



**Lake Forest Board of Directors Meeting
April 20th, 2021
Minutes**

Location: Zoom Meeting

Board members present; Kathleen Emmett, Gregg Langer, Alex Broman, Jeff Heard, Judi Denney, Deanna Rocamora

Board members absent; Beckie Weatherford

Guests: 2

Time started: 6:33 pm

Welcome by President

Welcome to all the guests and the residents attending this month's meeting. With the nice weather approaching, the future HOA monthly board meetings will be at the pavilion in Hearing Park until further notice.

Secretary Report- Deanna Rocamora

March minutes were reviewed by board members via email with one correction and one addition made. Motion to approve March minutes was made, seconded, and carried.

Treasurer Report – Update by Beckie Weatherford and Shantel Jones

Reports submitted via email for inclusion with minutes. Addendum A and B.

In the absence of Beckie and Shantel, the treasurer report was presented at the meeting and reviewed. Kathleen announced the final payment to SCJ alliance has been made for the construction documents for the Waterfront/Shoreline project.

The board would like further explanation of the \$10 payment to the Secretary of State. (In an email dated 4-26-21, Beckie explained that the payment is a yearly non profit report the HOA is required to fill out and submit to the state every year.)

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

3 ARC requests have been received and approved. The requests included paint color, fencing and roofing, skylights and gutters.

An additional request has been forwarded to Alex for CC&R review and advice.

Alex has given residents ARC form information to residents who are parking on non-gravel areas.

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

Report submitted via email for inclusion with minutes. Addendum C.

It has come to the attention of the board that a resident has built a culvert into the greenbelt behind their home. A letter has already been sent which was reviewed at this meeting. The board discussed and reviewed the CC&R's in regard

to this situation. It is the position of the board that another letter be sent stating that the culvert must be taken out and the area restored to its previous condition. The board will include a deadline and not impose the \$250 fine if the conditions are met.

Maintenance-Update by Jeff Heard

Allocated Tree Removal: The Malloy's have approximately 5 trees left to remove. They estimate this could take a few weeks to complete.

A resident on Creighton Court reported a large fallen limb in her back yard. The tree is located in the greenbelt, but the large limbs hang over her lot. This tree has had a safety prune done in the last few years but continues to be a threat. Jeff will contact the Malloy's for a quote on removal. It is expected to be a big project.

The NE entrance irrigation system was surveyed by the maintenance crew and a representative from the city of Lacey uncovered the missing water meter. The irrigation system will need some light repairs to become functional. The NE entrance landscaping has been in decline since the water had been shut off. What remains is due to the maintenance volunteers manually trucking water to the area. The estimate for repairs to the irrigation system could be approximately \$100 and turning on the water meter would result in a monthly bill of approximately \$30 (\$360 annually). A motion was made via email April 9th, seconded and carried by the board to move forward with the irrigation repairs and restart the water meter service.

Jeff announced 3 cedar trees were planted along Marvin Road and already look in distress due to lack of water supply. He recommends purchasing bladders for the trees to help with their survival. He estimates the cost at around \$70. The board agrees he should move forward with purchasing the bladders.

Jeff reported a sink hole in front of the pavilion that is steadily getting worse. It has been there for some time but is getting deeper. He suggested having the person who will move the big rocks at the SE entrance also fill the sink hole. He will provide an update at the next meeting.

Events-Update by Judi Denney

The yard sale event will be May 21-22. Discussion occurred about where to advertise the event. It will be announced on the sign boards, Nextdoor, Facebook and the website.

New Resident Letter: The cover letter has been completed and is ready for distribution to new residents. The letter will be sent via email with links to the website for the CC&R's and general HOA information. Deanna will put the letter on the LFHA letterhead and email to Kathleen. Beckie is looking into magnetic cards for distribution to the residents which would include important phone numbers, email and website information.

SE Entrance Project (Jeff Heard)

Jeff announced that 2 residents have adopted the SE Entrance and assisted with weeding and removing bark and debris. The area looks amazing, and the board appreciates their efforts and volunteer hours!

