



March 21, 2023

Minutes

**Location:** Evergreen Forest Elementary School Library

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

**Board Members not present:** Vice President (position vacant)

**Guests:** 4, Jeff Heard (maintenance), Dan Brown, William Charles, David and Cheri CdeBaca

**Time Started:** 6:42 PM

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**Welcome and Call to Order** Secretary Deanna Rocamora will join the meeting by phone-in between 7:00 and 7:15 PM. Until she joins the meeting, the rest of the Board members will hold preliminary discussions and reports which will be recapped as necessary for her.

**Minutes:** Minutes from February 2023 meeting are not completed. The Board did not vote for approvals. Alex will record tonight's meeting.

**President's Report:** Kathleen Emmett

- Asked for volunteers to advertise Board vacancies and recruit new members. She suggested using our website, Facebook and Next Door. Alex noted that the Board did not appoint a Nominating committee before the Annual Meeting as called for in the By-Laws, and only a few homeowners were at that meeting.
- Welcomed a new resident since the January meeting.
- Submitted an application to DNR for a cost share program to help clear the greenbelts of ivy and blackberries.

**Treasurer's Report:** Kim Busenbark

- Presented February Book Budget summary for review (Addendum A)
- Presented written report including Communication, VF Accounts for collections status. Accounts Receivable and Accounts Payable for the month, and balance summaries for review (Addendum B)
- Our checking balance is \$104,890.00, the Reserve Fund balance is \$224,191.14. February Reserve Fund earnings (interest at .4 %) were \$66.35.
- Kim reported continued difficulty communicating with VF Law Collections and obtaining information to handle our delinquent accounts receivable. Kathleen wants to terminate their service. We currently have 10 lots unpaid since 2022 and 51 lots unpaid for 2023. If we terminate the VF contract without some type of replacement, we will have to pursue the collections ourselves.
- Bank deposits are shown on the Treasurer's website page.
- A bank fee of \$10.92 for "Autobooks" was charged for an online trial of the bank's online accounting program. The program will not work for LFHA. The bank will refund this charge.

- Kathleen asked about the CD interest rates that Kim was investigating (for possible Reserve Fund investment). She reported that Timberline's CD rates were 4 percent for 6 months, 3.05 percent for 3 months, and 3.56 percent for 11 months. These seemed unusual to those present. The minimum amount for the CDs is \$10,000. There are also tax considerations for the returns of investments. The Board will need to vote on investing money from the Reserve Fund. Alex asked to get those rates in writing for consideration and recommended not to make any such investment decision until we know what our commitments and suspense times are for the waterfront/shoreline project.
- Kim's review of web-based software programs that are specifically designed for HOA needs is still in progress. Some of the programs she reviewed would cost over \$10,000 and probably beyond our Association means at our present dues level. She narrowed down her search to three programs: "HOA Start" at an estimated cost of \$1500 per year, "Pay HOA" at an estimated cost of \$2400 per year, and HOA Express" at \$1500 per year. Each has a test period.
- Means of dues payment for 2023 continued to be pay by check or use PayPal. The PayPal option adds a 3 percent fee. PayPal charges that fee to LFHA by subtracting it from the invoiced amount due. The net result is that LFHA does not get the full dues amount owed by the homeowner who uses PayPal and must add the 3 percent amount back to the homeowner's account payable and reinvoice the homeowner. It would have been better to add the 3 percent fee upfront for dues paid through PayPal. Kim and Kathleen hope that a web-based software program can assist our billing process and accounting with an autopay system. Homeowner Dave CdeBaca asked if there was any data to show how many people paid by check and how many used PayPal. Kim answered that all data we have is in our LFHA Google Docs on our Board account. Homeowner invoices sent out in December 2023 contained a statement that the BOD voted to no longer take Google Pay or PayPal and to send a check. However, non-check payments were still accepted from PayPal users.

