



**Lake Forest Board of Directors Meeting  
May 18, 2021  
Minutes**

Location: Hearing Park

Board members present; Kathleen Emmett, Gregg Langer, Alex Broman, Beckie Weatherford, Judi Denney,

Board members absent: 1

Guests: 3

Time started: 6:40pm

**Welcome by President**

- Welcome to all the guests and the residents attending this month's meeting.

**Secretary Report- Deanna Rocamora**

- A motion was made, seconded and carried to approve the April minutes

**Treasurer Report – Update by Beckie Weatherford**

- Treasurer's report is attached
- Vote - to bring to the residents a volunteer audit of 2020 books instead of CPA audit. Motion made, seconded, and carried
- Vote - to start trash and recycling service at the park for the summer. Motion made, seconded, and carried.
- Vote - to change port-a-pot service from once per month to twice per month for summer months. Motion made, seconded, and carried,

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

- 5 requests received and approved

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

- Report submitted via email for inclusion within minutes. Addendum C
- Discussion regarding residents that put in culvert along Walthew Drive. Decision was made to remove the culvert

**Maintenance -Update by Jeff Heard**

- Report submitted by email with pictures.
- Tree removal that was started in February is not finished. Jeff to follow up with Melloy Tree Service
- Vote to excavate the sink hole in the park to see what is causing it or cover with dirt for now. Motion was made, seconded, and carried to cover with dirt.

- Jeff to contact the contractor to resubmit a bid combining the removal of the rocks at the SE entrance with filling the sink hole with dirt.
- Signboard will be replaced before the next board meeting in June
- A resident on Dartmouth has complained about a tree that is dropping limbs and a dead tree has been identified in the park. Jeff to contact arborist to look at the trees and identify if trees should be taken down.

#### **Events – Update by Judi Denney**

- Community Yard Sale is scheduled for May 21st and 22nd. Will look at having it on Saturday and Sunday next year instead of Friday and Saturday
- 1 event scheduled for May and 3 scheduled for June

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

- Bids have gone to contractors
- Met with one contractor to review the site and answer questions
- Have not heard back from the other bids

#### **Old Business**

- **2019 financial audit**
  - Beckie has contacted Diane Rigby to start planning for the audit. Beckie has requested end of July for the audit
- **Volunteer safety verbiage changes and safety checklist**
  - Alex and Jeff are working on

#### **New Business**

- Alum treatment in Long Lake
  - Kathleen gave an update that the treatment has been completed which should help the toxic algae bloom for the next several years.
- Summer Schedules - did not cover

Adjourned @ 7:40 PM



## Treasurer's Report

May 18, 2021

- VF Accounts -
  - o 1 completed payments
  - o 1 making payments
  - o 2 turned over in April
  - o 1 filed bankruptcy - account was adjusted
  - o 1 was to make payments but did not, VF has received a judgement against the homeowners.
- Past due accounts 2021
  - o 25 not paid, new statements to be mailed. Once Proclamation 20-51 is lifted will institute late fees and interest..
  - o 1 making payments
  - o Statements to go out today or tomorrow
- Past due accounts 2020

1	making payments -for 2020 & 2021
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- Petty Cash Disbursements
  - o No disbursements
- Checks Written

Check #	Date	Amount	Whom	Description
6326	4/6/2021	\$1,854.84	RMR Lawnservice	Mach services
6327	5/10/2021	\$1,854.84	RMR Lawnservice	April services
Debit	5/11/2021	\$48.56	Goebel Septic Services	port a pot

- 2019 Audit-
  - o Postponed due to pandemic restrictions - will start looking to schedule
- 2020 Audit
  - o Vote to have volunteer committee to audit 2020 books instead of CPA audit
- Vote - start back trash pick up for the summer at the park
- Communication
  - o Phone - gate codes, CCRs, HOA documents, payments
  - o emails - invoices, HOA demands, HOA documents,
  - o website -891 hits

