



October 17, 2023

Minutes

**Location:** Fire Station 33, Mullen Rd

**Board Members Present:** Kathleen Emmett (P), , Shannon Hildreth (@L), Alex Bromen (@L, acting temporary secretary and recorder),

**Board Members not present:** Kim Busenbark (T) called in, Secretary (position vacant), Vice President (position vacant)

**Others/Guests:** Jeff Heard (maintenance), David CdeBaca, Tom and Crystal Spencer, Constance Kimmons, Diane and Richard Oliver, William Charles, Edward and Karolyn Woods, Bianca Moureau, Barrett Tallant, and Janet Lubach.

**Time Started:** 6:44 PM

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**Welcome, Introductions, and Call to Order:**

**Review/Approval of September 19 Minutes:** Draft minutes were sent to Board members by email, hard copy available at meeting. Alex noted that the tally of the mailed in ballots/votes to replenish the Reserve Fund was made at the end of the meeting but included in the minutes out of sequence. Alex also asked David CdeBaca to confirm the draft wording of his comments. They were acceptable. There being no other comments, Alex moved to accept the September 19 Minutes with addendum reports submitted, Kathleen seconded, approved by voice vote.

**President's Report:** Kathleen Emmett

- Kathleen will call the Fire Station to see if we can continue meeting here. The annual meeting in January will be held at the Evergreen Forest Elementary School and we will be charged for that meeting. The January monthly meeting will start at 6:30 PM and the annual meeting will start at 7:00 PM.
- Working on a Fall newsletter with Constance Kimmons and Catherine Smith and working on an agenda for the annual meeting. Input is welcome to both - send it to the board at lfhabod@gmail.com.
- Constance Kimmons offered to serve on the Board and Kathleen made a motion to elect Constance Kimmons as a special appointment until the January annual meeting, to provide the required number of Board members until we hold the annual election in January. Shannon seconded, Kim participated via a phone call from Kathleen. After discussion, the motion was passed.
- Kathleen made a motion to approve a three percent increase in the annual dues for 2024 as allowed by Article IV of the CCRs. Alex seconded. Motion passed without discussion. Constance noted that the three percent increase only amounts to \$5 to \$8.

**Treasurer's Report:** Kim Busenbark

- Kim signed off from the phone call and did not present her reports. She will send it to the Board by email.
- [Received BookBudget report from Shantel on October 29 and attached to these minutes as Addendum A]

**Secretary's Report:** Alex Bromen (Secretary *pro tem*)

- Addendum C submitted.
- The addendum's note #1 about the Special Assessment vote was moved to Old Business at the suggestion of Kathleen.
- A copy of the 2023 Reserve Fund Study is not on the LFHA website. The numbers we used for an explanation of what we needed in the Notice of Assessment Meeting were already out of date.
- Alex reported that Shantel, our bookkeeper, is in Utah and her computer was stolen. Her financial reports and input will have to be reconstructed on a new computer when she returns. She was able to wipe her data from the stolen computer remotely.

**CCR Report:** Alex Bromen

- Addendum D submitted.
- Lot 3137 fence condition has existed for months, and it is still not repaired, letters to the address had been returned. Visits have produced acknowledgement but not produced action. The fence is highly visible from a busy street.
- Lot 3178 is still in fine status for cans in view and the owner has not responded. That lot is also delinquent in dues payment. As discussed during the September board meeting, that lot is possibly not seeing their fine billings because LFHA monthly statements are not being sent.
- Lots 1122 and 1123 have been the source of several neighbor complaints about parking and blocking pickup of garbage cans. I visited one of the lot owners to correct the situation as noted in my attached report. Also noted in this report is the need for the board to discuss the problems at this turnaround in the cul-de-sac. Meeting guest Mr. Woods clarified the issue and emphasized the continuing problems with resident parking on or obstructing the turnaround. It is a health and safety issue. No one seems willing to enforce parking restrictions. CCR inspections are random and don't usually catch parking violations when they happen. Alex suggested having the County mark the turnaround with no parking areas, Kathleen suggested placing no parking signs at the turnaround.
- A guest asked if people were allowed to camp or live in trailers/RVs. Alex answered that they are not, but he had made a temporary exception for one lot whose house became infested with black mold and which owner's medical condition placed him at extreme risk. With a board consensus we allowed the use of an RV while the removal of the black mold was completed. There are also times when a resident has visiting family, especially during summer months, that travel in an RV. These cases are very short term and may be handled on an exception basis.

