



Lake Forest Board of Directors Meeting  
February 16<sup>th</sup>, 2021  
Minutes

Location: Zoom Meeting

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

Board members absent; 0

Guests: 3

Time started: 6:31 pm

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Welcome by President

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

Secretary Report- Deanna Rocamora

January minutes and the Annual meeting minutes were reviewed by board members via email with no corrections made. Motion to approve January minutes and the Annual 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.

Shantel announced that the 2020 taxes will be completed in March.

Architectural Review Committee (ARC) Report -Update by Gregg Langer  
No requests received.

Covenants, Conditions, & Restrictions (CC&R) Report -Update by Alex Bromen  
Report submitted via email for inclusion with minutes. Addendum C.

Alex responded to a concern regarding cars being parked around and blocking access to 34<sup>th</sup> court. During his visits, the streets were clear and accessible.

A questions/discussion was raised regarding if the HOA can levy fines incurred due to repeated and uncorrected CC&R violations. during the WA State COVID restrictions. This was tabled until the next meeting when Beckie could comment as she arrived after this topic was announced.

Discussion occurred regarding wording of the CC&R guidelines which are used to enforce the CC&R regulations. Specifically, regarding the "no limit" of vehicles parked in/on a homeowner's driveway. Nan stated this wording was used at the direction of a past HOA president as a means to make the interpretation of the regulations flexible.

Maintenance -Update by Alex Bromen/Jeff Heard

Jeff called into meeting but was unable to communicate. Report submitted via email for inclusion with minutes but was not discussed. Addendum D.

Alex reported the tree removal has started and 3 trees have been planted. Due to recent weather and snow fall, the work party has only met twice in the last 30 days.

Events – Update by Judi Denney

Next event would be the Easter Egg Hunt but due to the ongoing COVID-19 pandemic and state regulations, this will be tabled until March for review.

Kathleen suggested restarting the New Resident Packet to encourage new residents to volunteer and acquaint them with the neighborhood and HOA. Judi has materials used in packets previously including a cover letter. The cover letter needs updating. Kathleen has volunteered to assist Judi with this.

SE Entrance Project (Jeff Heard)

An electrician is needed to install the lighting at the SE entrance. A resident has offered to meet with Jeff to understand the scope of the project and offered his services as an electrician. He will provide Jeff with a work order to be presented at the March meeting.

The neighborhood sign at the SE Entrance still needs to be replaced. This item will be added to upcoming meeting agenda's 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

Construction documents from SCJ have been received and have been reviewed by Kathleen and Jeff with comments made. The next step is a walk thru with SCJ then sending the project out to construction companies for bids. The project is estimated to take 3-5 weeks and will not start until after the summer months.

Old Business

2019 financial audit

The 2<sup>nd</sup> 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.

Carnegie Entrance Sign

The posts to the sign are failing but were reinforced in Oct/Nov 2020. The posts or the whole sign will need replacing soon. This item will be discussed again at the next meeting as a project and 2021 budget item.

### Volunteer Safety Procedures

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

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

Nan reported storm drains in the neighborhood that have decreased flow due to construction mesh being left in place. She contacted the project manager and was told the issue would be addressed on their time frame which could be prolonged.

Kathleen volunteered to call Thurston County Storm Drains to report and address the issue.

Next meeting will be through Zoom on March 16<sup>th</sup> as the Fire Station is still closed due to COVID-19 restrictions.

Adjourned @ 7:30pm



## Treasurer's Report

February 16, 2021

- VF Accounts 5 accounts for collections
- Past due accounts

1	need to discuss at executive meeting
1	making payments
2	final demand letter sent 2/11/2021

- Petty Cash Disbursements
  - No disbursements
- Checks Written

Check #	Date	Amount	Whom	Description
6315	1/22/2021	\$147.39	Jeff Heard	Maintenance supplies
6316	2/3/2021	\$48.56	Goebel Septic Services	port a pot
6317	2/3/2021	\$12,000.00	SCJ Alliance	Construction documents
6318	2/3/2021	\$2,300.81	RMR Lawnservice	January and storm debris pickup

- 2019 Audit-
  - Postponed due to pandemic restrictions
- 2021 invoices
  - working up list of unpaid invoices
- Communication
  - Phone -invoices, payments, HOA documents
  - emails - invoices, HOA demands, HOA documents, CCR letters
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Addendum B