The neighborhood sign at the SE Entrance still needs to be replaced. This item will be added to upcoming meeting agendas as a project to be completed.

Landscaping: In previous meetings, the Board has approved the use of funds to complete work needed such as removal of the flower bed and moving large rocks around. Jeff has contacted someone who has the equipment needed but the machine is not in town currently. This is an ongoing project; more updates will follow.

Waterfront/Shoreline Project -Update by Kathleen Emmett

After extensive review and comments of the construction plans, SCJ provided the final plans. Kathleen has sent the project out for bid and has had a few replies. The most notable comment at this time is that we will have significant savings if we plan this project for the winter months.

Old Business

2019 financial audit

The 2nd vote received enough votes to reach a quorum and was in favor of having a committee perform the audit rather than a professional service. The committee was unable to meet to perform the audit due to the new COVID 19 recommendations by Governor Inslee. The committee will perform the audit as soon as public health recommendations allow for such activities to resume.

Volunteer Safety Procedures

A volunteer was injured during a work party and taken to the hospital. The Board met on December 12th to discuss, review, and update current safety protocols.

A volunteer liability release form was presented to the board.

A motion was made, seconded and carried to implement use of this form and upload onto the LFHA website.

Alex and Jeff will review the procedure document presented in the December meeting and provide comments and/or edits at the next meeting. Additionally, it was suggested to work on the document as a group to provide a final draft by the next meeting.

Quarterly Weekend Work Parties

This is an ongoing project for 2021 and will be planned in the coming months.

2021 Maintenance Activities

A suggestion was made to have maintenance work parties one weekend a quarter to encourage more participation of homeowners. The HOA would provide snacks and drinks.

New Business

One of our guests/residents inquired about using a pole construction to build a detached shop/garage on his lot. He plans to use the same color and siding scheme to resemble his house. The board would like to see his plans in the form of an ARC form and review the CC&R's in relation to acceptable construction materials.

Mr. Woods reported many downed fences along Marvin Road and questioned whether the HOA has addressed the situation with the residents. Alex has been in contact with some of the homeowners who are waiting on estimates. Alex will follow up and report back at the next meeting.

Next meeting will be at Hearing Park on May 18th as the Fire Station is still closed due to COVID-19 restrictions.

Adjourned @ 7:57pm



Treasurer's Report

April 20, 2021

- VF Accounts - 2 making payment, 2 judgements received and VF actively working, 2 new turned over
- Past due accounts 2021
 - o payments slowly trickling in
 - o Will send out past due statements as ~40 have not paid
 - o 1 making payments
- Past due accounts 2020

2	turned over to collections
1	making payments - have not received payment since Feb - have emailed

- Petty Cash Disbursements
 - o No disbursements
- Checks Written

Check #	Date	Amount	Whom	Description
6322	3/23/2021	\$2,421.15	SCJ Alliance	Construction documents
6323	3/23/2021	\$383.00	Dept of Treasury	2020 Taxes
6324	3/23/2021	\$1,415.77	Shantel Jones	December 2020-February 2021 plus 2020 year end & 1099s
6325	3/23/2021	\$347.84	Jeff Heard	Maintenance supplies
Debit	4/1/2021	\$10.00	Secretary of State	Annual Report

- 2019 Audit-
 - o Postponed due to pandemic restrictions
- 2020 Audit
 - o Vote to have volunteer committee to audit 2020 books instead of CPA audit
- Communication
 - o Phone - gate codes, HOA, demands, HOA documents,
 - o emails - invoices, HOA demands, HOA documents
 - o website - 753 hits

