



Lake Forest HOA Board Meeting

December 18, 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, and Judi Denney

Board members absent: Chase Turner

Guests: 6

Time started: 6:30 PM

President's Welcome - Welcome was given by Vice President Chris Sherin.

Secretary Report:

- November 2018 Board minutes were approved with the contingency to add the following:
 - \$1500 received from City of Lacey for easement to be transferred to Reserve Fund and the third quarter late fees to be transferred to reserve fund votes were both approved.
 - Vote to increase assessments by 3% pursuant to the CCR's of each division - YES

Treasurer Report

- Current accounts in arrears sent to VF - final demand letters have been sent. If no response, 10 accounts will be sent to VF for collection. 1054, 2092, 3035, 3137, 1095, 3026, 3120, 3158, 3090, 1019
- Vote to reimburse Nan \$104.05 for gift cards for decorating contest and copy paper and Lorna for stamps and envelopes for mailing invoices, proxy vote and newsletter - \$87.01 YES
- Vote to pay Chris Shering for Godaddy domain deferred to January.
- Sign in Sheets for annual meeting will be done by Beckie. Nan to ask Diane if she will assist at the meeting
- Tentative budget for 2019 was presented and approved by board with changes to be made in the Porta Potty & Maintenance \$\$ as pricing has increased.

- Vote - to roll the balance of the 2018 maintenance budget -\$3,655.68 to the 2019 budget in order to pay for tree removals in the greenbelts - APPROVED
- Beckie to reach out to VF and clarify the correct process for turning accounts over to them for collections.
- Storage rental space needs to be cancelled - Chase Turner to complete.

Treasurer Report
December 18, 2018

- No real report got a payment for lot 3104 for 5.10 part of a Judgment from VF
- 10 • ~~5~~ 2019 dues check that Beckie gave me. Hope to get Key for PO Box back.
- 12- 2019 PayPal dues have come in 8 paid it right, 4 had a fee so will have to be contacted still have balance due.

Reimbursements

- Nancy White 4 x-mas decorating gift cards - 100.00, and copy paper \$4.05 total 104.05
- Lorna Stewart stamps for invoice and proxy and newsletter mail out \$50.00 and box envelopes 37.01 total 87.01
- Chris Sherin for moving website not sure if he got credit for E-mails \$230.00

Things need to vote on and get in the minutes not showing in budget books it was transferred 11/29/18

- \$1,500 was transferred for the easement into the reserve fund need in minutes we did that
- Third quarter late charges of \$2,206.91 approve move to Reserve Fund

things need to talk about

- Sign in sheets for annual in Jan (I have division signs) who at desk
- Budget approved to be presented annual meeting

• VF

ARC Report:

- No requests

C C & R Report

- no new report as nothing has changed
- Lot 2062 will write a letter to ask status of completion of projects concerning the CCR violations as extension that was granted has expired
- Vote - to add the final step to call Thurston County Junk Car as final step when all avenues have been exhausted to get residents to comply with no inoperable vehicles be parked in driveway or yard - APPROVED.
- 4 lots were identified to be sent to Small Claims court as fines now exceed \$400. lot 1001, 2033, 3090, and 3138. Lot 1029 will be sent a letter giving an additional 15 days, if does not comply will also be fined and sent to Small Claims Court.

CC&R Letters for November & December 2018

	1 st letter	2 nd letter	3 rd letter
Division 1	8	2	0
Division 2	2	2	1
Division 3	4	2	0

Most issues for November and December were visible trashcans.

Still working with owners of non-operable cars to get them. Haven't contacted Thurston County Junk Vehicle Program yet. Planning to after January 1.

Lot 2062 – requested that the area under the front windows, that appear rotted, be fixed May 2018. Was given extension until Labor Day. Area still not repaired.