		Jan 21	Feb 21	Mar 21	TOTAL		
Projected 2021 Budget		Actual	Actual	Actual	Budget Bal Left	2021 Budget	
<b>Ordinary Income/Expense</b>							<b>Accts Rec</b>
<b>Income</b>							<b>2/15/2021</b>
	2021 Association Dues (\$164.52 & \$82.27 Dues with	-33,821.54	-164.52	0.00	35,565.27	69,551.33	
	2021 Special Assessment(\$40.00 & \$20.00 Reserve with	-8,180.00	-40.00	0.00	8,700.00	16,920.00	
	Credits Prepaid for 2021 in Dec 2020 \$12870.81	-12,870.81	0.00	0.00	-12,870.81	0.00	
	<b>Total Income</b>	<b>-54,872.35</b>	<b>-204.52</b>	<b>0.00</b>	<b>18,523.65</b>	<b>86,471.33</b>	
<b>Expense</b>							<b>Banking</b>
						-	<b>1/31/2021</b>
2	Tax Preparation Fee/IRS/Property Taxes	0.00	0.00	0.00	150.00	150.00	\$77,979.09
3	Insurance (April)	0.00	0.00	0.00	6,010.00	6,010.00	Reserve Fund
4	Licenses & Fees (May)	0.00	0.00	0.00	10.00	10.00	\$202,507.02
	<b>Maintenance</b>						Reserve Paid
	Reserve Fund Contribution Special Assessment (\$40 &	-9,000.00	-1,440.00	0.00	6,560.00	17,000.00	\$10,440.00
5	Fence/Signage Repairs-Maint.	0.00	0.00	0.00	400.00	400.00	
6	Common Area Maint/Mowing (at \$1,854.83)	-1,800.81	0.00	0.00	20,457.15	22,257.96	Grimm
7	Volunteer Projects/Petty Cash/Garbage	-147.39	0.00	0.00	452.61	600.00	12/31/2019
8	Hearing Park Maintenance/Waterfront	0.00	0.00	0.00	1,500.00	1,500.00	\$1,083.10
10	Other Landscaping/Trees	0.00	0.00	0.00	11,500.00	11,500.00	
12	Theft & Vandalism	0.00	0.00	0.00	50.00	50.00	VF Collections
*	<b>Total Maintenance</b>	<b>-10,948.20</b>	<b>-1,440.00</b>	<b>0.00</b>	<b>40,919.76</b>	<b>36,307.96</b>	9/30/20
	<b>Office Expenses</b>						\$5,425.39
15	PO Box Rental (Due in February)	0.00	0.00	0.00	275.00	275.00	
16	Postage	0.00	0.00	0.00	1,600.00	1,600.00	0
17	Sched for 15th Each Month AutoPay. Ends Jan	-106.00	0.00	0.00	-49.96	56.04	
18	Supplies	0.00	0.00	0.00	1,000.00	1,000.00	
19	Telephone (at \$50.00 per month)	-28.91	0.00	0.00	331.09	360.00	
20	Website/Email	-6.56	0.00	0.00	253.44	260.00	
*	<b>Total Office Expenses</b>	<b>-141.47</b>	<b>0.00</b>	<b>0.00</b>	<b>3,409.57</b>	<b>3,551.04</b>	
21	Community Events	0.00	0.00	0.00	300.00	300.00	
	<b>Professional Fees</b>						
22	Legal Fees	0.00	0.00	0.00	500.00	500.00	
23	Accounting Fees/Reserve Study	-2,500.00	0.00	0.00	2,500.00	5,000.00	
24	Bookkeeping (at \$360.17 per month)	0.00	0.00	0.00	4,322.04	4,322.04	
*	<b>Total Professional Fees</b>	<b>-2,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,322.04</b>	<b>9,822.04</b>	
	<b>Utilities</b>						
26	Electricity (at \$850.00 per month)	-800.78	0.00	0.00	9,399.22	10,200.00	
27	Port-a-potty (at \$40.00 per Service at 15	-48.56	0.00	0.00	551.44	600.00	
28	Water - Irrigation	0.00	0.00	0.00	500.00	500.00	
*	<b>Total Utilities</b>	<b>-849.34</b>	<b>0.00</b>	<b>0.00</b>	<b>10,450.66</b>	<b>10,800.00</b>	
	<b>Total Expense</b>	<b>-14,439.01</b>	<b>-1,440.00</b>	<b>0.00</b>	<b>68,572.03</b>	<b>84,451.04</b>	
	<b>Net Ordinary Income</b>					<b>2,020.29</b>	
	<b>Other Income</b>						
	Interest Income (at \$25.00 per month aprox)	108.42	0.00	0.00	191.58	300.00	YTD Interest
	<b>Total Other Income</b>	<b>108.42</b>	<b>0.00</b>	<b>0.00</b>	<b>191.58</b>	<b>300.00</b>	<b>\$108.42</b>
	<b>Net Other Income</b>	<b>108.42</b>	<b>0.00</b>	<b>0.00</b>	<b>191.58</b>	<b>300.00</b>	
	<b>Total Net Income</b>					<b>2,320.29</b>	
	<b>1st Qtr Totals</b>				<b>1st Qtr</b>	<b>2nd Qtr</b>	<b>3rd Qtr</b>
	2021 Assessments	\$33,206.67			\$33,206.67	-	0.00
	Previous Assessments	\$255.78			\$255.78	-	0.00
	Finance Charges/CC&R Fines	\$9.75			\$9.75	-	0.00
	Late Charges	\$100.36			\$100.36	-	0.00
	Reserve Payments	\$8,180.00			\$8,180.00	-	0.00
	Credits	\$249.02			\$249.02	-	0.00
	<b>Total Paid</b>	<b>\$42,001.58</b>	<b>\$0.00</b>	<b>0.00</b>	<b>\$42,001.58</b>	<b>0.00</b>	<b>0.00</b>

