



Lake Forest

HOME ASSOCIATION

LFHA Board of Directors Meeting 9/17/24

Location: Lacey Fire Station 34, 8447 Steilacoom Rd SE, Olympia, WA

Board members present; David CdeBaca, Constance Kimmons, Beckie Weatherford, Deanna Rocamora

Member-at-Large; Shannon Hildreth, Christopher Lewis

Board members/Member-at-Large absent: Shannon Hildreth

Guests: 3

Time started: 6:30pm

Open Forum:

A guest reported overgrowth of plants, weeds and vines around the new bulkhead and steps at Hearing Park. The maintenance lead will investigate, and the guest is welcome to do some pruning of her own if she chooses. A long-term plan for landscaping that area was discussed briefly. No actions or decisions were taken other than to ask the maintenance committee and Park Stewards for input and project planning ideas. Another guest in attendance offered his help as a licensed pesticide operator.

A resident submitted nuisance complaints with accompanying documents for the board to review. The board will review the documents at the next Executive Board Meeting and reply to the residents with comments, suggestions and/or an action plan.

August Minutes

The minutes were sent via email to the board for review. No comments or revisions were received.

A motion was made and seconded to approve the minutes as written.

Discussion: none

A call to vote was made: Passed unanimously

Secretary Report

Ad-Hoc meeting minutes were sent via email to the board for review. No comments or revisions were received.

A motion was made and seconded to approve the ad-hoc minutes as written.

Discussion: none

A call to vote was made: Passed unanimously

Treasurer's Report (Addendum A and B)

The Treasurer's Report and Book budget were presented and reviewed at the meeting. A payment of \$200 has been received from payment plan resident but they have not signed the payment plan paperwork and have not responded to emails.



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2023/2022 Audit Results: Due to illness, the results have been delayed. This topic will be added to the Executive Meeting agenda.

7-month CD Renewal: The current CD will mature 9/26/24. Interest rates are not available until 9/23/24. The rate will most likely stay the same. Questions were raised about what happens with the checking account balance at the end of the year. The Treasurer explained that usually half of the unused checking account balance is put into the reserve account which leaves a small buffer in the operation checking account. The Treasurer suggests renewing the CD and moving an additional 15K from the Reserve Account into the CD.

A motion was made and seconded to select the 7- month CD when the current CD matures and to move an additional \$15k from the Reserve Account into the CD.

Discussion: Questions and discussion occurred on whether moving the additional \$15k leaves the HOA compromised with any upcoming expenses. No concerns are known at this time. The interest already earned will stay in the CD account.

A call to vote was made and passed unanimously.

2025 Budget and Annual Dues increase will be discussed at the next Executive Meeting.

Bookkeeper Position (Addendum C)

LFHA is actively and openly recruiting and hiring for a bookkeeper, this is a paid position. Discussion occurred whether the candidate can be a resident living in Lake Forest. The board will consult with the attorneys for clarification. The board will review the current job description and post on the website.

CC&R's (Addendum D)

Report submitted via email and presented by President CdeBaca. Multiple letters have been sent in error, this will be addressed and corrected.

Contract Maintenance

RMR Landscaping maintained the park before the BBQ picnic and used the leaf blower on the roof of the pavilion. The big open space close to Fordham was mowed and the parking strip in front of the park was mowed. Flags will be placed to mark mow strips next week.

Volunteer Maintenance

The NE entrance was weeded, and vegetation was pruned. The importance of entrance appearances was discussed. The SE entrance was pruned and weeded as well. Irrigation can be shut off now with the change in weather. Replacing the step timbers at Hearing Park is still an ongoing project. Discussion occurred about needing younger volunteers and creating a weekend work crew with organized activities. Suggestions were made to have 4 work parties a year and get residents to volunteer. Work parties could include work on the retention ponds and entrances, debris removal and greenbelts.

A large broken limb suspended by branches was reported at Lake Forest and Carnegie. This limb is on a resident's property, not an HOA greenbelt. Member-at-Large Lewis will investigate and talk with the homeowner.



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The large anthill at Hearing Park was discussed and suggestions were made on how to mitigate the problem. Member-at-Large Lewis will start by applying cornmeal to the anthill and report back the results.

Amy Groethe cleared sidewalks along Marvin Rd, a big Thank You to her and her family.

ARC (Addendum D)

An ARC request was received at the beginning of this meeting and will be forwarded to the ARC committee.

Events (Addendum E)

The BBQ picnic was a hit 25-30 ppl came and had great food. A suggestion was made to host a recognition BBQ volunteer party. Heard and Kimmons will work together to organize and plan this event.

A motion was made and seconded to have a volunteer recognition party in October at Jeff Heard's house
Discussion: Supplies will be donated by board members

A call to vote was made and passed unanimously.