						TOTAL						
Projected 2021 Budget		Projected 2021 Budget				Jan 21 Actual	Feb 21 Actual	Mar 21 Actual	Apr 21 Actual	Budget Bal Left	2021 Budget	
Ordinary Income/Expense		Ordinary Income/Expense										Accts Rec
Income		Income										4/20/2021
2021 Association Dues (\$164.52 & \$82.27 Dues with Credits Applied \$69,551.33)		2021 Association Dues (\$164.52 & \$82.27 Dues with Credits Applied \$69,551.33)				-33,821.54	-13,715.69	-6,078.47	-1,777.39	14,158.24	69,551.33	\$9,844.97
2021 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$16,920.00)		2021 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$16,920.00)				-8,180.00	-3,340.00	-1,364.60	-360.00	3,675.40	16,920.00	
Credits Prepaid for 2021 in Dec 2020 \$12870.81		Credits Prepaid for 2021 in Dec 2020 \$12870.81				-12,870.81	0.00	0.00	0.00	-12,870.81		
Total Income:		Total Income:				-54,872.35	-17,055.69	-7,443.07	-2,137.39	-7,907.98	86,471.33	
Expense		Expense										Banking
												3/31/2021
2	Tax Preparation Fee/IRS/Property Taxes	2 Tax Preparation Fee/IRS/Property Taxes				0.00	0.00	-383.00	0.00	-233.00	150.00	\$87,490.10
3	Insurance (April)	3 Insurance (April)				0.00	0.00	0.00	0.00	6,010.00	6,010.00	Reserve Fund
4	Licenses & Fees (May)	4 Licenses & Fees (May)				0.00	0.00	0.00	-10.00	0.00	10.00	\$196,160.43
Maintenance		Maintenance										Reserve Paid
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$17,000 with Credits Applied		Reserve Fund Contribution Special Assessment (\$40 & \$20 \$17,000 with Credits Applied				-9,000.00	-1,440.00	-3,964.60	-1,060.00	1,535.40	17,000.00	\$15,464.60
5	Fence/Signage Repairs-Maint.	5 Fence/Signage Repairs-Maint.				0.00	0.00	0.00	0.00	400.00	400.00	
6	Common Area Maint/Mowing (at \$1,854.83) for 12 months)	6 Common Area Maint/Mowing (at \$1,854.83) for 12 months)				-1,800.81	-2,300.81	-1,854.84	0.00	16,301.50	22,257.96	Grimm
7	Volunteer Projects/Petty Cash/Garbage	7 Volunteer Projects/Petty Cash/Garbage				-147.39	0.00	-446.49	0.00	6.12	600.00	12/31/2019
8	Hearing Park Maintenance/Waterfront	8 Hearing Park Maintenance/Waterfront				0.00	-12,000.00	9,304.10	2,421.15	1,225.25	1,500.00	\$1,083.10
10	Other Landscaping/Trees	10 Other Landscaping/Trees				0.00	0.00	0.00	0.00	11,500.00	11,500.00	
12	Theft & Vandalism	12 Theft & Vandalism				0.00	0.00	0.00	0.00	50.00	50.00	VF Collections
*	Total Maintenance	* Total Maintenance				-10,948.20	-15,740.81	3,038.17	1,361.15	31,018.27	36,307.96	9/30/20
Office Expenses		Office Expenses										\$3,223.62
15	PO Box Rental (Due in February)	15 PO Box Rental (Due in February)				0.00	-350.00	0.00	0.00	-75.00	275.00	
16	Postage	16 Postage				0.00	-21.45	-2.75	0.00	1,575.80	1,600.00	
17	Storage Shed (\$106 per month to Reserve) Sched for 15th Each Month AutoPay. Ends Jan 2021. Original \$2600.04	17 Storage Shed (\$106 per month to Reserve) Sched for 15th Each Month AutoPay. Ends Jan 2021. Original \$2600.04				-106.00	-106.00	0.00	0.00	-155.96	56.04	
18	Supplies	18 Supplies				0.00	0.00	-2.50	0.00	997.50	1,000.00	
19	Telephone (at \$50.00 per month)	19 Telephone (at \$50.00 per month)				-28.91	-29.01	-29.01	-29.01	244.06	360.00	
20	Website/Email	20 Website/Email				-6.56	-6.56	-6.56	-6.56	233.76	260.00	
*	Total Office Expenses	* Total Office Expenses				-141.47	-513.02	-40.82	-35.57	2,820.16	3,551.04	