**[At 7:14 PM Deanna called in, was put on speaker, and the meeting continued with a quorum.]**

- Alex made a motion to approve the January 2023 Annual Meeting minutes as amended by correction of the estimated cost of a professional CPA audit at \$8000. Kathleen seconded. There was no additional discussion. The motion passed unanimously.
- Alex asked if the minutes for the January 2023 monthly meeting were completed, they were not. Deanna noted that the monthly portion of the Board meeting had been temporarily adjourned to conduct the Annual meeting and, due to the length of the annual meeting, the monthly meeting was not reconvened. Deanna will complete the draft ASAP and submit it for Board approval by email. Individual Board members will vote for approval by email while we still have the required minimum members (5), The email votes will be recorded, and the results will be entered at the beginning of the next public Board meeting as per our By-Laws.
- Nan White resigned from the Board. Her signature needs to be taken off our bank signature card. The bank needs a copy of our approved minutes containing a statement to this effect to allow her name to be removed. We will present that approved copy of the minutes to the bank. No motion necessary.
- Kathleen wanted the Board to vote on obtaining a contract to adopt one of the three HOA software systems that Kim was researching as soon as Kim finds out which one is the best. Alex stated that we do not have enough information on any of these software

systems or enough buy-in by homeowners to vote on this. Kathleen asked what other information do we need? Alex replied that we do not have comparison information or cost analysis. Dave CdeBaca suggested we need a trial period to give owners a chance to use it. It would take time to get the word out about testing. Kim suggested putting the info out on the website, Next Door, Facebook, or email notices to all homeowners to try the systems. Kathleen suggested sending it to 5 - 10 people to try it or form a committee. Deanna said it is a great idea to see what functionality the programs offer, and it could be a goal of the HOA to move in that direction, but we need to study each LFHA process that we're looking at to see if we can use the programs to do that process. Alex recommended testing any program we think would work with a representative sample of homeowners. Before choosing a software program to test, the Board would have to make sure it complied with our By-Laws and CCRs and State laws. We can use our contact lists to request volunteers to do the study. Dave noted that some would not respond to the request. Those who do would have a vested interest in the outcome and probably be comfortable with the technology. But there are homeowners that would not be able or would not want to use the technology. Alex stated that we would also need to provide parameters and functions to test to the volunteer testers, otherwise they would have little idea of what we are looking for and how to test the system and the test may become invalid. We need to see what each software program has to offer and figure out what we want to use in their offerings, and then come up with a test program to see if it works.

- Kim presented a proposal from Association Reserves to provide a "Loyalty Update Plan" which includes one 'With-Site-Visit Reserve Study Update and two 'No-Site-Visit Reserve Study Updates delivered over three consecutive years with an Economy (8 week) turnaround for a flat fee of \$930 per year. Alex moved to contract with the same company to prepare the Reserve Study for 2023, Kim seconded, and the Board voted unanimously to approve.
- Kim is compiling a list of people wanting their fees waived. Waiving fees requires individual votes from the Board. Kim noted that some payments arrived late in the first few days of February and may have been the result of bank processing time. Some electronic payments were not accepted. She has been calling people about the payments.

**Secretary's Report and 2021 Audit:** Deanna Rocamora

- The Board needs to conduct a second vote on whether to waive the 2021 CPA audit but perform the audit with a volunteer committee. We will follow the same process as the first vote, i.e., those who have an email address on file with us will get an email, those who don't will get a postcard. We pay for the postcard and the ballot return mailings. Alex made a motion to proceed with the second 2021 audit vote. Deanna advised that preparation for the second vote needed enough time to review the accounts receivable list to remove those who have not paid their dues from voting eligibility and determine the deadline for returning the ballots. The voting should be completed by the May Board meeting. Deanna will work with Beckie Weatherford and Shantel to get it done.
- Kim proposed we include the notice for the 2022 audit. Alex advised that this would be too much information, too closely linked and would likely confuse people voting for the 2021 audit. Deanna recommended that the Board instead vote this year to conduct a 2023 waiver election for the 2022 AND 2023 audits and set a date for it. That way the preparation time would already be set for next year. Board discussion settled on a Board vote in November 2023 to conduct an election for both the 2022 and 2023 audits. This would be in time to add the cost of the 2022 audit election to the proposed budget for

2024. Alex made a motion for the Board to present to the Association by November 21, 2023, a request to hold in house audits for the years 2022 and 2023. Kathleen seconded. Motion passed unanimously.

- Kim made a motion to reimburse Jeff Heard for purchasing Preen for the maintenance team's weed control in common areas. Alex stated that a motion was unnecessary because there was already a budgeted amount for maintenance. Kathleen disagreed and said we had voted on it before, and she objects to the use of Preen and would never agree to spread poison on the ground. But if the Board voted to use it, they could. Alex replied that then it would be more appropriate to vote on an exception to using chemicals for weed control. There being no second or further discussion, the motion died.

