



**Lake Forest Board of Directors Meeting  
September 15, 2020  
Minutes**

Location: Hearing Park

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

Board members absent: Beckie Weatherford, Judi Denney

Guests: 5

Time started: 6:35pm

---

**Welcome by President**

Welcome to all the guests and the new residents in attendance at this month's meeting.

**Secretary Report- Deanna Rocamora**

August minutes were reviewed by board members via email with 1 correction noted and made. Motion to approve August minutes was made, seconded, and carried.

Social media and email report attached. Addendum A

**Treasurer Report – Update by Beckie Weatherford and Shantel Jones**

Reports brought to meeting and submitted via email for inclusion with minutes. Addendum B and C.

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

Lot 1007- Requested to install hand radio antenna received and approved.

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

Report submitted via email for inclusion with minutes. Addendum D

Lot 1062 requested to meet with the board regarding the recent correspondence about the gravel pad they installed. Alex will coordinate a meeting with the homeowner and board members.

**Maintenance -Update by Jeff Heard**

Jeff reported there are leaks in the roof of the pavilion at Hearing Park. This will be investigated, and he will update the board as solutions materialize.

Watering the islands at the entrances is drawing to a close as we are moving into cooler weather.

There is a streetlight obstructed by branches near Duke Ct. Jeff went to investigate the situation and speak with the residents but there were notifications on the door to not disturb. He will reach out to the homeowners as a courtesy to inform them he will be removing the limbs in the near future.

**Events**

No Events

**SE Entrance Project (Jeff/Beckie/Keith)**

No update from Jayden on when electricity will be installed at the SE entrance. Jeff will provide Kathleen the contact information so she can investigate further.

Previous Action Item: Deanna posted to social media a request for resident volunteer to help wire flood lights and the brick wall. She was late to do this and has not received any response. The board will discuss hiring someone at October's mtg.

Previous Action Item: Deanna posted to social media a request for resident volunteer that has access to large machinery that could move large rocks at the SE Entrance. She was late to do this and has not received any response. If no one comes forward, the board will discuss having Jeff rent the equipment needed to complete this task. Kathleen contacted the county, but they do not provide this type of equipment or service to HOA's.

**Waterfront/Shoreline Project -Update by Kathleen Emmett**

We are in the construction phase and did not find any volunteers within the neighborhood to head up this phase of the project. Kathleen and Jeff contacted SCJ and requested they draw up the construction documents needed to move forward with requesting bids from contracting companies.

**Old Business**

**Vote to waive 2019 financial audit**

The 2<sup>nd</sup> email requesting votes to waive the 2019 financial audit have gone out and are due September 29<sup>th</sup>. We need 144 votes to reach a quorum in the 2<sup>nd</sup> vote.

**Survey of the greenbelt along Lot 1001**

Alex presented an estimate from A-Line Land Surveying, LLC to have the greenbelt that borders lot 1001 surveyed. The purpose of the survey is to eliminate any misconception the LFHA Board or homeowners may have as to the actual identity of the greenbelt border. The cost of the survey will be \$2300 plus \$187.50 filing fee.

Motion was made, seconded and approved by the board to approve the cost of the survey, sign the Scope of Work Agreement from A-Line Land Surveying, LLC and instruct them to proceed.

**Gate Codes**

Previous Action Item: Deanna gave Beckie the name and contact information of a volunteer who is interested in taking over the maintenance of the gate codes. Beckie will update further at October's meeting.

**Hearing Park Hours**

Beckie provided detailed park hours via email and was brought to the meeting. Will discuss further in October as some questions were brought up in her absence.

## **New Business**

### **December Newsletter**

Discussion about topics to include in this year's newsletter was discussed. Some suggestions are: Call for Volunteers, Waterfront Update, Synopsis of Reserve Study, and information about ARC.

Next meeting will be through Zoom on October 20th as the Fire Station is still closed and will be too dark at Hearing Park.

Adjourned @ 7:13pm



Report September 2020

**Social Media:**

Inquiry from resident regarding when the LFHA website will be updated to include the monthly meeting minutes.

**Email:**

Forwarding emails to the volunteers as they are received.



### Treasurer's Report

September 14, 2020

- VF Accounts 5 accounts for collections
  - 1 filed bankruptcy - spoke with VF should write off \$\$ within the bankruptcy and start a new ledger.
  - 1 We received judgement and VF is trying to collect - same as above
  - 3 actively working
  
- 2020 Dues

49	TOTAL UNPAID AS OF MAY 2020
39	Paid
2	payment plans
1	lot 1001 has emailed regarding account - responded 7/27. mailed 2nd warning letter, 8/28 mailed 3rd warning - 9/28 will send 10 day demand by certified letter
1	lot 3137 paid 1/2 bal by end of September
1	lot 3035 has started making payments
1	lot 2029 contacted for ways to pay
4	no response 3RD WARNING LETTER MAILED, 9/28 will send 10 day demand by certified letter.