Communication Report:

- Phone - no report
- Facebook - 75
- lfha.net - no report
- Next Door - 379

Events Report:

- Holiday Decorating Contest will be held December 20th with 4 Home Depot Gift Cards to be sent as prizes

Shoreline Restoration Committee Report - the team met with SCJ Alliance on December 18th at Hearing Park. SCJ will look at surveying the park and getting the topography and submit an assessment to us. Looking to do a natural landscape with a switchback path down to water. Hopefully can have a better idea by beginning of February and can start getting permits.

Long Lake Management Report: Kathleen Emmitt reported that the annual meeting for the Long Lake Management Committee will be held January 22, 2019 at the Lacey Community Center @ 6:30.

In addition, Lake Forest has another position open to serve on the Long Lake Management Committee if anyone is interested.

Maintenance Report:

- Bids for clearing trees in greenbelts - Jeff Heard presented 3 bids to the board for clearing of trees in the greenbelts as identified by members of the maintenance committee. The 3 bids were from reviewed by the board. The bid submitted by BK Tree Service at \$8,261.20 was unanimously approved by the board. Jeff will contact BK for to obtain the license, insurance and bonding information. Bids are attached the minutes.
- Maintenance contract for 2019 was approved with a 3% increase from 2018
- see below report:

Maintenance Report

Petty cash- opening balance 178.78, Ending Balance \$158.70

- Orange rust spray-9.26
- 2 pink flagging tape-10.82

Hours 28 hours

- Harvard greenbelt main focus and bids for trees cutting down - Jeff has the information
- Taking rest of year off for the holidays
- Thanks Alex, Jeff, Michael, Cori, John and Cindy for helping me in my yard, thank you soooooo much.
- *maintenance contract*

Old Business:

- **New LFHA Website Project** - Chris is working with Northwest Media to retrieve our domain and has set up a Godaddy account. Once this is received, the new website will be turned on. Will be switching all emails to gmail accounts in the next 2-3 months.
- **Waive Audit of the 2017 books** - evotes and postal votes have been sent out. Vote to be held at the annual meeting January 15, 2019.

New Business:

- **Thurston County Crime Reports for November** - none
- **Lot 1001 to attorney** - attorney has written a draft letter for our review. Once reviewed, changes will be submitted to the attorney.
- **Clarification of the \$40 reserve fund** - a resident in attendance questioned the addition of the \$40 reserve fund as part of the annual dues. It was thought to have only been a one time fee. It was explained that the \$40 was not a one time fee but a \$40 fee to be included annually in the annual dues. see attached vote from 2017.

End Time : 8:10 PM



SPECIAL /ANNUAL MEETING NOTIFICATION

SUBJECT- Waive CPA Audit for 2016 fiscal year. **And add flat rate of \$40.00** for Reserve Fund for capital improvements projects. The flat rate fee for 2017 will be due in June, and then in 2018 the fee will be added to the annual January invoice.

DATE- January 17, 2017

LOCATION- American Legion Pavilion 2602 Marvin Rd – building behind

TIME- 6:30 P.M. Deadline to vote- 7:00 P.M.

Dear Neighbor,

First Vote- Washington State law RCW 64.38.045 requires that an HOA with income over \$50,000 hire a CPA to perform the annual audit. With the 3% increase in dues the past few years our budget has exceeded this \$50,000 limit. In the past the Association has voted to authorize a special committee to perform this audit in lieu of a CPA. The audit can be waived by sixty-seven percent of the votes cast by owners in person or by proxy, at a meeting in which a quorum is present.

The Board has researched hiring a CPA and the least expensive we found would charge a minimum of \$5,000-\$6,000 dollar to perform the audit. As has been done in the past, we hope to again waive the CPA expense and have a Special Committee perform the annual audit for fiscal year 2016 instead. (Remember only 3-6 checks are written a month and books kept in quick books)

Second vote- Voting for added of \$40.00 flat fee (breaks down to \$3.33 a month) on top of the dues for the funding of the reserve fund, as required by law RCW 64.38.388. The reason is so don't have to do special assessments for capital improvements projects. RCW 64.30.070 any project that would cost more than 1% of annual budget should be in reserve. The reserve fund is underfunded We currently are at 48% and approx 13% of associations in this range experience special assessments or deferred maintenance. (See the hillside and walkway in park). To fund faster in 2017 the \$40.00 fee will be invoiced in June, and then in 2018 will be added to the annual dues statement.