**CCR Report:** Alex Bromen

- (Addendum C)
- Sent notice of a new fine letter to Kim and Shantel.
- Courtesy letters for violations that were reported in February as due out were never written or sent out in February. They are included in this report and were mailed and posted today in the CCR files on our Board website.
- Some owners of lots who received fine notices are not correcting or responding to the notices. The fines on these lots have been doubling.
- Lot 1055 still has not been vacated by the tenants. The owner is aware and is pursuing an eviction.
- Lot 3137 fence is broken and falling. Mailed letters have been returned by Postal Service although address is valid. I mailed another letter asking for a correction or plan to correct by 60 days.

**Architectural Review Report:** Shannon Hildreth

- Lot 3047 - convert back patio into an enclosed room. Approved
- Lot 1084 - Replace chain link fence with cedar boards. Approved (will submit request to paint house at a later date.
- Lot 3085 - Cement sidewalk and cover to front door. Paint will be matching house. Pending
- Lot 3066 Alex asked if an ARC for new fence installation was submitted. None. Looks great and resolved CCR issues of parking and trailer.

**Maintenance Lawn Service Contract Report:** Shannon Hildreth

- 280 lbs. of yard waste removed.

**Volunteer Maintenance Lead Report:** Jeff Heard

- (Addendum D)
- Firewood needs to be removed from greenbelt.
- Call about homeowner altercation with contractor was resolved by Shannon.
- The tree planting plan had been deferred. Planter success was much better than ours.
- Widow maker branch removed.
- Asked about a dangerous tree – was it the one reported earlier? The tree should go on the next evaluation list.
- Intermittent problems with the park keypad. Shannon will pursue a solution.

**Events:** Easter egg hunt would be scheduled for Saturday, April 08, but we still have no Events Coordinator to organize it. No one volunteered. We also need an events coordinator to handle the Park use requests.

**Waterfront/Shoreline Project:**

- Alex started making a list of homeowners with the intent to possibly start an informal discussion group to sense homeowner views of the waterfront project and obtain more community buy-in with an aim to go forward with the project as originally planned and approved and recognize that the project is going to be costly. We need to get the bids for the project. Kathleen stated that we already had a reduced plan that we voted on and passed by the Board. Alex replied that he did not recall a vote to approve a reduced plan. We can check the minutes of those meetings. The Board did pursue the possibility of an abbreviated plan. We've already spent about \$28,000 on an approved architectural plan and permits to do what we are supposed to do to address the waterfront bulkhead failing as pointed out in our Reserve Studies. He doesn't think we have the option of letting it go. As he learned in a reserve study seminar, if we delay, the problem and requirement to fix it is still there and we end up spending MORE to fix it. Kathleen repeated that we do need to address the safety issues and that we wouldn't need permits to do work above the shoreline. Alex responded that doing work above the failing bulkhead will not fix the original problem we are required to fix by the study, and any work done would have to be torn down to get the necessary equipment and materials down to the waterfront work. All the money spent on a limited plan would be wasted.

Meeting adjourned at 8:42 PM



## March 2023 Treasurer's Report

March 21, 2023

- **Communication**
  - Phone - 33 calls regarding gate codes, account status, CCRs, home sales
  - Texts - 16 text messages/conversations
  - Email - 42 Emails - HOA demands for homes selling in the neighborhood, account status, gate codes, new contact information.
  
- **VF Accounts accounts for collections**
  - Lot XXXX - Owes \$976.66 Home in Foreclosure postponed until 04/14/2023
  - Lot XXXX - Judgment for \$5,332.52 now owes add'l \$1,566.40

### ACCOUNTS RECEIVABLE

10	2022 TOTAL LOTS UNPAID as of March 20,2023
51	2023 TOTAL LOTS UNPAID as of March 20, 2023
23	Owe nominal amounts less than \$20.00 from online payment fees, late charges
3	Was able to make payment agreements with homeowner
	<b>\$27,136.08 Accounts Receivable as of 03/20/2023 from QuickBooks A/R Report</b>

### BALANCES as of 2/28/2023

CHECKING \$104,890.00

RESERVE \$224,191.14; February interest \$66.35

### 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	2/06/2023	6.57	Google	Cloud Storage
6402	2/11/2023	270.25	Treewalker LLC	Tree removal Oxford Loop SE
ACH	2/17/2023	35.57	Consumer Cellular	HOA Phone
6403	2/21/2023	388.00	US Postmaster	Annual PO Box fee
6404	2/21/2023	177.60	Jeff Heard	\$27 dump/\$150.70 NE Entrance repair/Platt Electric
ACH	2/21/2023	50.70	City of Lacey	NE Entrance Water
ACH	2/21/2023	50.70	City of Lacey	SE Entrance Water
ACH	2/22/2023	59.46	Goebel Septic	February Service Porta Potty
ACH	2/22/2023	10.92	Autobooks	<b>Bank fee; will be refunded</b>
ACH	2/23/2023	130.07	PSE	Streetlights
ACH	2/23/2023	680.83	PSE	Streetlights
ACH	2/24/2023	11.98	PSE	Streetlights
ACH	2/24/2023	11.98	PSE	Streetlights

