



April 18, 2023

Minutes

Location: Evergreen Forest Elementary School Library

Board Members Present: Kathleen Emmett (P), Kim Busenbark (T), Shannon Hildreth (@L) Alex Broman (@L, temporary secretary and recorder), Deanna Rocamora (S) (by call-in on speaker)

Board Members not present: Vice President (position vacant)

Others/Guests: 9, Jeff Heard (maintenance), Shantel Jones (Bookkeeper), Dan Brown, David CdeBaca, Nick Chavez, John Beam and Christa Crowley, Joe and Nan White.

Time Started: 6:35 PM

Welcome, Introductions, and Call to Order:

Minutes: Minutes from February and March 2023 meetings had been presented to the Board members, reviewed, and approved by email, and will be posted on the website. Alex will record tonight's meeting.

President's Report: Kathleen Emmett

- Still looking for volunteers to serve on the Board and help with other needs of the Association. We do not have an events coordinator which led to the cancellation of the Easter egg hunt this year.
- Welcomed a new resident since the March meeting.

Treasurer's Report: Kim Busenbark

- (Addendums A Book Budget Summary and B Treasurer's Report)
- Nan White's name needs to be removed from the LFHA account at Timberland Bank due to her resignation from a Board position. The current account signers are Kathleen Emmett, President, and Kimberly Busenbark, Treasurer.
- 10-day payment demand letters should be ready to mail later this week.
- We are having problems obtaining past dues payments from some homeowners and may need to review and rework our collection procedures. We can attach a lien on a property for unpaid dues and assessments.
- There are several fees involved in property transfers when a house sells, and we need to identify and set the amount of our fee so the title companies can list this on closing documents for billing upon a property sale. This fee would accompany the information we include on a Real Estate company's information demand letter. Shantel noted that this fee needs to be documented in our Association records/files and noted on the website that we charge a transfer fee. Alex made a motion to specify a transfer fee of \$200 to be provided to a realtor's information demand letter. Kathleen seconded; the motion was approved unanimously.
- Presented April Book Budget summary for review (Addendum A)

- Alex asked if we were on track with expected income from dues and assessment payments because accounts receivable information was not included in the Book Budget summary presented. Did we know how much we were supposed to be getting versus how much we were actually getting? Is this information readily available and can we include it in the report? Shantel and Kim responded that this information is available in Quick Books but must be broken down into components including collections, late fees, interest, etc. Kim noted that a summary report of this information requires extra work, is repetitive, and allows more chance for error and is not useful. Shantel noted that such a report would not provide the details that Alex requested.
- Kim provided Board members with a list of properties whose owners requested a waiver of late fees and asked the Board to review it and reply in a few days with comments. Kim discussed examples. Shantel reminded us that we employ a grace period of 4 days using the postmark date of the payment. After that date we do not waive the late fee. If there was an email concerning the payment, that email document is kept. Some owners claim not to know about the dues or even that they belong to the Association. There was a long discussion about examples and updating contact lists and procedures at closing and making notations for late payments and communication from the treasurer to the bookkeeper. Shantel wants to look at each of the requests to see if the contact information was a factor. Some of the waiver requests appear to be for 2022 fees. A waiver request requires the Board to vote on each request.
- Shantel advised the board not to worry too much if an individual budget line item was over or under the originally planned amount. Some adjustments among line items are possible as the needs arise during the year if they are not major amounts. A negative amount shown on a line item in a September Book Budget report may actually be helpful in planning adjustments for next year's budget.
- Kim put the review of web-based software programs that are specifically designed for HOA needs aside to work her other treasurer tasks. She would like to delegate the web-based research to someone else. Alex noted that regardless of any software program we may find useful, it will still require an LFHA administrator to monitor and direct the program. In an email former treasurer Beckie Weatherford advised that there must still be a person reviewing and balancing the books. Forty per cent of our homeowners still have paper invoices mailed to them and only 60 per cent of the Association uses email as a form of communication with LFHA. It will still be a manual process. We can't make everyone change over to email. Shantel advised that the best solution might be to allow a credit card payment link to the website which would add a service charge fee that the homeowner would have to pay.
- Shantel informed the Board that there is an Apple savings account that just came out that pays a higher interest rate than our current Reserve Fund account. The Board has been researching changes to our existing account that would earn more interest. Alex pointed out that our intent to proceed with the waterfront bulkhead repair project will just about empty our Reserve Fund and we could not tie up those funds when they are needed.

Secretary's Report and 2021 Audit: Deanna Rocamora

- Confirmed that both the electronic ballots and the mailed postcard ballots went out for the second attempt to reach a voting quorum for the 2021 audit waiver. There are 73 votes (only 26% of homeowners) tallied so far on the second vote, short of the 135 votes needed to obtain a quorum for a second vote.