**Hearing Park Gate Code Requests:** Shannon Hildreth

- Addendum E (lower portion) submitted.
- Discussed changing Park hours as the daylight time grows shorter. A suggestion to use sunrise to sunset doesn't work. The times become a moving target. Both the signs at the

gate and the times the locks are deactivated need to coincide. The time periods are currently May 1 to September 9 for summer hours; September 10 to April 30 for winter hours. After a lengthy discussion with those present at the meeting, Shannon decided to change the closing time for the summer hours to 9:00 PM and will provide the notice.

- Three requests for codes, 5 blocked codes were restored.

**Maintenance Chair Report:** Shannon Hildreth

- Addendum E (lower portion) submitted.

**Volunteer Maintenance Lead Report:** Jeff Heard

- (Addendum F submitted for detail)
- The County traffic manager did call back about our report of the persistent damage to our SE entrance. The issue is not a high priority with the County. If anything can be done about it, it will not be until Spring of 2024. We filled the affected area with crushed rock and placed some larger rocks on the approach.
- Obtained three bids for tree removals at the SE entrance and the widow maker in the greenbelt behind Creighton Ct.
- Sent pictures of hazardous maple trees to the board. One particular tree is seriously compromised and leaning against a property fence. There is money left in the budget to remove it.
- One of the properties on Creighton Ct replaced a fence and left the old fence residue and some yard waste laying in the greenbelt which is a CCR violation.
- The holly, ivy, and blackberries are also problems in Creighton and Princeton greenbelts.
- This report also contains year-to-date expense information for consideration in the 2024 Budget. There may be enough money left in this year's budget to remove the maple trees. Jeff noted that the priority is the removal of the trees near the SE Entrance, and the widow-maker behind Creighton Ct that threatens the residents. Kathleen telephoned Kim to ensure the balance remaining for tree removal was sufficient. Kim confirmed that the remaining amount was sufficient. Kathleen called for a vote. Constance made a motion to approve the removal of those trees identified at the SE entrance and the widowmaker behind Creighton Ct for a cost of \$1100, not to exceed \$1500. Shannon seconded. There being no further discussion, the Board voted unanimously to approve the motion.

**Architectural Review Report:** Shannon Hildreth

- Addendum E (top portion) submitted.
- Lot 1116 – Paint house – Approved.
- Lot 1113 – Brick wall – Denied.
- Received a question about permit approval for a fence from an owner on Marquette. Shannon hadn't seen the request and asked the owner to resubmit.

**Events:** Catherine Buchalski Smith

- Not present; no report

**Nominating Committee:**

- No volunteers for this committee since the last meeting. Kathleen asked if there were any volunteers to serve on the nominating committee for the election of officers. Janet Lubach volunteered.

**Newsletter/Communications Update:** Kathleen Emmett

- Drafted some letters for articles. The newsletter should go out next month. Asked for additional articles or ideas. Catherine Smith is working on it with her. Send article drafts to Kathleen or to the Board at our website [lfhabod@gmail.com](mailto:lfhabod@gmail.com).
- Among the subjects being considered for the newsletter are lists of all the volunteer opportunities and board positions that need filling, and special assessment needs and information.
- Another idea Catherine had was a website address that was not just a newsletter, but a place where residents could post stories.

**Waterfront and Bulkhead Repair Project:** Kathleen Emmett

- Grass is planted and railings installed. Kathleen did a final walk-through, and the contractor returned the gate key as well as leftover grass seed. She posted a newsletter article on the Long Lake website about the waterfront transformation.
- Alex asked about the additional railing needed for beach access and whether or not it was included in the bid price for the project. Discussion concluded it was not included. Further discussion determined that the additional railing should be purchased from the same contractor to match the style and installation that he had used for the contracted railings. Alex thinks that the railing is still required to complete the project and should still be funded as authorized by the Reserve Study, and not taken out of our operating funds. Kathleen will look into that and, if the board desires, will look into additional bids for the last railing.

