



January 16, 2024

Minutes

Location: Evergreen Forest Elementary School

Board Members Present: Kathleen Emmett (P), Alex Broman (@L, acting temporary secretary and recorder), Constance Kimmons (@L), Shannon Hildreth (@L), Kim Busenbark (T)

Board Members not present: Secretary (position vacant), Vice President (position vacant)

Others/Guests: Jeff Heard (maintenance), Shantel Jones (bookkeeper), Beckie Weatherford (website administrator), David CdeBaca, Diane and Richard Oliver, William Charles, Chip Brown, Paul Perz, Alf Howald, Catherine Buchalski Smith, AJ Haberstroh, Sharon Himmel, Chris and Corri Lewis, Janet Lubach

Time Started: 6:35 PM

Welcome, Introductions, and Call to Order:

Review/Approval of December 19 Minutes: Draft minutes were sent to Board members by email. There being no corrections, Alex moved to accept the December Minutes with addendum reports submitted, Shannon seconded, approved by voice vote.

President's Report: Kathleen Emmett

- **Shoreline Project.** Completed except for the bid to install an additional railing. This will be left to the new Board to complete.
- **Volunteer use of power tools.** Kathleen is not satisfied with the Board's response to her concern about using power tools to perform maintenance in the common areas. She had independently contacted our insurance company about her concerns and reported that the insurance company's representative told her our policy might not cover an accident and cancel our policy. She asked for a motion that the Board prohibit their use. There was no motion from the other Board members. Beckie recommended that this issue should pass to the new Board for any further consideration. Kathleen responded that, whether or not there was a motion, she was going to be watching for any use of power tools and will make videos of volunteers using power tools. David asked for Kathleen's suggestion for an alternative to meet the tasks that are required to maintain the common areas. She responded that we need to have a "common area management plan". Constance recommended discussion be deferred to the new Board's first monthly meeting. Kathleen repeated her intent to video volunteers using power tools to maintain the common areas.

Treasurer's Report: Kim Busenbark

- Addendums A (BookBudget) and B (treasurer report) submitted.
- Asked what the Board wanted to do about the tie in the results of the holiday decorating contest. Instead of one gift card for the winner in each division, i.e., three, there would be an additional gift card for the tied division. Shantel advised that, since the card purchases

were not done until this month, the expense will have to come out of the 2024 budget for events. The Board agreed. Kim will obtain four gift cards for the winners.

- Shantel asked if the list of 2024 deposits was started yet. She asked that the information be shared for her bookkeeping because the password for the account was changed and she can not view it to do the accounting. Kim started the 2024 spreadsheet and will share the information with Shantel. Kim records the dues payments as they come in and Shantel compares them with the deposits on the bank statement. This makes sure the BookBudget is kept up to date, although it is not a daily process. Shantel also noted that the W-9s need to go out.

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

- No monthly report submitted. Refer to the previous reports. Information is included in the 2023 annual report of January 16, 2024.

CCR Report: Alex Broman

- Addendum D attached.
- Alex is reviewing the situations for some letters that are listed on the attached report as due out before mailing them.
- A fine letter previously sent was returned as undeliverable by the postal service. This continues to happen with this address despite assurances that it is the correct address.

At this point the monthly board meeting was adjourned to begin the LFHA Annual Membership Meeting (7 PM).

This monthly LFHA Board meeting was not resumed. A motion was made to adjourn without completion at 8:07 PM (after the annual meeting) by Alex Broman, seconded by Shannon Hildreth, passed by acclamation. Meeting adjourned at 8:07 PM.

This minutes is complete with attached addendums.