CCR Report: Alex Broman

- (Addendum C)
- Only three letters due out in April; homeowner corrections (9) actually exceeded violations.
- Lot 1123 – neighbor complaints about parking. We have observed vehicle tracks across the greenbelt from Marvin Rd to the back of the lot. This is an automatic fine situation if there is damage to the greenbelt, but we have contacted the residents to stop traversing the greenbelt. The problem remains the limited space to park in our smaller cull de sacs, especially if there are visitors or a party. We will levy a fine if the residents do it again.
- Lot 1055 still has not been vacated by the tenants. The case is out of court and waiting Sheriff action to evict.
- We still have no calls or written responses to any of the fines still active.
- Lot 2043 – our volunteers hauled 900 pounds of the renter's garbage and junk from the property and paid for the dumping cost by donations. Shannon contacted Animal Control about the condition of pets on the property. The owner is seeking an eviction of the tenants.

Architectural Review Report: Shannon Hildreth

- No report

Maintenance Chair Report: Shannon Hildreth

- Lawn service is proceeding normally.
- Kim noted that the contract billing dates did not always accurately reflect the schedule of contract task dates. Shannon and Shantel replied that there was flexibility in the dates the tasks could be performed, but if anyone found discrepancies that needed attention, we should send her an email and she will resolve it.

Volunteer Maintenance Lead Report: Jeff Heard

- (Addendum D)
- Firewood removed from greenbelt was advertised on Next Door and was gone within a few hours of being stacked by the road. Received praise from a Harvard Dr resident for our tree limb removals.
- Used volunteer Chip Brown's ATV to bring cut wood and nuisance growth and downed branch refuse out of the greenbelt.
- Shiny Geranium is proliferating at the SE entrance and is in danger of spreading to the park. It's coming from the County right of way.
- Shannon reported continued Intermittent problems with the park keypad. It will need to be repaired or replaced soon. Jeff lubricated the gate as a temporary fix. Shannon is working to find a solution.
- Alex noted an email from a homeowner on Harvard Ct who reported a streetlight is staying on in the daytime.

Bulkhead/Waterfront/Shoreline Project:

- The start of the project is recorded in the June 2018 minutes and was called the “Waterfront Bulkhead Repair Project”. The project began referring to “Shoreline Restoration” after the Board voted to approve the architectural plan it commissioned from SJC Alliance.
- Kathleen believed the Board subsequently voted to approve a significantly reduced scope plan, but there is no record of such a vote in any of the Board meetings minutes since the 2019 approval of the SJC Alliance plan. The reduced plan ideas did not meet the conditions or specifications of the SJC plan and the permits we obtained to execute the plan.
- Alex pointed out that the Board needs a vote to proceed with the project before our permits expire or the costs become too high. But we need to ensure that any bid meets the requirements of the approved plan. Kathleen pointed out that we need to be clear about those requirements and that we have the funds for it. The Reserve fund balance is currently \$226, 652.66.
- The Board received a bid for the project from Apex Landscape Solutions for \$175,000 that meets the specifications of the SJC Alliance plan and the permits for the waterfront and the bulkhead repair but left out some of the upper-level landscaping/beautifications. The Board reviewed and discussed the details of the bid offer and compared it to the SJC plan documents. The bid plan follows the structural plan for solving the problem of the failing bulkhead, incorporates a natural appearance plan, it eliminates the danger of the cement walls and steps that are not within the current safety codes, and includes updated safety features and necessary railings. Before accepting the bid, the Board wants to clarify concrete walkway changes in the proposal, that costs of the railings and hand rails are included, that it will meet the requirements of the permits, and ensure that it includes a plan to reconnect the dock to the new bulkhead/rock wall.
- Shantel asked if it was necessary to do the project now and suggested doing a special assessment to pay for the project. The Board consensus after discussion was that time is an issue in cost and permit expiration, the Reserve Fund Study had designated this for replacement during this period, and the time for the special assessment process would increase the costs of delay. The summer season preferred for construction is also a factor. The Board recognized that doing the project now will deplete the Reserve Fund to below the recommended funding balance and will necessitate a new assessment to restore the Reserve Fund to a recommended balance.
- Jeff Heard pointed out that the waterfront and park are a highly valued asset in the life and lives of this community and the property values of our homes. Protecting it and enhancing it is our responsibility to the community.
- Kim asked about seeking additional bids for the project. Kathleen, Jeff, and Alex answered that we’ve had several contractors look at the project over the years, estimated that the cost would exceed 200K, but did not submit bids.
- Alex moved to accept the bid from Apex Landscaping to perform the storefront project as specified in our planning documents and permits subject to further clarification by the bidder. Kathleen seconded. Motion passed with one Nay from Kim Busenbark.

Reserve Fund Special Assessment

- Kathleen moved to propose a vote for a special assessment of \$500 per lot to replenish the Reserve Fund. The assessment to be made for two years in the amount of \$250 per year starting in 2024. Kim seconded. Motion passed unanimously.
- The Board will hold a Special Meeting for the assessment in July 2023.