**Old Business:**

- **Vote to Waive the CPA Audit for 2022-2023:**
  - Not discussed.
- **Second Vote to Replenish the Reserve Fund:** Alex Bromen
  - Special Assessment. The results of the voting for the Special Assessment to Replenish the Reserve Fund did not reach the quorum of 60% of eligible voters or 233 total votes. In accordance with Article IV of the CCRs, Section 6, passage of the assessment would require a second attempt at a vote in which the quorum would be 30% of eligible voters. However, that subsequent meeting for a second vote must occur no more than 60 days from the first vote and the meeting notification must be made at least 30 days prior to the meeting. We missed the notification deadline. Alex composed the verbiage for the first notification vote based on an outdated Reserve Fund Study. The most recent study contained new estimates of costs and necessitated rewriting the notification letter. The Board did not compose and submit the new verbiage for the second vote notification letter. The need for a special assessment remains and the process to obtain approval from homeowners will have to start over.
  - Guest David CdeBaca noted that the odds are not in favor of securing the needed vote and asked why we would go to the reserve fund that is already depleted to purchase the required railing and which would continue the depletion. Instead, why don't we just assess homeowners now for their portion of the approximately \$6000 cost of the railing using the same safety justification? The cost of the project was projected years ago and we are just now funding it. Alex answered that the original

\$40 assessment for funding reserve fund was too low to begin with in order to obtain approval by the voters.

- Constance commented that we really need our budget, and our financial statements every month and questioned why we don't have them. We need to know our financial status before we request any more assessments. David asked if we had a deadline for submitting reports before the monthly meetings. Kathleen answered that we don't have deadlines before the meetings. He suggested we have deadlines. Shannon noted that we are all volunteers with conflicting time requirements, but we can try to do better. Constance noted that we all have a responsibility to provide needed information.
- Constance asked if the special assessment was off the table. Alex answered that we still need it; we just can't do it now. Constance replied that it should be communicated to homeowners.
- Kathleen would like assessment payments to be more flexible, e.g., pay it all at once, or in yearly payments. Mr. Woods added that there needs to be more information about the math used to determine the amounts. Without that, assessments won't pass the vote. There are RCWs that govern the Reserve Fund that need to be followed. Explanations are included in the Reserve Fund Studies. Reserve funds not scheduled for the budget needs could be invested. Kathleen replied that she had already proposed that. Alex responded that, due to the scheduled expenditures from the fund, e.g., the Waterfront/Bulkhead repair project, there was no additional capital available to invest at this time and still meet the liquidity requirements of the fund.
- Mr. Woods also questioned the Association's accounting for people that are not paying their dues. His point was that before we can convince anybody in the Association the value of doing any assessment, whether it's to replenish the Reserve or pay for a project, the Association needs to have its financial house in order. There are also other ways of obtaining owners buy in such as establishing a fee for park use. First and foremost, we need to follow the Association's governing documents.

#### **New Business:**

- Motorized vehicles in the greenbelts - Kathleen asked if we should put up signs prohibiting motorized vehicles in the greenbelts. She noted that there have been instances of kids riding motorized scooters in the common area along Lake Forest Drive. Shannon saw them in the park. The prohibition is in the CCRs, but kids may not be aware that it applies to their motorized scooters. Kathleen will address the issue again after our budget review.
- Chain Saws and power tools use by volunteers – Kathleen said she thought maintenance volunteers were no longer using chain saws and decided to call our insurance provider to check on liability and coverage. She provided the statements made on the agenda for tonight's board meeting (addendum G to these minutes is the extract from that agenda) . Because the volunteers' work and expenses are reported to the Board, she believed it was clear that we could be held accountable for authorizing the use of power tools by our volunteers. She wants to make clear that the Association does not authorize the use of power tools by volunteers. Alex responded that Kathleen's statement to the insurance company misrepresented what the volunteers were doing by implying that they only cut up the trees for firewood. Jeff Heard added that the work done by volunteers to clear downed branches and trees and controlling the ivy and blackberries cannot be done without the use

of power tools. David CdeBaca noted that, if the objective was to stay in compliance with all the insurance guidelines and suggestions, the only alternative would be to hire a third party to do all of the maintenance groundskeeping from start to finish. Constance added an alternative might be to get all of the volunteers bonded and certified to use the power tools. Constance also viewed the Release from Liability form that the insurance company didn't know about. If they knew about that, would their answer be different?