Therefore a Special Meeting will be held during the regularly scheduled Annual Meeting on January 17, 2017 beginning at 6:30 P.M. The meeting location will be the American Legion Pavilion (building behind). The voting deadline is 7:00 P.M. At that time a vote will be conducted to waive the audit performed by a CPA for 2016 fiscal years, saving the Association the expense of the \$5,000. And the flat fees of \$40.00 added to dues for the reserve fund, so don't have special assessments for capital improvements.

The board hopes you will vote once again. Thank You.

1. The form enclosed is an Absentee Proxy vote: to make this a legal vote; please select and perform one of the four options below and be sure to sign the form, and designate a proxy. NOTE: filling out form does not affect your right to vote in person

a. You can vote in person at the Special/Annual Meeting on January 17, 2017

b. You can vote 'yes' or 'no' on waiving the audit and increase dues and then select one of the proxy designees below, and mail your form back to LFHA.

c. You can vote 'yes' or 'no' on waiving the audit and increase dues and then write in the name of a person who will be attending the meeting and that person will proxy your 'yes' or 'no' Vote.

d. You can choose not to vote 'yes' or 'no' on waiving the audit and increase the dues and then write in the name of a person who will be attending the meeting and that person will proxy your vote 'as they see fit'.

* Filling out the form does not affect your right to vote in person

2. Mail form to: Lake Forest Home Association
P. O. Box 3368
Lacey, WA 98509-3368

Thank you for your time and efforts to help our neighborhood and the Association.
Sincerely the Board of Directors



Jeff Heard
Lake Forest Divisions (HOA)
3625 Oxford LP SE
Lacey WA
206-227-8986
Email- jefferyheard@comcast.net

Job Description:

- #1. 8019 lake forest Dr SE- Remove Doug fir , chip all brush, leave wood stacked.(full clean)
- #2. Between 3407-3415 Marquette Dr- evaluation
- #3. 8520 lake forest Dr SE- remove dead fir in greenbelt, chip all brush, stack all wood with mini-v along trail. Also remove dead tree along trail.
- #4. 8425 Harvard Dr- remove small pecker pole, chip all
- #5. 3507 Harvard Dr- remove lightening struck Doug fir, chip all brush , leave wood in random lengths.
- #6. 8407 lake forest Dr- Safety prune one large Doug fir in greenbelt, chip all brush.
Safety prune 4 larger maples, remove small pecker poles growing into fir, plus two maples growing over neighbors shed. Chip all brush.
- #7. Remove three dead pecker poles, leave wood, chip brush.
Note, remove leaning fir?
- #8. Drop dead snag, leave habitat pole about 12-15 ft tall. Chip brush, fall and chip nearby dead pecker pole
- #9. Two separate bids.
HOA- remove two dead pecker poles, chip brush leave wood.
Remove larger fir, chip brush leave wood random lengths.
Remove snag, chip brush, leave wood.
- #10. Remove fir, remove 4 or 5 lower limbs from mature tree , clean up lower branches from three or 4 cypress.

-4 days at \$1900 per day. Note, if jobs exceeds 4 days, there will be no extra charge. Price is including all hazard, all brush chipping, and stacking wood for easy access.

