



Lake Forest HOA Board Meeting

October 16, 2018

Meeting Minutes

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

Board members present: Chris Sherin, Lorna Stewart, Nan White, Beckie Weatherford, Greg Landers, Judi Denney

Board members absent: Chase Turner

Guests: 5

Time started: 6:30 PM

President's Welcome

Secretary Report:

- September 2018 Board minutes were approved

Treasurer Report

- Waive the CPA audit for the 2017 books? *all data has been verified between Lorna's spreadsheet and Google contacts. so electronic voting is a go. Beckie and Judi volunteered to prepare and send out the ballots to non-email homeowners. ballots are to be mailed no later than 11/3. and will be counted at the 11/20 board meeting*
- Vote - to reimburse Nan White \$102.59 (see below for details) - *Approved*
- Vote - to reimburse petty cash \$300.00 (see Maintenance report for details) - *Approved*
- VF Collection Company -*will send accounts currently in arrears to VF.*
- Need to have 2017 books closed by 2019
- Vote to raise dues by 3% as outlined in the bylaws - *Approved*
- 2019 budget will need to be approved in November.

Treasurer Report

10/16/18

- Payment on dues- ZERO MONEY really need to send the collections somewhere, they are not paying, why waste money on sending new invoices at this point.
- Dues Count as far as my records show
 1. Old VF- 1019, 3090, 3128
 2. 2017 request VF- 1092, 1134, 2092,
 3. Requested VF 5/2018 – 1054, 3026, 3035, 3120, 3137, 3193
 4. Balance due over \$20.00- 1001, 1031, 2027, 2033- some fines, 3031, 3056, 3158, 3188
- Only deposit was a \$50.00 fine paid by lot 1029
- Request reimbursements
Nan white \$102.59
 1. \$50.00- 2 gift cards for Halloween prizes
 2. \$7.90-2 certified mail Sept 20
 3. \$27.65- 7 certified mail Sept 27
 4. \$17.04- Plexiglas to replace sign on fence at park & Plexiglas knife and magnets for signs
- Would like to have 2017 books done by Jan 2019

ARC Report:

- 3 were approved and 1 was received

C C & R Report

- Nan will look into emailing CCR letters instead of mailing.
- See below report

LFHA CC&R Report October 2018

September Totals

CC&R	1 st letter	2 nd letter	3 rd letter
Division 1	5	2	0
Division 2	10	2	1
Division 3	15	5	5

7 more vehicles are being monitored for "non-operational" status; 2 on Vassar, 2 on Cornell, 3 on Lake Forest Dr.

Division 2 homes with fences on Kyro Road; 3 letters sent;

- 1 complied, trimmed trees, mended fence
- 1 knocked down entire fence, fencing laying in yard
- 1 no change – no debris removal, no dead tree removal

Lot 1001 – no change as of 10/16, fines continue

Lot 1029 – paid Aug fine, on extension till Dec 1, hold fines

Lot 2033 – contested issues and fines, appeals meeting Sept 28th, no response from homeowner, did not show for meeting. Moved non-operational vehicle to driveway. Continue with fine?

Lot 3041 -

Lot 3071 – Resolved

Lot 3090 – no change as of 10/16, fines continue, now monitoring 3rd vehicle in driveway for non-op status

Lot 3138 – no change as of 10/16, will be contacting Thurston County Junk vehicle Program

Lot 3141 – porch area almost completely cleared, but new piles of stuff under tarps on side of home.

Lot 3188 – Resolved

New Issues:

Lot 3162 – Appeals meeting set for Oct 16th, during board meeting.

Communication Report:

- Phone - CCR 12, Gate code 1, HOA demand/new owners/selling 3
- Facebook - 74
- lfha.net - 11
- Next Door - 378

Events Report:

- No report as no events were held

Long Lake Management Report: no report as we have no representative. Lake Forest is allowed 2 volunteers for the Long Lake Management committee.

Maintenance Report:

- clearing of trees in greenbelts - to be done once all identified
- see below report:

Maintenance Report
October 16, 2018

- Petty cash expenses:
7% seven for bees- \$13.68
2 chainsaws, engine oil, sharpen blade- \$62.01
Dump run 2,460 lbs. - \$55.00

Petty cash balance left \$40.64 requesting \$300 for petty cash

Welcome Gregg and Choi to the Monday volunteer work party, we are so happy to have you.

Hours: 86 hours

All working in the Harvard green belt- removing several trees, pulling ivy off trees, cutting down blackberries, pulling out trash, did dump run for 2,460 pounds of green waste.

Maintenance Contract

- Want to work on the maintenance contract for next year Feb 2019-Jan 2020
- Increase of 3% so \$52.45 more a month for $\$1,800.81 \times 12 = 21,609.73$
- Few changes put a 3rd mowing in May and only have one in September so would be still same amount of services.
- But add an extra possible mow for an additional fee of half monthly service \$874.18
Like if the weather stays warm may need 2 mows only have one in November for example, hard to predict weather and how many mows.

Old Business:

- Waterfront Bulkhead Repair - *committee has begun to investigate government programs for waterfront restorations, rebuilding and retaining as well as ideas for the area. -report is attached.*
- Permanent storage shed on LFHA property to store supplies & records - *shed will be installed on October 17th,*
- New LFHA Website Project - *vote to approve the new website passed.*
- Volunteer Park Manager Position *was filled by the Montoya's -*
- Newsletter - *waiting on 2 responses, once received will coordinate with Holly Harmon who has volunteered to put it together. add "email of CCR letters to the newsletter as well as re-registering for website.*

New Business:

- Thurston County Crime Reports for August - *2 Suspicious activity - same address*
- Trick or Treating Hours - *5-9 pm*
- Annual Meeting *to be held January 15th.*
- Nomination Committee for new board members : *Diane Rigsby*

End Time : 8:26 PM



Volunteer Position: Park Manager

Location: Hearing Park, Lake Forest Neighborhood

Mission: To provide over-sight to Hearing Park, inform the Lake Forest Home Association (LFHA) Board of the park's needs, work with other park volunteers and be an over-all advocate for the 4 ½ acre waterfront park.

Responsibilities and Duties:

- Walk the entire park frequently for safety and cleanliness issues. You can set your own schedule, but at least 2x a week.
- Report problems or needs to the LFHA Board promptly.
- Work with other park personnel.
- Write a brief monthly report for the LFHA Board. Attending monthly meetings is not necessary.

Qualifications:

- Able to walk on uneven terrain.
- Unafraid to step into high grass/weeds to check fence lines.
- Able to follow a check list at the beginning
- Comfortable using email/phone to communicate with LFHA Board.
- Responsible adult or High School student needing volunteer hours will be considered.

Term:

- 1 year



Lake Forest Home Association

Proposed Schedule for Hearing Park Gate Hours

Beginning September 2018

March 1st to April 30th:

- 6am to 7:30 pm

May 1st to September 9th:

- 5:30am to 10pm

September 10th to October 31st

- 6am to 7:30pm *(allows for time change to be made after Labor Day weekend)

November 1st to March 1st:

- 7am to 5pm

Special event dates would be determined by the board (eg., 4th of July).

*Yes, the park will be open some hours when the park is in dawn / dusk stage.

Yes, the park would be open in the summer months later than it has been in the past during the summer months.