Alex reviewed the original accident that prompted the Association response and the solutions the Board proposed in December 2020 and enacted in February 2021 as a result. They included a release from liability form, an emergency contact form, and procedures which included risk analysis and a 2-man rule when using power tools. Now, two years later, without incident, and in spite of the monthly reports, the issue is brought up again. Kathleen thinks we need to vote on whether or not we want to have that liability or whether we want to train somebody to get licensed. It will take some time to research. What followed were discussions on where to go to get the training. David commented that regardless of where we go or what training we receive, the liability and the risk will still be there. Constance added we need to look out for volunteer safety and homeowner safety.

- Speed bumps on Lake Forest Drive – Kathleen asked if we should consider installing speed bumps. Alex and Jeff noted that this issue has come up before and was unpopular with the majority of residents and would require County approval which is not very likely to happen given the amount of public transportation (buses) that traverse our streets.
- Jeff asked if Kathleen got the notice from the person who asked to put up protection for some small trees along Marvin Rd. She did approve it and will contact our lawn maintenance contractor to be on the lookout for them.

Kathleen adjourned the meeting ended at 8:25 PM.

This minutes draft is complete with attached addendums and respectfully submitted for review and comments before final approval.

Alex Broman  
LFHA Board Member-at-Large, CCR Chair, and Acting Secretary

Projected 2023 Budget		Projected 2023 Budget		2023 Budget	Jan 23 Actual	Jul 23 Actual	Aug 23 Actual	Sep 23 Actual	TOTAL Budget Bal Left	Deficit 2023 Budget	\$3,135.99
Ordinary Income/Expense		Ordinary Income/Expense									Accts Rec
Income		Income									7/31/2023
2023 Association Dues (\$174.54 & \$87.29 Dues with Credits Applied \$0.00)		2023 Association Dues (\$174.54 & \$87.29 Dues with Credits Applied \$0.00)		72,919.01	-47,804.74	-608.05	-469.79	-210.00	1,817.96	72,919.01	
2023 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$0.00)		2023 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$0.00)		16,880.00	-11,120.00	-40.00	-80.00	-40.00	1,660.00	16,880.00	10% Possible Unpaid
Credits Prepaid for 2023 in Dec 2022 \$		Credits Prepaid for 2023 in Dec 2022 \$			0.00	0.00	0.00	0.00	0.00		\$8,979.90
Total Income		Total Income		89,799.01	-58,924.74	-648.05	-549.79	-250.00	3,477.96	89,799.01	
Expense		Expense									Banking
											9/30/2023
2	Tax Preparation Fee/IRS/Property Taxes	2	Tax Preparation Fee/IRS/Property Taxes	250.00	0.00	0.00	0.00	0.00	29.12	250.00	\$73,980.95
3	Insurance (April)	3	Insurance (April)	8,000.00	0.00	0.00	0.00	0.00	490.00	8,000.00	Reserve Fund
4	Licenses & Fees (May)	4	Licenses & Fees (May)	10.00	0.00	0.00	0.00	0.00	-10.00	10.00	\$94,072.96
Maintenance		Maintenance									Reserve Paid
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$0 with Credits Applied)		Reserve Fund Contribution Special Assessment (\$40 & \$20 \$0 with Credits Applied)		16,880.00	-520.00	0.00	-40.00	0.00	3,500.00	16,880.00	\$13,380.00
5	Fence/Signage Repairs-Maint. Common Area Maint/Mowing (at \$2,300) for 12 months)	5	Fence/Signage Repairs-Maint. Common Area Maint/Mowing (at \$2,300) for 12 months)	2,000.00	0.00	0.00	0.00	0.00	-40.56	2,000.00	
6	Volunteer Projects/Petty Cash/Garbage	6	Volunteer Projects/Petty Cash/Garbage	27,600.00	-2,004.84	-2,200.00	-4,400.00	0.00	5,795.16	27,600.00	Grimm