21 Community Events		21 Community Events				0.00	0.00	0.00	0.00	300.00	300.00	
Professional Fees		Professional Fees										
22	Legal Fees	22 Legal Fees				0.00	0.00	0.00	0.00	500.00	500.00	
23	Accounting Fees/Reserve Study	23 Accounting Fees/Reserve Study				-2,500.00	0.00	0.00	0.00	2,500.00	5,000.00	
24	Bookkeeping (at \$360.17 per month)	24 Bookkeeping (at \$360.17 per month)				0.00	0.00	-1,410.52	0.00	2,911.52	4,322.04	
*	Total Professional Fees	* Total Professional Fees				-2,500.00	0.00	-1,410.52	0.00	5,911.52	9,822.04	
Utilities		Utilities										
26	Electricity (at \$850.00 per month)	26 Electricity (at \$850.00 per month)				-800.78	-795.63	-795.22	0.00	7,808.37	10,200.00	
27	Port-a-potty (at \$40.00 per Service at 15 Services)	27 Port-a-potty (at \$40.00 per Service at 15 Services)				-97.12	-97.12	0.00	-48.56	357.20	600.00	
28	Water - Irrigation	28 Water - Irrigation				0.00	0.00	0.00	0.00	500.00	500.00	
*	Total Utilities	* Total Utilities				-897.90	-892.75	-795.22	-48.56	8,665.57	10,800.00	
Total Expense		Total Expense				-14,487.57	-17,146.58	408.61	1,267.02	54,492.52	84,451.04	
Net Ordinary Income		Net Ordinary Income										2,020.29
Other Income		Other Income										
Interest Income (at \$25.00 per month aprox)		Interest Income (at \$25.00 per month aprox)				108.42	74.86	67.95	0.00	48.77	300.00	YTD Interest
Total Other Income		Total Other Income				108.42	74.86	67.95	0.00	48.77	300.00	\$251.23
Net Other Income		Net Other Income				108.42	74.86	67.95	0.00	48.77	300.00	
Total Net Income		Total Net Income										2,320.29
1st Qtr	Totals	1st Qtr	Totals	1st Qtr	Totals	1st Qtr	2nd Qtr	3rd Qtr				
	2021 Assessments		2021 Assessments		\$33,206.67	\$13,533.48	4,189.99		\$50,930.14	-	0.00	
	Previous Assessments		Previous Assessments		\$255.78	\$50.00	1,319.10		\$1,624.88	-	0.00	
	Finance Charges/CC&R Fines		Finance Charges/CC&R Fines		\$9.75	\$26.25	142.49		\$178.49	-	0.00	
	Late Charges		Late Charges		\$100.36	\$25.00	360.22		\$485.58	-	0.00	
	Reserve Payments		Reserve Payments		\$8,180.00	\$3,340.00	1,364.60		\$12,884.60	-	0.00	
	Credits		Credits		\$249.02	\$80.96	66.68		\$396.66	-	0.00	
	Total Paid		Total Paid		\$42,001.58	\$17,055.69	7,443.08	0.00	\$66,500.35	0.00	0.00	

Addendum C

CCR Report for April 2021

1. Inspections made on 30 March, 8, 15, and 20 April. Courtesy letters sent or due out for violations still existing on April 20.
2. Letters sent 20 April 2021:
 - a) #1: 3
 - b) #2: 1
 - c) #3: (sent a “last reminder” before fining with a compliance suspense of April 30. If still no compliance a Letter #3 will be sent.)
3. Breakdown by violation types:
 - a) #1: 1 for cans in view and parking on lawn, 2 for parking on lawn
 - b) #2: 1 for trailer
 - c) #3: none (see note above)
4. Homeowner corrections 15 March to 20 April (13): 3 for parking on the lawn, 2 for trailers, 2 for car tarps, 1 for greenbelt, and 5 for cans in view
5. Pending Turn over to Treasurer in April: 0
6. Fine (Letter #3) status: No fines levied.
7. Report Notes:
 - a) Greenbelt incursion (fences, shed) notifications still pending definitive property line review with owners.
 - b) An existing fence construction correction plan still not executed by owner.
8. CCR report on April 20, 2021 by Alex. Copies of Courtesy Letters sent to homeowners will be placed on file on LFHA BOD Google drive.