Total : \$7600+ tax
Tax .087
Total- \$8,261.20

-Home owner bid for 5 Doug firs along fence.
Remove 5 Doug firs along fence , chip all brush, leave wood random lengths
\$3150.00 + tax
.087 \$274.05
Total: \$3,424.05

BK Tree Service LLC
360-451-8869
PO Box 421 East Olympia WA 98540
Bktreeservice@yahoo.com

Ron's Stump Removal & Tree Service, LLC.
P.O. Box 595
Tenino, WA 98589



ESTIMATE

DATE	ESTIMATE NO.
12/17/2018	19764

NAME AND ADDRESS		WORK TO BE PERFORMED AT	
Lake Forest Homeowners Assoc. 3625 Oxford Loop SE Lacey, WA 98503 Attn: Jeffery Heard		Greenbelt areas in HOA	
E-mail	JEFFERYHEARD@COMCAST.NET	Tax Location	3434

HOME	CELL	FAX	WORK
	(206) 227-8986 (Jeff)		

Description	Amount
Remove three (3) dead Fir trees located in closed greenbelt area. Drop and leave limbs and wood pieces as they lay. No bucking . No clean up.	900.00
#8 - 3711 Carnegie Orange Tag: 426 Remove one (1) Fir tree snag. Cut stump to approximately 10' to 15' snag. Leave wood pieces as they lay. No bucking. No clean up.	350.00
Red Tag: 5511 and 5512 Remove two (2) dead Douglas Fir trees. Chip limbs and haul away debris. Leave wood pieces as they lay in random length and cut stumps low.	700.00
#9 - Walthew Drive Red Tag: 5514, 5519, 5520, 5521 and 5522 Remove five (5) Douglas Fir trees located in HOA greenbelt area. Chip limbs and haul away debris. Leave wood pieces cut in random length and leave as lays. Cut stumps low.	2,500.00
#10 - 3712 Carnegie Yellow Tag: 2479	

A signature is an acceptance of the above prices, specifications and conditions which are satisfactory and are hereby accepted. Ron's stump Removal & Tree Service, LLC. is authorized to do the work as specified. Any alteration to estimate will be revised and agreed upon. Not responsible for underground utilities. Payment is due upon completion. Signature X Ron & Christy Schneider (360) 264-4969 or (360) 491-TREE 1-800-813-2682	Subtotal
	Sales Tax (8.7%)
	Total

Ron's Stump Removal & Tree Service, LLC.
P.O. Box 595
Tenino, WA 98589



ESTIMATE

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12/17/2018	19764

NAME AND ADDRESS		WORK TO BE PERFORMED AT	
Lake Forest Homeowners Assoc. 3625 Oxford Loop SE Lacey, WA 98503 Attn: Jeffery Heard		Greenbelt areas in HOA	
E-mail	JEFFERYHEARD@COMCAST.NET	Tax Location	3434

HOME	CELL	FAX	WORK
	(206) 227-8986 (Jeff)		

Description	Amount
Directional crown raise one (1) Douglas Fir tree. Directional crown raise lower hanging limbs over roof. Chip and haul away debris. Yellow Tag: 2480 and 2481 Directional prune two (2) Leland Cypress trees to the right side of house in greenbelt area. Chip and haul away debris. NOTE: Any additional work may be done at \$350.00 per hour plus sales tax.	400.00

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	Sales Tax (8.7%)	\$1,213.65
	Total	\$15,163.65

Ron's Stump Removal & Tree Service, LLC.
P.O. Box 595
Tenino, WA 98589



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E-mail	JEFFERYHEARD@COMCAST.NET	Tax Location	3434

HOME	CELL	FAX	WORK
	(206) 227-8986 (Jeff)		

Description	Amount
Brice Bid 12/03/18 Climb / LRIII may help / Mini V w/ grapples which may help move wood. BRICE TO START	
#1 - Red Tag 5501 Remove one (1) Hemlock tree located to the left side of home. Chip limbs and haul away debris. Leave wood pieces from main stems in random length and leave as lays. Cut stump low.	1,400.00
#3 - 8520 Lake Forest Drive SE Orange Tag: 425 Remove one (1) dead Douglas Fir tree located in greenbelt area. Chip limbs and haul away debris. Leave wood pieces from main stem and cut in random length. Cut stump to approximately 10' to 15' height.	2,500.00
Red Tag: 5502 Fell one (1) dead Douglas Fir snag. Chip limbs and haul away debris. Leave wood pieces from main stem cut in random length and leave as lays. NOTE: May be collateral damages to near by trees or shrubs. Keep main walking trail clear of wood pieces that remain on site.	
#4 - 845 Harvard Drive	