7	Hearing Park Maintenance/Waterfront	7	Hearing Park Maintenance/Waterfront	600.00	0.00	-229.08	-54.46	-173.23	-354.31	600.00	12/31/2019
8	Other Landscaping/Trees	8	Other Landscaping/Trees	500.00	0.00	-20.23	0.00	0.00	329.17	500.00	\$1,083.10
10	Theft & Vandalism	10	Theft & Vandalism	9,000.00	0.00	-4,645.25	0.00	0.00	4,084.50	9,000.00	
12		12		50.00	0.00	0.00	0.00	0.00	50.00	50.00	VF Collections
*	Total Maintenance	*	Total Maintenance	56,630.00	-2,524.84	-7,094.56	-4,494.46	-173.23	13,363.96	39,750.00	10/31/22
Office Expenses		Office Expenses									
15	PO Box Rental (Due in February)	15	PO Box Rental (Due in February)	375.00	0.00	0.00	0.00	0.00	-13.00	375.00	
16	Postage	16	Postage	800.00	0.00	0.00	-251.00	0.00	298.00	800.00	
18	Supplies	18	Supplies	800.00	-35.87	0.00	-169.44	-32.42	-495.07	800.00	
19	Telephone (at \$40.00 per month)	19	Telephone (at \$40.00 per month)	480.00	-35.30	-36.02	-36.04	-36.04	128.95	480.00	
20	Website/Email	20	Website/Email	350.00	-6.56	-6.57	-35.83	-6.57	236.37	350.00	
*	Total Office Expenses	*	Total Office Expenses	2,805.00	-77.73	-42.59	-492.31	-75.03	155.25	2,805.00	
21	Community Events	21	Community Events	900.00	0.00	0.00	-124.43	0.00	775.57	900.00	
Professional Fees		Professional Fees									
22	Legal Fees	22	Legal Fees	300.00	0.00	0.00	0.00	0.00	300.00	300.00	
23	Accounting Fees/Reserve Study	23	Accounting Fees/Reserve Study	4,500.00	0.00	0.00	0.00	0.00	3,199.60	4,500.00	
24	Bookkeeping (at \$360.17 per month)	24	Bookkeeping (at \$360.17 per month)	4,322.04	-360.17	0.00	0.00	0.00	2,161.02	4,322.04	
*	Total Professional Fees	*	Total Professional Fees	9,122.04	-360.17	0.00	0.00	0.00	5,660.62	9,122.04	
Utilities		Utilities									
26	Electricity (at \$825.00 per month)	26	Electricity (at \$825.00 per month)	9,900.00	-802.54	-712.63	-730.37	-722.03	4,135.85	9,900.00	
27	Port-a-potty (at \$60.00 per Service at 15 Services)	27	Port-a-potty (at \$60.00 per Service at 15 Services)	900.00	0.00	-59.46	-59.46	-59.46	424.32	900.00	
28	Water - Irrigation (\$60 per Month & Backflow 2@\$110)	28	Water - Irrigation (\$60 per Month & Backflow 2@\$110)	940.00	0.00	-181.65	-274.57	-184.02	-132.73	940.00	
*	Total Utilities	*	Total Utilities	11,740.00	-802.54	-953.74	-1,064.40	-965.51	4,427.44	10,800.00	
Total Expense		Total Expense		89,457.04	-3,765.28	-8,090.89	-6,175.60	-1,213.77	24,891.96	89,457.04	
Net Ordinary Income		Net Ordinary Income		341.97						341.97	
Other Income		Other Income									
Interest Income (at \$50.00 per month aprox)		Interest Income (at \$50.00 per month aprox)		600.00	72.26	36.49	31.94	31.95	81.20	600.00	YTD Interest
Total Other Income		Total Other Income		600.00	72.26	36.49	31.94	31.95	81.20	600.00	\$518.80
Net Other Income		Net Other Income		600.00	72.26	36.49	31.94	31.95	81.20	600.00	
Total Net Income		Total Net Income		941.97						941.97	
1st Qtr	Totals	1st Qtr	Totals						1st Qtr	2nd Qtr	3rd Qtr
	2023 Assessments		2023 Assessments		\$46,589.19	\$174.54	\$348.75	\$174.54	\$59,340.40	4,624.44	697.83
	Previous Assessments		Previous Assessments		\$602.30	\$0.00	\$3.00	\$0.00	\$1,110.68	720.81	3.00
	Finance Charges/CC&R Fines/Transfer		Finance Charges/CC&R Fines/Transfer		\$37.08	\$408.51	\$43.04	\$10.46	\$468.65	1,027.10	462.01
	Late Charges		Late Charges		\$48.50	\$25.00	\$75.00	\$25.00	\$748.50	655.00	125.00
	Reserve Payments		Reserve Payments		\$11,120.00	\$40.00	\$80.00	\$40.00	\$14,220.00	1,080.00	160.00
	Credits		Credits		\$527.78	\$0.00	\$0.00		\$575.70	53.95	0.00
	Total Paid		Total Paid		\$58,924.85	\$648.05	\$549.79	\$250.00	\$76,463.93	8,161.30	1,447.84

