



Lake Forest HOA Board Meeting

September 18, 2018

Meeting Minutes

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

Board members present: Chase Turner, Chris Sherin, Lorna Stewart, Nan White, Beckie Weatherford, Greg Lande

Board members absent: Judi Denney

Guests: 8

Time started: 6:30 PM

President's Welcome

Secretary Report:

- August 2018 Board minutes were approved

Treasurer Report

- Waive the CPA audit for the 2017 books? *continue to verify email addresses for electronic voting and will cover in newsletter - Lorna to supply her list of email addresses, etc to Beckie. Beckie will work with Shantel to ensure all updates on Lorna's report are on the google doc database and this database will become the primary database for the association.*
- Vote - to reimburse Nan White for postage #3 letters - \$7.90 - *Approved*
- Vote - to reimburse Lorna Stewart for ink and paper - \$68.51 - *Approved*
- VF Collection Company - *much discussion regarding current accounts at VW for collections and also regarding if we can move to another collection agency. Beckie Weatherford volunteered to contact VF to discuss our account.*
- Rumors circulating regarding the Waterfront project and the \$40 assessment.
- Lot 1001 - CCR violations, late charges what is to be done?
- Late fees & interests are only for assessments and dues NOT on fines.

Treasurer Report Sept 18, 2018

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No new checks for dues have come in since last, except the cash from Chase for 1001, and a check from VF for lot 3138 for \$3004 Still have several on hold pending if can find another collection company. I called 6 places in Washington State, all take cut out of what we are owed range from 35% to 50%. None added fees for their expense and we get full amount. One charged 50% if amount is under 1,000 dollars owed. Do we stay with VF? Have heard rumors about people complaining about raise the dues and not showing anything for it. Maybe in newsletter explain we don't have enough funds to do the water front repairs yet. And we are still saving money to get enough. Maybe after next year's dues we may have enough money to start. Did not receive any fine money this month from last round of 25 fines for CCR violations

Reimbursements

Nancy White for postage #3 letters- 7.90 Lorna Stewart for ink and paper 68.51

ARC Report:

- New requests were received
- Lot 2027 is not a structure attached to the house so does not need an ARC request.

C C & R Report

- Discussed fines structure for doubling and whether or not to add late fees and interest. it was determined that the first fine is \$25, second is \$50, third is \$100, etc. as it is doubled each time. The second fine is added to the first, the third will be added to the first and second, etc. example: first fine is \$25, second is \$50 total owed is \$75 if the first \$25 is not paid. The fines are compounded.
- Non operational cars are down to 5 addresses.
- 5 calls were received thanking for CCR updates for rental homes that owner was not aware of.
- See below report

CC&R REPORT SEPTEMBER 2018

1. TOTALS FOR AUGUST 2018

- Division 1 - 10 #1 letter, 0 #2 letters, 2 #3rd letter with fine, 2 response letters
- Division 2 - 4 #1 letters, 2 #2 letter, 2 #3 letters, 4 response letters
- Division 3 - 14 #1 letters, 6 #2 letters, 0 #3 letter, 14 response letters

2. SEPTEMBER UP TO SEPT 18, 2018

- Division 1 - no report yet
- Division 2 - report delivered 9/16, working on
- Division 3 - no report yet
- Lot 2033 - 3rd letter sent, no known response for non-op black truck
- Lot 3090 - 2nd letter sent, no known response for 2 non-op red cars
- Lot 1004 - 2nd letter sent for parking on grass, Silver Malibu appears non-op

3. SUCCESS

- New email for CC&R issues directly ifhacccr@gmail.com
- Working on a separate phone for the CC&R calls
- Lot 3188 - non-operational car is no longer in driveway
- Lot 1029 - working with homeowner for 2 remaining cars, extension till Dec 1

4. PLANS FOR AUTUMN

- Focus on roofs - moss, excess debris
- Focus on fencing
- Allowing a 30-day grace period to move firewood dumped in front yard to be properly stacked.

Communication Report:

- Phone - see below
- Facebook - 73
- lfha.net - 351
- Next Door - 373

Phone calls August 22 to September 18

Dues-1

Hoa demand/ selling/ new owners-6

CCR Letters- 3

- 1- I fixed the problem
- 2- thank you for pictures, helped evict renters, one moved , one fined

Complaints

- Taking picture of house-2
- Loose dogs attack dogs at gate-2
- Loose dog dumping on neighbors yards-1

Arch questions-5

Events Report:

- No report as no events were held
- Need an Event Coordinator
- all of the keys need to be accounted for before Lorna goes off the board

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:

- Need more volunteers to help with the maintenance committee as well as a Maintenance Co-Chair.
- Jeff Heard, Maintenance Co-Chair, is to get estimates on cutting down some of the diseased and dead trees in the greenbelt as money is in the budget to do so.