		Jan 23	Feb 23	Mar 23	TOTAL	Deficit	\$16,937.12		
Projected 2023 Budget		Actual	Actual	Actual	Budget Bal Left	2023 Budget	\$7,957.22		
<b>Ordinary Income/Expense</b>							Accts Rec	2022	2023
<b>Income</b>							2/28/2023	\$169.46	\$174.54
2023 Association Dues (\$174.54 & \$87.29 Dues with Credits Applied \$0.00)	-47,804.74	-10,969.65	-205.53	13,939.09	72,919.01		\$84.74	\$87.28	
2023 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$0.00)	-11,120.00	-2,380.00	-40.00	3,340.00	16,880.00	10% Possible Unpaid	\$40.00	\$40.00	
Credits Prepaid for 2023 in Dec 2022 \$	0.00	0.00	0.00	0.00		\$8,979.90			
<b>Total Income</b>	<b>-58,924.74</b>	<b>-13,349.65</b>	<b>-245.53</b>	<b>17,279.09</b>	<b>89,799.01</b>				
<b>Expense</b>							Banking		
							2/28/2023		
2 Tax Preparation Fee/IRS/Property Taxes	0.00	0.00	0.00	250.00	250.00	\$99,174.68			
3 Insurance (April)	0.00	0.00	0.00	8,000.00	8,000.00	Reserve Fund			
4 Licenses & Fees (May)	0.00	0.00	0.00	10.00	10.00	\$224,191.14			
Maintenance						Reserve Paid			
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$0 with Credits Applied	-520.00	-11,120.00	-540.00	4,700.00	16,880.00	\$12,180.00			
5 Fence/Signage Repairs-Maint.	0.00	0.00	0.00	2,000.00	2,000.00				
6 Common Area Maint/Mowing (at \$2,300) for 12 months)	-2,004.84	0.00	0.00	25,595.16	27,600.00	Grimm			
7 Volunteer Projects/Petty Cash/Garbage	0.00	-27.00	0.00	573.00	600.00	12/31/2019			
8 Hearing Park Maintenance/Waterfront	0.00	-150.60	0.00	349.40	500.00	\$1,083.10			
10 Other Landscaping/Trees	0.00	0.00	0.00	9,000.00	9,000.00				
12 Theft & Vandalism	0.00	0.00	0.00	50.00	50.00	VF Collections			
* Total Maintenance	-2,524.84	-11,297.60	-540.00	42,267.56	39,750.00	10/31/22			
Office Expenses						\$2,069.75			
15 PO Box Rental (Due in February)	0.00	0.00	0.00	375.00	375.00				
16 Postage	0.00	0.00	0.00	800.00	800.00				
18 Supplies	-35.87	-10.92	0.00	753.21	800.00				
19 Telephone (at \$40.00 per month)	-35.30	-35.57	0.00	409.13	480.00				
20 Website/Email	-6.56	-6.56	0.00	336.88	350.00				
* Total Office Expenses	-77.73	-53.05	0.00	2,674.22	2,805.00				
21 Community Events	0.00	0.00	0.00	900.00	900.00				
Professional Fees									
22 Legal Fees	0.00	0.00	0.00	300.00	300.00				
23 Accounting Fees/Reserve Study	0.00	0.00	0.00	4,500.00	4,500.00				
24 Bookkeeping (at \$360.17 per month)	-360.17	0.00	0.00	3,961.87	4,322.04				
* Total Professional Fees	-360.17	0.00	0.00	8,761.87	9,122.04				
Utilities									
26 Electricity (at \$825.00 per month)	-802.54	-834.86	0.00	8,262.60	9,900.00				
27 Port-a-potty (at \$60.00 per Service at 15 Services)	0.00	-59.46	0.00	840.54	900.00				
28 Water - Irrigation (\$60 per Month & Backflow 2@\$110)	0.00	-101.20	0.00	838.80	940.00				
* Total Utilities	-802.54	-995.52	0.00	9,941.94	10,800.00				
<b>Total Expense</b>	<b>-3,765.28</b>	<b>-12,346.17</b>	<b>-540.00</b>	<b>72,805.59</b>	<b>89,457.04</b>				
<b>Net Ordinary Income</b>						341.97			
Other Income									
Interest Income (at \$50.00 per month aprox)	72.26	66.35	0.00	461.39	600.00	YTD Interest			
<b>Total Other Income</b>	<b>72.26</b>	<b>66.35</b>	<b>0.00</b>	<b>461.39</b>	<b>600.00</b>	\$138.61			
<b>Net Other Income</b>	<b>72.26</b>	<b>66.35</b>	<b>0.00</b>	<b>461.39</b>	<b>600.00</b>				
<b>Total Net Income</b>						941.97			
1st Qtr	Totals				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
	2023 Assessments	\$46,589.19	\$10,160.88		\$56,750.07	-	0.00		
	Previous Assessments	\$602.30	\$169.46		\$771.76	-	0.00		
	Finance Charges/CC&R Fines	\$37.08	\$56.10		\$93.18	-	0.00		
	Late Charges	\$48.50	\$210.00		\$258.50	-	0.00		
	Reserve Payments	\$11,120.00	\$2,380.00		\$13,500.00	-	0.00		
	Credits	\$527.78	\$3.75		\$531.53	-	0.00		
	<b>Total Paid</b>	<b>\$58,924.85</b>	<b>\$12,980.19</b>	<b>0.00</b>	<b>\$71,905.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
					71,905.04				