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Lake Forest Homeowners Assoc. 3625 Oxford Loop SE Lacey, WA 98503 Attn: Jeffery Heard		Greenbelt areas in HOA	
E-mail	JEFFERYHEARD@COMCAST.NET	Tax Location	3434

HOME	CELL	FAX	WORK
	(206) 227-8986 (Jeff)		

Description	Amount
Red Tag: 5503 Remove one (1) dead Douglas Fir tree. Drop and leave limbs and wood pieces as they lay. No bucking. No clean up.	300.00
#5 - 3507 Harvard Drive Red Tag: 5504, 5505 and one (1) additional. Remove two (2) trees located in greenbelt. Chip limbs and haul away debris. Leave wood pieces cut in random length and leave as lays. Cut stump low. Remove one (1) additional dead Fir tree located in greenbelt. Chip limbs and haul away debris. Leave wood pieces cut in random length and leave as lays.	2,100.00
#6 - 8407 Lake Forest Drive Yellow Tags: 2477 and 2478. Red Tags: 5506, 5507, 5508 and 5509 plus six (6) stems between tags. Crown clean out and safety prune all above listed yellow and red tags located in the greenbelt. Remove deadwood, hangers, broken limbs and stubs. Prune to promote center dominant growth. Chip limbs and haul away debris. NOTE: Fences to be rolled back around pruning area.	2,800.00
#7 - 8336 Lake Forest Drive No Tag #s	

A signature is an acceptance of the above prices, specifications and conditions which are satisfactory and are hereby accepted. Ron's stump Removal & Tree Service, L.L.C. is authorized to do the work as specified. Any alteration to estimate will be revised and agreed upon. Not responsible for underground utilities. Payment is due upon completion. Signature X Ron & Christy Schneider (360) 264-4969 or (360) 491-TREE 1-800-813-2682	Subtotal
	Sales Tax (8.7%)
	Total



\$300 PRUNE
\$650 REMOVE

Location #1: 3018 Lake Forest Dr SE: Bushy fir in green belt adjacent to house. Lot owner requested tree be pruned back away from house. Remove lower limbs or fall??

\$2000

#2: Access between 3407-3415 Marquette Dr: line leads to green belt behind orange chain. Double trunked fir off to right of green belt, marked with survey tape. Tree appears to be healthy, however, homeowner adjacent concerned of safety. Is it a hazard?

3 tree services agreed this tree is no particular hazard

\$800

#3: 2020 Lake Forest Dr SE: dead fir in greenbelt, fall & chip limbs.

\$100

#4: 8425 Harvard Dr: Dead pecker pole in green belt access, fall & leave on ground.

\$650

#5: 3507 Harvard Dr: Lightening strike (?) fir in green belt, marked with survey tape, Nearby residents concerned of safety, is it hazardous, if so, fall, chip limbs, leave trunk, unbucked

\$2000

#6: 8407 Lake Forest Dr: downhill green belt access, thicket of maple & large top damaged fir compromising house. Prune or remove whichever is best value.

\$300
\$300 >

#7: 8336 Lake Forest Dr: dead fir in green belt behind house. Accessible thru resident's gate, marked with survey tape. Fall & remove limbs

\$350

#8 3711 Carnegie; huge fir snag & tall dead snag, fall & remove limbs. Attempt to fall big snag onto logs or some sort of support to facilitate bucking into firewood. Leave logs on ground

\$100
\$250 >
\$250

#9: Walther Dr: multiple dead trees, in several spots. marked with survey tape, fall, remove limbs, leave logs on ground.

\$2000
\$750

#10: 3712 Carnegie: Large fir & brushy trees along fence line. Fall tree & clean up fenceline

\$100,100

\$ 9,500
- 2,000
\$ 7,500

11/30/18
Bluy
BOB MELLOY