A resident suggested a Halloween event at Hearing Park, unfortunately there are not enough volunteers available to do that. The Halloween house decorating contest will take place. Date TBD.

Old Business

None

New Business

BBQ grills -There are a few grills in the park that are rusted through. Discussion occurred about replacing or removing them. The grill replaced last month cost approximately \$394. Reserve funds are available to fund the replacement of the additional grills.

A motion was made to purchase 2 new grills and eliminate 1 old grill and update the area around the grills.

Discussion: Discussion occurred regarding using pressure treated wood instead of timbers and the potential cost of replacing the grills and timbers. A budget of \$1k was discussed for the project.

A call to vote was made and passed unanimously.

Portable toilet at Hearing Park- Service will be changed to once per month and the trash service for Hearing Park will be canceled for the winter and the cans will be picked up by Lemay.

A motion was made and seconded to adjourn the meeting.

Discussion: None

Meeting adjourned at 8:04pm.



September 2024 Treasurer's Report

September 15, 2024

ACCOUNTS RECEIVABLE

- VF Accounts accounts for collections - VF is currently working on foreclosure proceedings for the 2 accounts we currently have with them. One account is working to refinance home (Owner is terminally ill and in hospital) and the other VF is waiting for the litigation guarantee from title
- 1 delinquent account turned over to attorney for lien has been completed
- 4 accounts to be turned over by September 19th
- 1 payment plan request has not signed paperwork. Has until September 19th to complete or payment will be due immediately.
- Account Balances September 16, 2024
 - checking account \$67,328.08
 - reserve account \$59,437.97
 - 7 month CD \$44,000.00 matures 9/26
 - **Total** **\$170,796.05**

ACCOUNTS PAYABLE - September 15, 2024

Date	Amount	To Whom	Description
8/20/2024	\$59.57	Goebel Septic Svc	monthly port-a-pot cleaning
8/20/2024	\$371.21	Robblee's Total Security	fix programming of gate lock
8/20/2024	\$2,266.00	RMR Lawnservice	monthly Service
8/21/2024	\$59.57	Goebel Septic	montht port-a-pot cleaning
8/21/2024	\$19.92	PSE	Streetlights
8/21/2024	\$714.80	PSE	Streetlights
8/21/2024	\$11.26	PSE	NE Entrance
8/21/2024	\$11.91	PSE	SE Entrance
8/23/2024	\$60.75	Lemay Waste Collection	waste pick up for park
9/3/2024	\$52.37	HOME DEPOT	Batteries for gate lock
9/3/2024	\$7.90	Google	Drive Storage
9/6/2024	\$118.39	Chef Store	items for neighborhood potluck
9/12/2024	\$21.65	Chef Store	items for neighborhood potluck
9/12/2024	\$18.24	Albertsons	items for neighborhood potluck
9/12/2024	\$119.13	Goebel Septic	twice a month service for port-a-pot