Alex Broman

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

						TOTAL			
Projected 2023 Budget		2023 Budget	Oct 23 Actual	Nov 23 Actual	Dec 23 Actual	Budget Bal Left	Deficit 2023 Budget	\$2,260.62	
Ordinary Income/Expense								Accts Rec	
Income								7/31/2023	
	2023 Association Dues (\$174.54 & \$87.29 Dues with Credits Applied \$0.00)	72,919.01	-441.78	-400.00	6.41	982.59	72,919.01		
	2023 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$0.00)	16,880.00	-40.00	0.00	0.00	1,620.00	16,880.00	10% Possible Unpaid	
	Credits Prepaid for 2023 in Dec 2022 \$		0.00	0.00	0.00	0.00		\$8,979.90	
	Total Income	89,799.01	-481.78	-400.00	6.41	2,602.59	89,799.01		
Expense								Banking	
								12/31/2023	
2	Tax Preparation Fee/IRS/Property Taxes	250.00	0.00	0.00	0.00	29.12	250.00	\$61,902.00	
3	Insurance (April)	8,000.00	0.00	0.00	0.00	490.00	8,000.00	Reserve Fund	
4	Licenses & Fees (May)	10.00	0.00	0.00	0.00	-10.00	10.00	\$53,561.55	
Maintenance								Reserve Paid	
	Reserve Fund Contribution Special Assessment (\$40 & \$20 \$0 with Credits Applied	16,880.00	-120.00	0.00	0.00	3,500.00	16,880.00	\$13,380.00	
5	Fence/Signage Repairs-Maint.	2,000.00	0.00	0.00	0.00	-40.56	2,000.00		
6	Common Area Maint/Mowing (at \$2,300) for 12 months)	27,600.00	-2,200.00	-2,200.00	-2,200.00	1,395.16	27,600.00	Grimm	
7	Volunteer Projects/Petty Cash/Garbage	600.00	-19.57	0.00	0.00	-373.88	600.00	12/31/2019	
8	Hearing Park Maintenance/Waterfront	500.00	0.00	-165.54	0.00	163.63	500.00	\$1,083.10	
10	Other Landscaping/Trees	9,000.00	0.00	-1,093.00	0.00	2,991.50	9,000.00		
12	Theft & Vandalism	50.00	0.00	0.00	0.00	50.00	50.00	VF Collections	
*	Total Maintenance	56,630.00	-2,339.57	-3,458.54	-2,200.00	7,685.85	39,750.00	10/31/22	
Office Expenses									
15	PO Box Rental (Due in February)	375.00	0.00	0.00	0.00	-13.00	375.00		
16	Postage	800.00	0.00	0.00	-110.61	187.39	800.00		
18	Supplies	800.00	0.00	0.00	-104.42	-599.49	800.00		
19	Telephone (at \$40.00 per month)	480.00	-36.04	-36.21	-37.06	19.64	480.00		
20	Website/Email	350.00	-6.57	-6.57	-6.57	216.66	350.00		
*	Total Office Expenses	2,805.00	-42.61	-42.78	-258.66	-188.80	2,805.00		
21	Community Events	900.00	0.00	-75.00	0.00	700.57	900.00		
Professional Fees									
22	Legal Fees	300.00	0.00	0.00	0.00	300.00	300.00	61181.66	
23	Accounting Fees/Reserve Study	4,500.00	0.00	0.00	0.00	3,199.60	4,500.00	\$30,590.83	
24	Bookkeeping (at \$360.17 per month)	4,322.04	0.00	-1,900.85	0.00	260.17	4,322.04		
*	Total Professional Fees	9,122.04	0.00	-1,900.85	0.00	3,759.77	9,122.04		
Utilities									
26	Electricity (at \$825.00 per month)	9,900.00	-728.13	-732.30	-733.95	1,941.47	9,900.00		
27	Port-a-potty (at \$60.00 per Service at 15 Services)	900.00	-59.46	-59.46	-59.46	245.94	900.00		
28	Water - Irrigation (\$60 per Month & Backflow 2@\$110)	940.00	-184.02	-77.64	-52.00	-446.39	940.00		
*	Total Utilities	11,740.00	-971.61	-869.40	-845.41	1,741.02	10,800.00		
Total Expense		89,457.04	-3,353.79	-6,346.57	-3,304.07	14,207.53	89,457.04		
Net Ordinary Income		341.97					341.97		
Other Income									
	Interest Income (at \$50.00 per month aprox)	600.00	26.93	17.60	18.19	18.48	600.00	YTD Interest	
Total Other Income		600.00	26.93	17.60	18.19	18.48	600.00	\$581.52	
Net Other Income		600.00	26.93	17.60	18.19	18.48	600.00		
Total Net Income		941.97					941.97		
1st Qtr	Totals					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
	2023 Assessments		206.48		6.41	\$59,340.40	4,624.44	697.83	212.89
	Previous Assessments		0.00			\$1,110.68	720.81	3.00	0.00
	Finance Charges/CC&R Fines/Transfer		210.30	400.00		\$468.65	1,027.10	462.01	610.30
	Late Charges		25.00			\$748.50	655.00	125.00	25.00
	Reserve Payments		40.00			\$14,220.00	1,080.00	160.00	40.00
	Credits		0.00			\$575.70	53.95	0.00	0.00
	Total Paid		481.78	400.00	6.41	\$76,463.93	8,161.30	1,447.84	888.19
						86,961.26			