- Petty Cash Disbursements
  - No disbursements
  
- Checks Written

Check #	Date	Amount	Whom	Description
6295	8/25/2020	\$699.36	Shantel Jones	July & August Services
Debit	8/28/2020	\$130.00	US Postal Service	postage for CPA Audit vote
Debit	9/2/2020	\$44.00	US Postal Service	postage for CPA Audit vote

Addendum B

EFT	9/9/2020	\$42.50	City of Lacey	water bill
-----	----------	---------	---------------	------------

- Communication
  - Phone - calls regarding gate codes, account status, CCRs, home sales, solicitation and speeding in the neighborhood.
  - email - HOA demands for homes selling in the neighborhood, account status, reserve study, gate codes, new contact information.
  
- Reserve Study
  - Reserve study has been completed and emailed to us. Link sent to the board members
  - Will need to be posted on the website.

2020 BookBudget

						TOTAL		
Projected 2020 Budget		2020 Budget	Jul 20 Actual	Aug 20 Actual	Sep 20 Actual	Budget Bal Left	2020 Budget	
<b>Ordinary Income/Expense</b>								Accts Rec
<b>Income</b>								8/31/2020
2020 Association Dues (\$159.73 & \$79.87 Dues with Credits Applied \$67,151.36)		67,151.36	-1,895.69	-2,178.42	-187.82	81.80	67,151.36	\$3,995.24
2020 Special Assessment(\$40.00 & \$20.00 \$16,840.00)		16,840.00	-400.00	-320.00	-40.00	1,320.00	16,840.00	
<b>Total Income</b>		<b>83,991.36</b>	<b>-2,295.69</b>	<b>-2,498.42</b>	<b>-227.82</b>	<b>1,401.80</b>	<b>83,991.36</b>	
<b>Expense</b>								Banking
								8/31/2020
2	Tax Preparation Fee/IRS/Property Taxes	125.00	0.00	0.00	0.00	-21.19	125.00	\$50,300.52
3	Insurance (April)	6,010.00	0.00	0.00	0.00	187.00	6,010.00	Reserve Fund
4	Licenses & Fees (May)	10.00	0.00	0.00	0.00	0.00	10.00	\$198,651.31
<b>Maintenance</b>								Reserve Paid
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$16,840.00+ 2 \$40 Credits to Apply to Reserve)		16,920.00	-1,020.00	-360.00	0.00	1,080.00	16,920.00	\$15,840.00
5	Fence/Signage Repairs-Maint.	400.00	0.00	0.00	0.00	400.00	400.00	
6	Common Area Maint/Mowing (at \$1,800.81 for 12 months)	21,609.72	-1,800.81	-1,800.81	0.00	5,402.43	21,609.72	Grimm
7	Volunteer Projects/Petty Cash/Garbage	1,000.00	-140.74	-74.63	0.00	500.29	1,000.00	12/31/2019
8	Hearing Park Maintenance/Waterfront	1,500.00	0.00	-332.19	-42.50	263.48	1,500.00	\$1,083.10
10	Other Landscaping/Trees	9,000.00	-89.01	0.00	0.00	8,868.21	9,000.00	
12	Theft & Vandalism	50.00	0.00	0.00	0.00	50.00	50.00	VF Collections
*	<b>Total Maintenance</b>	<b>50,479.72</b>	<b>-3,050.56</b>	<b>-2,567.63</b>	<b>-42.50</b>	<b>16,564.41</b>	<b>33,559.72</b>	7/31/20
<b>Office Expenses</b>								\$70,111.64
15	PO Box Rental (Due in February)	275.00	0.00	0.00	0.00	275.00	275.00	
16	Postage	750.00	-98.75	-130.00	-44.00	113.95	1,500.00	
17	Storage Shed (\$106 per month to Reserve) Sched for 15th Each Month AutoPay	1,272.00	-106.00	-106.00	0.00	424.00	1,272.00	
18	Supplies	1,300.00	-38.63	-55.20	0.00	645.54	1,300.00	
19	Telephone (at \$50.00 per month)	360.00	-28.76	-28.90	0.00	129.67	360.00	
20	Website/Email	225.00	-6.56	-6.56	-6.56	-30.96	225.00	
*	<b>Total Office Expenses</b>	<b>4,182.00</b>	<b>-278.70</b>	<b>-326.66</b>	<b>-50.56</b>	<b>1,557.20</b>	<b>4,932.00</b>	
21	Community Events	300.00	0.00	0.00	0.00	300.00	300.00	
<b>Professional Fees</b>								
22	Legal Fees	500.00	0.00	0.00	0.00	500.00	500.00	
23	Accounting Fees/Reserve Study	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00	
24	Bookkeeping (at \$349.68 per month)	4,196.16	0.00	-699.36	0.00	349.68	4,196.16	
*	<b>Total Professional Fees</b>	<b>9,696.16</b>	<b>0.00</b>	<b>-699.36</b>	<b>0.00</b>	<b>5,849.68</b>	<b>9,696.16</b>	
<b>Utilities</b>								
26	Electricity (at \$850.00 per month)	10,200.00	-720.18	-721.91	0.00	4,511.94	10,200.00	
27	Port-a-potty (at \$40.00 per Service at 15 Services)	600.00	-48.56	-48.56	0.00	200.75	600.00	
*	<b>Total Utilities</b>	<b>10,800.00</b>	<b>-768.74</b>	<b>-770.47</b>	<b>0.00</b>	<b>4,712.69</b>	<b>10,800.00</b>	
<b>Total Expense</b>		<b>81,602.88</b>	<b>-4,098.00</b>	<b>-4,364.12</b>	<b>-93.06</b>	<b>29,149.79</b>	<b>81,602.88</b>	
<b>Net Ordinary Income</b>		<b>2,388.48</b>					<b>2,388.48</b>	
<b>Other Income</b>								
Interest Income (at \$25.00 per month aprox)		300.00	133.76	106.50	0.00	-651.34	300.00	YTD Interest
<b>Total Other Income</b>		<b>300.00</b>	<b>133.76</b>	<b>106.50</b>	<b>0.00</b>	<b>-651.34</b>	<b>300.00</b>	<b>\$951.34</b>
<b>Net Other Income</b>		<b>300.00</b>	<b>133.76</b>	<b>106.50</b>	<b>0.00</b>	<b>-651.34</b>	<b>300.00</b>	
<b>Total Net Income</b>		<b>2,688.48</b>					<b>2,688.48</b>	
1st Qtr	Totals					1st Qtr	2nd Qtr	3rd Qtr
	2020 Assessments		\$1,526.25	\$1,498.91		\$53,008.94	4,760.58	3025.16
	Previous Assessments		\$55.83	\$67.24		\$603.69	378.71	123.07
	Finance Charges/CC&R Fines		\$77.39	\$27.23		\$980.75	171.58	104.62
	Late Charges		\$236.22	\$585.04		\$1,941.44	814.88	821.26
	Reserve Payments		\$400.00	\$320.00		\$13,280.00	1,300.00	720.00
	Credits		\$0.00			\$227.35	169.91	0.00
	<b>Total Paid</b>		<b>\$2,295.69</b>	<b>\$2,498.42</b>	<b>\$0.00</b>	<b>\$70,042.17</b>	<b>7,595.66</b>	<b>4,794.11</b>
						<b>82,431.94</b>		