Meeting adjourned at 8:55 PM



April Treasurer's Report

April 18, 2023

- **Communication**
 - Phone - 16 Calls regarding gate codes, account status, CCRs, home sales
 - Texts - 9 Text messages
 - Email - 21 Emails - HOA demands for homes selling in the neighborhood, account status, gate codes, new contact information.
- **VF Accounts accounts for collections**
 - Lot XXXX - Owes \$981.43
 - Lot XXXX - Judgment for \$5,332.52 now owes add'l \$1,576.60

ACCOUNTS RECEIVABLE

7	2022 TOTAL LOTS UNPAID as of 4/17/2023
47	2023 TOTAL LOTS UNPAID as of 4/17/2023
18	Owe nominal amounts less than \$10.00 from online payment fees
2	Was able to make payment agreements with homeowner
	\$18,183.64 Accounts Receivable as of 04/17/2023 from QuickBooks A/R Report
	2023 Payment Demand Letters set to go out 4/21/2023

BALANCES as of 3/31/2023

CHECKING \$102,842.39

RESERVE \$226,652.66

March Interest Earned \$81.52

Interest Information

Checking Account earns 0.00%, there is no monthly fee

Reserve Account earns 0.400000%

ACCOUNTS PAYABLE

Check #	Date	Amount \$	To Whom	Description
ACH	3/06/2023	6.56	Google	Cloud Storage
ACH	3/17/2023	35.30	Consumer Cellular	HOA Phone
ACH	3/20/2023	26.00	City of Lacey	NE Entrance Water
ACH	3/20/2023	26.00	City of Lacey	SE Entrance Water
ACH	3/23/2023	133.36	PSE	Streetlights
ACH	3/23/2023	688.42	PSE	Streetlights
ACH	3/24/2023	11.79	PSE	Streetlights
ACH	3/24/2023	12402	PSE	Streetlights
6505	3/1/2023	\$2,200.00	RMR Lawnservice	February 2023 Monthly Invoice
6506	3/21/2023	\$220.88	IRS	Tax due from 2022 Form 1120-H
6507	3/21/2023	\$158.72	Jeffrey Heard	Costco; 5 Buckets of Preen for weed control
6508	3/21/2023	\$1,481.63	Shantel Jones	Jan, Feb, Mar Books@360.17/mo; 2022/1120-H@350.00, 1099's & 1096
6509	3/23/2023	\$465.00	Association Reserves	50% deposit for 2023 Reserve Study #29010-5

CCR Report for April 2023

1. CCR inspections were made on March 30 and April 10 and 18. Letters due out in April will be sent before the end of the month.
2. Letters due out in April (4):
 - a) #1: 3
 - b) #2: 1
 - c) #3: 0
3. Breakdown by violation types:
 - a) #1: 3 for cans,
 - b) #2: 1 for holiday decorations
 - c) #3: 0
4. Homeowner corrections (9):
 - a) #1: 6 for cans, 1 for holiday deco, 2 for appearance
 - b) #2:
 - c) #3:
5. Turned over to Treasurer: 0.
6. Fine (Letter #3) status:
 - a) Lot 1078 is not corrected
 - b) Lot 3178 is not corrected
 - c) Lot 1055 – fines stopped in February with agreement to vacate. Continued business noise nuisance, inop vehicle, and appearance violations since September. Owner initiated eviction order process. Case is out of court and waiting Sheriff's disposition. .
7. Report Notes:
 - a) Lot 3137 – Fence falling down. CCR courtesy letters with correct physical address returned as not deliverable. Visited PO but not able to obtain owners mailing info. Hand delivered returned letter to owner and asked spouse for a useable address for mailing and contact update. No reply yet. Letter #2 sent to same address today.
 - b) Lot 1123 – Neighbor parking complaints. Vehicle tracks across common area from Marvin Rd.
 - c) Lot 2043 – Volunteers hauled away 900 pounds of junk and garbage and paid cost via donations. Animals reported to Animal Control as malnourished and loose. Homeowner working eviction process.

CCR report on April 18, 2023 by Alex Broman. Copies of Courtesy Letters sent to home owners will be filed on the LFHA BOD Google drive.

April 2023 LFHA Maintenance Report

3/27 Removed pickup load of firewood remaining from tree removal project two years ago in greenbelt behind Harvard Drive. Stacked the firewood along Lake Forest Dr at 11:00 AM, wood was gone buy 3:30 PM. One small stack of firewood remains in the greenbelt. Cut back more blackberry, removed a couple of English Holly saplings. Removed several large windfall branches from corner of Harvard Dr and Lake Forest Dr.

5 volunteers, 11 manhours

4/3 Met with Jason Cornell, Apex Landscape at park to discuss waterfront bid.

4/1 CCR correction – removed 900 lbs trash, kitchen garbage, and weather-soaked furniture from yard of lot 2043. Dump fee was \$54. Volunteers and Board members opted to pay the dump fee.

5 volunteers, 14 manhours

4/12 Met with Jason Cornell, Apex Landscape at park to discuss revised waterfront bid. Resulted in revised bid received on 4/13 for \$175,000.

1 volunteer, 2 manhours

4/17 Weeded Carnegie entrance with hoes, pullers, and burners, pruned ferns, applied Preen. Main gate not closing properly – lubed hinges. Shiny Geranium, class 2 noxious weed is proliferating at Carnegie and SE entrance. County recommends Milestone herbicide which we have in inventory.

Five volunteers, 12 manhours

Total April volunteer manhours 39

Reimbursable expenses: Costco; 15.85 gallons of fuel, \$63.39. Dump runs \$9.00 and \$18.00.