**Secretary's Report for October 2023**

1. Special Assessment. The results of the voting for the Special Assessment to Replenish the Reserve Fund did not reach the quorum of 60% of eligible voters or 233 total votes. In accordance with Article IV of the CCRs, Section 6, passage of the assessment would require a second attempt at a vote in which the quorum would be 30% of eligible voters. However, that subsequent meeting for a second vote must occur no more than 60 days from the first vote and the meeting notification must be made at least 30 days prior to the meeting. We missed the notification deadline.
2. A copy of the 2023 Reserve Fund Study is not on the LFHA website. The numbers we used for an explanation of what we needed in the Notice of Assessment Meeting were already out of date.

Secretary report on October 17, 2023 by Alex Broman.



## Addendum D

### CCR Report for October 2023

1. CCR inspections were made on October 3 and 17.
2. Letters due out in October (11):
  - a) #1: 8
  - b) #2: 3
  - c) #3: 0
3. Breakdown by violation types:
  - a) #1: 1 for lawn weeds, 1 for boat storage, 3 for cans, 2 for appearance, 1 for cans and trailer
  - b) #2: 1 for fence and yard, 2 for poultry
  - c) #3:
4. Homeowner corrections (0):
  - a) #1: 0
  - b) #2: 0
  - c) #3: 0
5. Turned over to Treasurer: 0
6. Fine (Letter #3) status:
  - a) Lot 3178 cans still in view
7. Report Notes:
  - a) Lot 3137 – Fence falling. Work started but is not progressing. I need to send another courtesy letter to correct yard and weed growth. Mail delivery problems.
  - b) Lots 1122 and 1123 received complaint about cans location for pickup (blocking garbage truck). Spoke with the owner of lot 1122 who will correct and speak to residents of lot 1123. Board needs to discuss problems with that turn-around and arrange for the County to mark a no-parking area.
  - c) Maintenance reported an old fence dumped in greenbelt behind Creighton Ct.
  - d) Lot 2003 porch railings not painted.

CCR report on October 17, 2023, by Alex Bromen. Copies of Courtesy Letters sent to home owners will be filed on the LFHA BOD Google drive.

## **October 17, 2023 HOA Meeting**

### **Architectural Review Committee Report**

Lot 1116 – Paint house – Approved

Lot 1113 – Brick wall - Denied

### **Contract Lawn Maintenance Report**

On going

### **Hearing Park Gate:**

3 Lots needed gate codes

5 Lots had gate codes unlocked

## Addendum F

### October 2023, LFHA Maintenance Report

9/25 Shut off irrigation at NE & SE entrance. Weeded Carnegie, NE Entrance and SE Entrance. Applied Preen. Pruned branches obscuring signs at NE Entrance  
Surveyed widow maker in green belt behind 3626 Creighton CT, Surveyed dead trees in SE Entrance green belt. Picked up trash, obsolete yard sale signs  
Notified Thurston County about damaged traffic sign at SE Entrance

3 volunteers, 12 man hrs

9/26 Spoke with Brandy, Thurston County traffic mgmt reference persistent traffic damage at SE entrance roundabout to flower beds, signage & irrigation. She agreed to refer issue to Becky, Thurston county traffic engineer, promised Becky would get back to me.

Met with Olban Sanchez Tree Service, (360 443 9131) received oral bid of \$900 to remove dead trees in SE Entrance greenbelt and \$100 to remove widow maker in green belt behind Creighton Ct. Verified they can climb tree without using spikes. Olban will provide paper bid and can do job Saturday.