## Addendum D

### CCR Report for September 2020

1. Inspections made on 25 August, 2, 9, and 14 September. Courtesy letters sent for violations still existing on September 15.
2. Letters sent on Sep 15:
  - a) #1: 16
  - b) #2: 0
  - c) #3: 0
3. Breakdown by violation types:
  - a) #1: 1 for cans in view, 11 for yard weeds, 2 for boat/trailer 1 for nuisance, and 1 for yard/tree debris
  - b) #2: none
  - c) #3: none
4. Homeowner corrections from 12 August to 15 September 2020: 5 for cans in view, 4 for weeds.
5. Pending Turn over to Treasurer in August: 0
6. Fine (Letter #3) status: No fines levied.
7. Report Notes:
  - a) Lot 1062. Board decision on greenbelt incursion presented to owner with explanations and copy of the Div I survey. Owner responded with intent to correct and would like to discuss the issue with the Board.
  - b) Lot 1055. On August 27 I responded to nuisance complaints by neighbors by visiting the area and talking with a resident of the property and others present. I debriefed the Board and one of the neighbors on my findings, the advice I solicited from the Sherriff's Office, and my intended actions. I wrote a Memorandum For Record on my discussions,.
  - c) I need to follow up on overdue fence repairs or replacements with several property owners.
  - d) Lot 1007. Met with and reviewed homeowner's plan to install a HAM radio antenna and equipment. Assisted him in completing the ARC form for approval after reviewing Thurston County codes.
  - e) Obtained survey estimates from two companies for surveying a portion of the Div I greenbelt.
8. CCR report on September 15, 2020 by Alex. Copies of Violation Inspection Spreadsheets and Courtesy Letters Sent to homeowners are on file on Alex's home computer and may be transferred to the LFHA Google Drive at a later date or upon Board demand.