### CCR Report for February 2021

1. Inspections made on 26 January, 2, 9, and 16 February. Courtesy letters sent or due out for violations still existing on February 16.
2. Letters sent in January thru 16 February 2021:
  - a) #1: 11
  - b) #2: 0
  - c) #3: 0
3. Breakdown by violation types:
  - a) #1: 5 for cans in view, 2 for trailers, 3 for living in trailers, 1 for conex
  - b) #2: none
  - c) #3: none
4. Additional #1 letters still due out in February: 4 for cans in view, 2 for trailers, 1 for parking on the lawn
5. Homeowner corrections (5) from January 19 to February 16: 6 for cans in view, 2 for RVs used for residence, 1 for parking on the lawn. Conex on driveway is ok pending completion of home improvements.
6. Pending Turn over to Treasurer in January: 0
7. Fine (Letter #3) status: No fines levied.
8. Report Notes:
  - a) Many cans still in view after the recent snow storm will not be “written up” due to snow hampering their movement back.
  - b) Greenbelt incursion notifications pending definitive inspection and review.
9. CCR report on February 16, 2021 by Alex. Copies of Courtesy Letters sent to homeowners are on file on LFHA BOD Google drive.



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## Feb, 2021 Maintenance report

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Tue, Feb 16, 2021 at 7:02 PM

Feb 2021 LFHA Maintenance report

Rained or snowed out two Mondays

Transplanted three donated cedar trees from my yard to field along Marvin Rd. Plan is to install water bladders before Summer drought. Approximate cost for bladders: \$150.

Latest wind event blew down approx 4 - 5 trees marked for removal. My grandson & I walked the greenbelts after the storm and removed down branches from residents fences. Melloy's Tree service removed approx 8 trees of the 62 marked. Melloy was snowed out this last weekend. Objective is to finish remainder piece meal by mid March. Much firewood on ground, suggest posting on next door. Firewood was standing dead, relatively dry. Some will need to be cut to firewood length, recommend wheelbarrows to haul it out. Use me as contact.

Ref: SE entrance lighting. Andrew Gates called me yesterday, he has been sidetracked with other priorities, but still plans to install the lighting. As soon as he gets me the numbers I will submit proposal to board

Next volunteer priority will be the park. Many down branches, small trees down on fence, general storm clean up.

I grew weary of hauling out full dog poop bags from the park and removed the garbage can stored behind the shed. Park dog walkers apparently didn't understand my motivation and are now piling full dog poop bags on the ground in front of the shed. I suggest we place a sign in front of the shed explaining no park garbage service and the inconvenience to neighbors picking up after their dogs. t



### **Volunteer Liability Release Form**

In consideration of my desire to serve as a volunteer in neighborhood projects organized by the Lake Forest Home Association, I hereby assume all responsibility for any and all risk of property damage or bodily injury that I may sustain while participating in any voluntary activity of any nature, including the use of equipment and facilities of Lake Forest Home Association.

Further, I, for myself and my heirs, executors, administrators and assigns, hereby release, waive and discharge Lake Forest Home Association and its officers, directors, employees, agents and volunteers of and from any and all claims which I or my heirs, administrators and assigns ever may have against any of the above for, on account of, by reason of or arising in connection with such volunteer relief efforts or my participation therein, and hereby waive all such claims, demands and causes of action.

Further, I expressly agree that this release, waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Washington and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I currently have no known physical or mental condition that would impair my capability for full participation as intended or expected of me.

Further, I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_