Website - 182 hits

		2024 Budget	Jun 24 Actual	Jul 24 Actual	Aug 24 Actual	Sep 24 Actual	TOTAL Budget Bal Left	2024 Budget						
Projected 2024 Budget														
Ordinary Income/Expense														
Income														
2024 Association Dues (\$179.78 & \$89.89 Dues)		76,046.94	-3,226.95	-2,013.65	-2,901.43	0.00	-8,201.49	76,046.94						
2024 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$0.00)		16,920.00	-560.00	-240.00	-478.46	0.00	-458.46	16,920.00						
Credits Prepaid for 2024 in 2023		-1,359.86	0.00	0.00	0.00	0.00	-1,359.86	-1,359.86						
Total Income		92,966.94	-3,786.95	-2,253.65	-3,379.89	0.00	-8,659.95	92,966.94						
Expense														
2 Tax Preparation Fee/IRS/Property Taxes		250.00	0.00	0.00	0.00	0.00	105.54	250.00						
3 Insurance (April)		8,000.00	0.00	-135.07	0.00	0.00	1,126.93	8,000.00						
4 Licenses & Fees (May)		20.00	0.00	0.00	0.00	0.00	0.00	20.00						
Maintenance														
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$0 with Credits Applied)		16,920.00	-480.00	-480.00	0.00	-520.00	-380.00	16,920.00						
5 Fence/Signage Repairs-Maint.		2,000.00	0.00	0.00	-394.19	0.00	1,605.81	2,000.00						
6 Common Area Maint/Mowing (at \$2,200) for 12 months)		27,600.00	-4,532.00	-2,266.00	-2,266.00	0.00	7,338.00	27,600.00						
7 Volunteer Projects/Petty Cash/Garbage		1,000.00	-22.08	-213.50	-60.75	0.00	371.03	1,000.00						
8 Hearing Park Maintenance/Waterfront		500.00	0.00	-113.84	-371.21	0.00	-24.32	500.00						
10 Other Landscaping/Trees		9,000.00	-416.75	0.00	0.00	0.00	4,213.78	9,000.00						
12 Theft & Vandalism		50.00	0.00	0.00	0.00	0.00	50.00	50.00						
* Total Maintenance		57,070.00	-5,450.83	-3,073.34	-3,092.15	-520.00	13,174.30	40,150.00						
Office Expenses														
15 PO Box Rental (Due in February)		400.00	0.00	0.00	0.00	0.00	400.00	400.00						
16 Postage		600.00	0.00	0.00	-73.48	0.00	-284.27	600.00						
17 Quickbooks Annual Fee		350.00	0.00	0.00	0.00	0.00	-1.04	350.00						
18 Supplies		850.00	-143.09	0.00	-74.15	0.00	223.84	850.00						
19 Telephone (at \$40.00 per month)		480.00	-37.06	-37.06	-37.12	0.00	183.46	480.00						
20 Website/Email		250.00	-7.90	-7.90	-7.90	0.00	-177.65	250.00						
* Total Office Expenses		2,930.00	-188.05	-44.96	-192.65	0.00	344.34	2,930.00						
21 Community Events		900.00	0.00	0.00	0.00	0.00	650.00	900.00						
Professional Fees														
22 Legal Fees		2,000.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00						
23 Accounting Fees/Reserve Study		4,500.00	0.00	0.00	0.00	0.00	3,570.00	4,500.00						
24 Bookkeeping (at \$360.17 per month) +\$350 Year End/Taxes		4,672.04	0.00	0.00	0.00	0.00	2,754.96	4,672.04						
* Total Professional Fees		11,172.04	0.00	0.00	0.00	0.00	8,324.96	11,172.04						
Utilities														
26 Electricity (at \$666.67 per month)		8,000.00	-783.85	-782.30	-757.89	0.00	1,515.42	8,000.00						
27 Port-a-potty (at \$62.00 per Service at 12 Services)		744.00	-59.57	-59.57	-59.57	0.00	267.77	744.00						
28 Water - Irrigation (\$60 per Month & Backflow 2@\$110)		940.00	-234.72	-63.80	-118.60	0.00	252.00	940.00						
* Total Utilities		9,684.00	-1,078.14	-905.67	-936.06	0.00	2,035.19	8,744.00						
Total Expense		90,026.04	-6,717.02	-4,159.04	-4,220.86	-520.00	25,761.26	90,026.04						
Net Ordinary Income		2,940.90						2,940.90						
Other Income														
Interest Income (at \$50.00 per month aprox)		600.00	17.82	19.87	21.24	0.00	434.56	600.00						
Total Other Income		600.00	17.82	19.87	21.24	0.00	434.56	600.00						
Net Other Income		600.00	17.82	19.87	21.24	0.00	434.56	600.00						
Total Net Income		3,540.90						3,540.90						
1st Qtr	Totals						1st Qtr	2nd Qtr	3rd Qtr	4th Qtr				
	2024 Assessments		\$1,618.02	\$545.91	\$1,610.42		\$64,099.33	6,506.94	2156.33	0.00				
	Previous Assessments		\$869.32	\$460.41	\$611.77		\$2,271.26	1,923.85	1072.18	0.00				
	Finance Charges/CC&R Fines/Transfer		\$395.15	\$887.33	\$354.39		\$742.25	777.02	1241.72	0.00				
	Late Charges		\$340.00	\$120.00	\$324.54		\$935.00	1,115.00	444.54	0.00				
	Reserve Payments		\$560.00	\$240.00	\$478.46		\$14,780.00	1,880.00	718.46	0.00				
	Credits		\$4.46	\$0.31			\$737.18	140.24	0.31	0.00				
	Total Paid		3,786.95	\$2,253.65	\$3,379.89		\$83,565.02	12,343.05	5,633.54	0.00				
							101,541.61							



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Bookkeeper Position

September 2024

Bookkeeper Contract: The LFHA board is in the process of finding a new Bookkeeper for the association. The previous Bookkeeper, Shantel Jones and the LFHA board mutually agreed to end the contract September 9th, 2024. Ms. Jones will submit her final invoice to the Treasurer and turn over all information to the board in relation to the position of Bookkeeper.

September 2024 ARC and CC&R Reports

ARC.....no requests

CCRs...2003 2nd letter.....3060 3rd letter

Events September 2024 Report

Hoia picnic was a hit. Approximately 25 people came but suggest that it be moved to July or August. Maybe schedule it on the 4th of July, when the park has more homeowners. Also, I have not gotten any volunteers to take on the haunted house. But I will start advertising the Halloween and Xmas decorating contests.