9/27 Met with Dead or Alive Tree Service to solicit tree removal bid.

10/2 Met with Bram Granger (Tree Walker Tree Service) for tree removal bid  
Cleared blackberry brambles & brush from sidewalk on Walthew from stop sign to dog poop bag dispenser. Removed broken Mercedes car parts, down branches, trash and political campaign sign litter from intersection of Walthew & Marvin Rd. Stacked salvaged firewood by stop sign at intersection for resident pickup.

820 lb mixed dump run, (\$49) 16.4 gal fuel at Costco (\$77.84)  
5 volunteers, 17 man hrs

10/3 Forwarded bids for tree work to board; All bids include non use of spurs to avoid compromising viable trees.

Tree Walker: \$1803

Olban Sanchez: \$1100 (oral bid only, received no written estimate)

Dead or Alive: \$1093

10/9 Worked green belt behind Creighton Ct. Cleared trail, removed down branches, trash, trimmed dead branches . Identified two or three rotted maples in particularly hazardous spots.

Identified multiple sections of down fence discarded behind 3729 Creighton Ct. Rotted wood, hazardous exposed nails. Resident replaced fence some time ago and discarded old fence in green belt. Obvious CCR issue

Received call from Thurston County regarding continuing issue with truck traffic damaging flower beds, irrigation and signage at SE entry roundabout. Brief discussion

Addendum F

of possible solutions, bottom line; not a particularly high priority with County. Action, if any, not likely before Spring 2024

Dump run, 520 lbs yard waste \$12  
4 volunteers, 12 man hrs

10/16 Beckie Weatherford reported a suspected tree down in park. Rich Oliver & I looked it over and found no obvious safety issues. Heavy rain made detailed inspection unpleasant, Will perform a more detailed inspection when weather permits.

Cruised remainder of Creighton green belt, other than the widow maker hanging in the big fir behind 3626 Creighton Ct and the previously reported rotted maple along the trail noted no obvious safety issues. Considerable English Holly and ivy infestation that needs to be removed.

Received correspondence from August Kiersten, requesting permission to install screens to protect his tree plantings from deer . Forwarded request to board.

2 volunteers, 4 man hrs

October 2023 total volunteer man hrs: 45

reimbursable expenses :	10/2 820 lb mixed dump run:	49.00
	10/11 520 lb yard waste dump run	12.00
		total: \$61.00

Year to date volunteer man hrs: 560

Year to date dump runs 19

Year to date volunteer expenses: \$753.00

### New Business from Kathleen:

1. In the Park, a handrail estimate for the existing concrete wide steps is \$5,500.00 + tax. Do we want an official estimate? This includes taking out the rotting wood and installing handrail like the ones recently installed along the steps leading to the dock.

2. Should we put a sign in the greenbelt prohibiting motorized vehicles?

3. Use of chainsaws by unlicensed residents in our common areas is an insurance liability. I thought our maintenance volunteers were no longer using them, but then I received a complaint that they were. I called our insurance provider to check on our coverage and liability. Here's my question to them and the reply from Rose, our representative from CAU:

We have tree service contractors cut down dead or diseased trees from our common areas. Some of our residents would like to cut up those trees for firewood. To do this they would be using chainsaws in those common areas. Is this activity covered by our insurance? Rose's answer: Maintenance of the trees is of course part of the Association's responsibility. Owners using chain saws on common property is risky. All bodily injury or third party property damage claims MUST be reported to the insurance company. Chain saws are inherently dangerous and owners could be severely injured. A claim would need to be opened and negligence or responsibility would need to be determined either by a CAU adjuster or in court. The CAU Master policy was not designed or intended to protect volunteers performing maintenance in an Association involving ladders, machinery, chippers, chain saws, etc. Chainsaw or other tool operation and tree cutting/ felling/ etc. operations are not anticipated loss exposures and could cause cancellation of coverage. The claim likely would be covered but there would be consequences.

After an accident involving a tree falling on a maintenance volunteer in December 2020, we developed a Volunteer Liability Release form (posted on our website) and developed some "Safety Practices and Procedures." However, neither of these provisions are a guarantee to protect us from liability in the event of another accident. What does the Board want to authorize and not authorized to limit our liability?

4. Should we consider installing speed bumps on Lake Forest Dr.?