Projected 2021 Budget		Projected 2021 Budget		Mar 21 Actual	Apr 21 Actual	May 21 Actual	TOTAL		
							Budget Bal Left	2021 Budget	
Ordinary Income/Expense		Ordinary Income/Expense							Accts Rec
Income		Income							5/17/2021
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)		-6,078.47	-2,156.43	-1,266.85	12,512.35	69,551.33	\$5,181.15
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)		-1,364.60	-480.00	-280.00	3,275.40	16,920.00	
Credits Prepaid for 2021 in Dec 2020 \$12870.81		Credits Prepaid for 2021 in Dec 2020 \$12870.81		0.00	0.00	0.00	-12,870.81		
Total Income		Total Income		-7,443.07	-2,636.43	-1,546.85	-9,953.87	86,471.33	
Expense		Expense							Banking
									4/30/2021
2 Tax Preparation Fee/IRS/Property Taxes		2 Tax Preparation Fee/IRS/Property Taxes		-383.00	0.00	0.00	-233.00	150.00	\$88,359.77
3 Insurance (April)		3 Insurance (April)		0.00	0.00	0.00	6,010.00	6,010.00	Reserve Fund
4 Licenses & Fees (May)		4 Licenses & Fees (May)		0.00	-10.00	0.00	0.00	10.00	\$194,867.88
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		-3,964.60	-1,060.00	0.00	1,535.40	17,000.00	\$15,464.60
5 Fence/Signage Repairs-Maint. Common Area Maint/Mowing (at \$1,854.83) for 12 months)		5 Fence/Signage Repairs-Maint. Common Area Maint/Mowing (at \$1,854.83) for 12 months)		0.00	0.00	0.00	400.00	400.00	
6 Volunteer Projects/Petty Cash/Garbage		6 Volunteer Projects/Petty Cash/Garbage		-1,854.84	-1,854.84	-1,854.84	12,591.82	22,257.96	Grimm
7 Hearing Park Maintenance/Waterfront		7 Hearing Park Maintenance/Waterfront		-446.49	0.00	0.00	6.12	600.00	12/31/2019
8 Other Landscaping/Trees		8 Other Landscaping/Trees		9,304.10	2,421.15	0.00	1,225.25	1,500.00	\$1,083.10
10 Theft & Vandalism		10 Theft & Vandalism		0.00	0.00	0.00	11,500.00	11,500.00	
12		12		0.00	0.00	0.00	50.00	50.00	VF Collections
* Total Maintenance		* Total Maintenance		3,038.17	-493.69	-1,854.84	27,308.59	36,307.96	5/17/21
Office Expenses		Office Expenses							\$3,696.80
15 PO Box Rental (Due in February)		15 PO Box Rental (Due in February)		0.00	0.00	0.00	-75.00	275.00	
16 Postage		16 Postage		-2.75	0.00	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		0.00	0.00	0.00	-155.96	56.04	
18 Supplies		18 Supplies		-2.50	0.00	0.00	997.50	1,000.00	
19 Telephone (at \$50.00 per month)		19 Telephone (at \$50.00 per month)		-29.01	-29.01	0.00	244.06	360.00	
20 Website/Email		20 Website/Email		-6.56	-6.56	0.00	233.76	260.00	
* Total Office Expenses		* Total Office Expenses		-40.82	-35.57	0.00	2,820.16	3,551.04	
21 Community Events		21 Community Events		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	500.00	500.00	
23 Accounting Fees/Reserve Study		23 Accounting Fees/Reserve Study		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)		-1,410.52	0.00	0.00	2,911.52	4,322.04	
* Total Professional Fees		* Total Professional Fees		-1,410.52	0.00	0.00	5,911.52	9,822.04	
Utilities		Utilities							
26 Electricity (at \$850.00 per month)		26 Electricity (at \$850.00 per month)		-795.22	-795.94	0.00	7,012.43	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)		0.00	-48.56	-48.56	308.64	600.00	
28 Water - Irrigation		28 Water - Irrigation		0.00	0.00	0.00	500.00	500.00	
* Total Utilities		* Total Utilities		-795.22	-844.50	-48.56	7,821.07	10,800.00	
Total Expense		Total Expense		408.61	-1,383.76	-1,903.40	49,938.34	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)		67.95	0.00	0.00	48.77	300.00	YTD Interest
Total Other Income		Total Other Income		67.95	0.00	0.00	48.77	300.00	\$251.23
Net Other Income		Net Other Income		67.95	0.00	0.00	48.77	300.00	
Total Net Income		Total Net Income							2,320.29
1st Qtr	Totals	1st Qtr	Totals				1st Qtr	2nd Qtr	3rd Qtr
	2021 Assessments		2021 Assessments	4,189.99	1,926.22		\$50,930.14	1,926.22	0.00
	Previous Assessments		Previous Assessments	1,319.10	100.00		\$1,624.88	100.00	0.00
	Finance Charges/CC&R Fines		Finance Charges/CC&R Fines	142.49	2.75		\$178.49	2.75	0.00
	Late Charges		Late Charges	360.22	56.89		\$485.58	56.89	0.00
	Reserve Payments		Reserve Payments	1,364.60	480.00		\$12,884.60	480.00	0.00
	Credits		Credits	66.68	70.57		\$396.66	70.57	0.00
	Total Paid		Total Paid	7,443.08	2,636.43	\$0.00	\$66,500.35	2,636.43	0.00

May 2021 LFHA ARC Report  
By: Gregg Langer

Lot 1127 roof and paint  
Lot3139 roof  
Lot1039 paint  
Lot 1024 paint, deck ,pavers  
Lot 2075 paint  
Lot 2027 paint  
Lot 1031 paint

## CCR Report for May 2021

1. Inspections made on 27 April, 4, 10, and 18 May 2021. Courtesy letters sent or due out for violations still existing on May 18.
2. Letters due out in May 2021:
  - a) #1: 21
  - b) #2: 0
  - c) #3: 0
3. Breakdown by violation types:
  - a) #1: 5 for cans in view, 9 for lawn/weeds 1 for trailer, 4 for Christmas lights, 1 for greenbelt parking, 1 for roof moss
  - b) #2: none
  - c) #3: none
4. Homeowner corrections 27 April thru 18 May (8): 5 for parking on the lawn, 1 for trailers, and 1 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. Lots needing review are 1003, 1004, 1131, 2010, 2009. It may become necessary for another survey.
  - b) An existing fence construction correction plan from 2020 still not executed by owner.
8. CCR report on May 18, 2021 by Alex. Copies of Courtesy Letters sent to homeowners will be placed on file on LFHA BOD Google drive.