- Nan White will post the next Monday Volunteers Work Session on social media to see if we can get more volunteers.
- It was agreed that Nan would write letters to people dumping in the greenbelts to request they stop per the request of the Maintenance Co-Chairs. If it has not stopped and has not been cleaned up, the posted \$250 fine will be assessed.
- Much discussion was held regarding the upkeep of the greenbelts. Cleaning out the underbrush and ivy as well as cleaning up the debris people are dumping .
- It was agreed that the maintenance committee's stuff currently residing in Lorna's garage will be gone through and items no longer used will be put into her garage sale. Any money made will be put into the petty cash. Photos are to be taken of all the items to be sold.

Maintenance Report

Sept 18 2018

Monday Volunteers finished the pond clean ups for the county reports and the forms have been sent in. Hours 42+ Expenses one dump run for \$13.00 from SE entrance Projects-worked on SE entrance, pulled dead Rhody, and trimmed big one on the hill, removed 2 dead trees from Marvin road. Cleaned up green belt between Oxford Drive and 37th and Carnegie Dr.

Maintenance is asking board for the following

- Board to vote to have Nan write letters to people who have been dumping in greenbelts, request they stop, and give 2 weeks to remove what they already dumped, If we see fresh dumping they will be fined the \$250 fine for dumping in common areas, Jeff will provide a list of properties. Suggest we post Monday work party location on next door, maybe get more help Ask for a short no dump in greenbelt and/or common areas, fines will be coming if continue. In the newsletter Asking permission from board to sort stuff in Lorna's garage and pull out old chemicals don't use and other items and put in her moving sale, including maybe the weedwacker (not been used in over 2+ years, purchased 7-8? years ago-people use their own machines.) And put funds back into petty cash.

Updates

Jeff is currently working on a list of trees with questionable removal issues, have a few more areas to check then will get some bids to remove Have not done anything about

Old Business:

- **Waterfront Bulkhead Repair** - *After much discussion, it was decided that a committee needed to be formed to work on Waterfront Bulkhead project. Jeff Heard will head the committee up and Nan White and Kathleen Emmett volunteered to help as well. We need to come up with an idea of what we want which is a more natural landscape instead of the current design. The first step will be to investigate ideas through the Department of Ecology as well as locating Marine architects knowledgeable on the remaking of waterfronts. The newly formed committee will provide feedback to the board at the October meeting.*
- **Permanent storage shed on LFHA property to store supplies & records** - *the new shed will be located in Hearing Park and will be installed December 5th - update September 26th - New installation date is October 17th.*
- **New LFHA Website Project** - *Tabled to October so research could be done regarding email capabilities.*
- **Purchase of phone for CCR use** -*the need for 2 phones for the board was discussed at length as well as the option of using Google Voice , digital voicemail system, instead of purchasing a new phone. the options of "Pay as you go" vs adding a phone to our current contract were discussed as well. Shantel to research more and get back to the board. - UPDATE - Beckie forwarded article on Google Voice to the board for review on September 19, 2018.*

New Business:

- **Using "late fee" funds to build off-leash dog park on Oxford Loop** - *Tabled until other issues can be completed*
- **Thurston County Crime Reports for August** - *none*
- **Park Manager Volunteer** - *Nan White offered a job description for the Park Manager Volunteer position and all agreed it was a good description. Nan will post the volunteer position on social media and website in hopes of getting a volunteer to fill the position.. Job description is at the bottom of the minutes.*
- **New park hours** - *a list of set park hours was submitted to the board by Nan White and the board approved. see below for new set park hours.*
- **LFHA Newsletter** - *it was agreed by the board to send a newsletter to the homeowners with updates from the Board. updated to be included and board members writing the updates . all updates to be submitted to Beckie Weatherford by October 1st. Beckie will work with Holly Harmon for publishing of the newsletter.*
 - *Charge for changing gate code - Chase Turner*

- o vulgar language left in messages on LFHA phone as well as to CCR volunteers - Chase Turner*
- o Borrow money from reserve fund to purchase shed. Lorna Stewart and Shantel Jones*
- o online vote for CPA audit 2017 - Beckie Weatherford*
- o Volunteers - Nan White*
- o 3 board members go off in January - Chase Turner*
- o CCR Guidelines - Nan White*
- o CCR fines - Nan White*
- o Waterfront Project - Lorna Stewart*
- Halloween Spooky Yard contest - \$25 gift card - it was approved to have the Halloween decorating contest again this year and a \$25 gift card will be given to the winner.

End Time : 8:48 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.

