,100.00	16,920.00	\$13,820.00
5	Fence/Signage Repairs-Maint.	0.00	0.00	0.00	0.00	400.00	400.00	
6	Common Area Maint/Mowing (at \$1,800.81	-3,601.62	0.00	-1,880.81	0.00	16,127.29	21,609.72	Grimm
7	Volunteer Projects/Petty Cash/Garbage	0.00	0.00	0.00	0.00	1,000.00	1,000.00	12/31/2019
8	Hearing Park Maintenance/Waterfront	0.00	0.00	0.00	0.00	1,500.00	1,500.00	\$1,083.10
10	Other Landscaping/Trees	0.00	0.00	0.00	0.00	9,000.00	9,000.00	
12	Theft & Vandalism	0.00	0.00	0.00	0.00	50.00	50.00	VF Collections
*	Total Maintenance	-12,941.62	0.00	-5,860.81	-500.00	31,177.29	33,559.72	3/31/20
	Office Expenses							\$77,305.07
15	PO Box Rental (Due in February)	0.00	0.00	0.00	0.00	275.00	275.00	
16	Postage	-1505	0.00	-288.00	0.00	446.95	1,500.00	0
17	Storage Shed (\$106 per month to Reserve)	-106.00	-106.00	-106.00	0.00	954.00	1,272.00	
18	Supplies	0.00	0.00	0.00	0.00	1,300.00	1,300.00	
19	Telephone (at \$50.00 per month)	-28.84	-28.77	-28.77	0.00	273.62	360.00	
20	Website/Email	-6.56	-6.56	-6.56	0.00	205.32	225.00	
*	Total Office Expenses	-156.45	-141.33	-429.33	0.00	3,454.89	4,932.00	
21	Community Events	0.00	0.00	0.00	0.00	300.00	300.00	
	Professional Fees							
22	Legal Fees	0.00	0.00	0.00	0.00	500.00	500.00	
23	Accounting Fees/Reserve Study	0.00	0.00	0.00	0.00	5,000.00	5,000.00	
24	Bookkeeping (at \$349.68 per month)	0.00	0.00	0.00	0.00	4,196.16	4,196.16	
*	Total Professional Fees	0.00	0.00	0.00	0.00	9,696.16	9,696.16	
	Utilities							
26	Electricity (at \$850.00 per month)	-705.46	-705.40	-705.21	0.00	8,083.93	10,200.00	
27	Port-a-potty (at \$40.00 per Service at 15	-80.93	0.00	-43.16	0.00	475.91	600.00	
*	Total Utilities	-786.39	-705.40	-748.37	0.00	8,559.84	10,800.00	
	Total Expense	-13,884.46	-846.73	-7,038.51	-500.00	59,333.18	81,602.88	
	Net Ordinary Income						2,388.48	
	Other Income							
	Interest Income (at \$25.00 per month aprox)	106.17	111.96	121.51	0.00	-39.64	300.00	YTD Interest
	Total Other Income	106.17	111.96	121.51	0.00	-39.64	300.00	\$339.64
	Net Other Income	106.17	111.96	121.51	0.00	-39.64	300.00	
	Total Net Income						2,688.48	
	1st Qtr	Totals				1st Qtr	2nd Qtr	3rd Qtr
	2019 Assessments	\$35,148.11	\$15,593.60	2,267.23		\$53,008.94	-	0.00
	Previous Assessments	\$276.51	\$15.02	312.16		\$603.69	-	0.00
	Finance Charges/CC&R Fines	\$278.33	\$4.97	697.45		\$980.75	-	0.00
	Late Charges	\$813.96	\$733.61	393.87		\$1,941.44	-	0.00
	Reserve Payments	\$8,980.00	\$4,020.00	280.00		\$13,280.00	-	0.00
	Credits	\$0.27	\$227.08	-		\$227.35	-	0.00
	Total Paid	\$45,497.18	\$20,594.28	3,950.71	0.00	\$70,042.17	0.00	0.00



Treasurer's Report

April 21, 2020

- VF Accounts 7 accounts
 - Lot 1054 - closed
 - Lot 3138 - closed
 - lot 1134 - judgement was awarded in April - VF trying to collect
 - lot 1019, 1095, 3026, 3120 are being worked by VF

- 2019 Account Status

Lot	Status	Comments
1088	payments	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 - Received call from homeowner. Mailing a \$400 check, and will pay balance in 2 installments, received \$400 balance to be paid in monthly installments
2006	payments	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. Have not received payments this year. Called and left messages but have not returned my calls. Will send a letter this week.
3035	payments	changed payments from \$200 per month to \$50 per month as paying off medical bills. Last payment 7/16. 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?. 9/20/10 - 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 - Sending letter this week
3090	Complete	
3193	complete	

- 2020 - 3 on payment plans, ~60 not paid, statements went out this week.

- Petty Cash Disbursements
 - No disbursements

- Checks Written

Check #	Date	Amount	Whom	Description
6266	3/4/2020	\$1,800.81	RMR Lawn Services	February Services
6267	3/4/2020	\$43.16	Goebel Septic	port-a-pot
Debit	3/18/2020	\$288.00	USPS	Yearly PO Box Rental
6268	3/30/2020	\$1,800.81	RMR Lawn Services	March Services
6269	3/30/2020	\$43.16	Goebel Septic	port-a-pot

- Bills to be paid
 - Shantel 2 months
 - RMR lawn care
 - Goebel Septic
 - CMU liability insurance
 - Jeff - maintenance supplies

CCR Report for April 2020

1. Inspections made on 31 March, 7, 14, and 21 April. Courtesy letters sent for violations still existing on April 21. Carry over CCR office expenses from last report are \$99.77. New expense for printer return address labels is \$15.31. We will eventually need more stamps and printer cartridges.
2. Letters sent in April:
 - a) #1: 10
 - b) #2: 3
 - c) #3: 0
3. Breakdown by violation types:
 - a) #1: 1 for trailers/boats and property appearance
1 for fence replacement
8 for cans in view
 - b) #2: 1 for property appearance
2 for cans in view
 - c) #3: 0
4. Homeowner corrections from Mar 31 to Apr 21: 14 (12 for cans in view, 1 for moss, 1 for boat/trailer)
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 or more large commercial trucks parked at a residence on Fordham Court (no letter sent); and a wire mesh fence at the back of a residence on Lake Forest Drive (viewable on Duke) which also prompted a neighbor's complaint (letter prepared for mailing).
8. CCR report on April 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.