December 2023 Treasurer's Report

January 16, 2024

- **Communication**
 - Phone - 32 Calls regarding gate codes, account status, CCRs, home sales
 - Texts - 10 Text messages
 - Email - 25 Emails - HOA demands for homes selling in the neighborhood, account status, gate codes, new contact information.
- VF Accounts accounts for collections - Correspondence about foreclosing

ACCOUNTS PAYABLE

CK 6440	12/4/2023	\$2,200.00	RMR Lawn Service	November 2023 Inv per contract
ACH	12/6/2023	\$59.46	Goebel Septic Service	Monthly Restroom Cleaning Hearing Park
ACH	12/18/2023	\$37.06	Consumer Cellular	Monthly Cell Phone Bill
ACH	12/18/2023	\$6.57	Google	Cloud Storage
ACH	12/18/2023	\$26.00	City of Lacey	NE Entrance Water
ACH	12/18/2023	\$26.00	City of Lacey	SE Entrance Water
CK 6441	12/19/2023	\$213.03	Alex Bromen	Postage \$110.61 Office Supplies \$102.42
ACH	12/22/2023	\$12.41	PSE	Streetlights
ACH	12/22/2023	\$696.77	PSE	Streetlights
ACH	12/26/2023	\$11.97	PSE	Streetlights
ACH	12/26/2023	\$12.80	PSE	Streetlights

ACCOUNTS RECEIVABLE

2022 - 10 unpaid properties
 2023 - 20 unpaid properties

Addendum D

CCR Report for January 2024

1. CCR inspections were made on December 29, 2023, and January 16, 2024.
2. Letters due out for January:
 - a) #1: 5
 - b) #2: 4
 - c) #3: 1
3. Breakdown by violation types:
 - a) #1: 3 for cans, 1 for trailer, 1 for business
 - b) #2: 1 for inop vehicles, cans, roof moss and porch storage, 3 for cans
 - c) #3: 1 for cans
4. Homeowner corrections (10):
 - a) #1: 1 for poultry, 2 for cans, 1 for parking, 1 for trailer, 1 for construction appearance, 1 for RV appearance
 - b) #2: 1 for cans, 1 for boat trailer
 - c) #3: 1 for fence/appearance,
5. Turned over to Treasurer: 0
6. Fine (Letter #3) status:
 - a) Lot 3137 fence corrected.
7. Report Notes:
 - a) Lot 1029 Unsightly inoperative vehicles, property not kept up. The owner's son has power of attorney, but not responsive to phone calls so far. Working special situations to correct.
 - b) Lot 1055 home and property restored. Property sold to new owner in December

CCR report on January 16, 2024, by Alex Bromen. Copies of Courtesy Letters sent to homeowners are filed on the LFHA BOD Google drive.