**CCR Report for March 2023**

1. CCR inspections were made on March 3 and 18. Letters due out in February from February report were NOT sent. Letters sent below included February violations that still existed.
2. Letters sent in March (12):
  - a) #1: 10
  - b) #2: 1
  - c) #3: 1
3. Breakdown by violation types:
  - a) #1: 6 for cans, 2 for appearance, 2 for holiday decorations
  - b) #2: 1 for fence
  - c) #3: 1 for cans
4. Homeowner corrections (7):
  - a) #1: 2 for cans, 2 for parking, 1 for trailer, 1 for appearance
  - b) #2:
  - c) #3: 1 for cans
5. Turned over to Treasurer: 1.
6. Fine (Letter #3) status:
  - a) Lot 1078 is new fine
  - 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. Eviction plan settled out of court; however, tenants did not move out by Mar 14. Owner initiating eviction order process.
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.

CCR report on March 21, 2023 by Alex Broman. Copies of Courtesy Letters sent to home owners are filed on the LFHA BOD Google drive.

March 2023 LFHA Maintenance Report

2/27 Weeded and removed brush and leaves from Marquette/Lk Forest triangle.  
Weeded triangle, applied pre-emergent (Preen)  
1 volunteer, 2.5 manhours

3/6 Inspected tree behind 3503 Harvard Dr in response to resident concern about tree posing hazard to fence. Committee consensus: Tree is medium big leaf maple, healthy with noteworthy lean over resident's fence, & yard. several lower branches hanging over the fence, We will take a polesaw in next week and prune a few branches.

Removed ivy from half a dozen trees and cut back blackberry infestation. Also removed fallen tree from fence behind 3531 Cologne Ct. Much ivy remains.

Received correspondence from Epifanio Sabian on Cologne Ct expressing appreciation for removing fallen tree from his fence.

Surveyed ATV access to wood stacks left over from tree removal 2 years ago. Tentative Plan is to remove firewood using small ATV.  
5 volunteers 12 manhours

3/4 Received disturbing text msg from a homeowner reference negative interaction with our maintenance contractor concerning tree planting project in Dartmouth Field. Apparently, the contractor expressed his disapproval of the project and left the homeowner with the impression the tree planting was some sort of violation.

3/13 Response to residents concern about maple tree threatening fence behind 3503 Harvard Dr. Pruned overhanging limbs from maple tree overhanging fence. Removed approximately 200 lbs discarded cement volleyball base & miscellaneous trash.

Removed small load firewood from greenbelt behind Harvard Dr, left firewood stacked along Lk Forest Dr, firewood disappeared overnight. Half a pickup load of firewood remains in the greenbelt.

5 volunteers 12 volunteer manhours

3/20 Weeded SE entry flower beds, removed large widow maker branch hung up in oak tree along Marvin Rd footpath. Removed multiple downfall branches hung up in under story.

Removed several down branches & small dead trees hung up in canopy & under story in green belt adjacent to Carnegie entry island. Removed whiskey bottles, & misc. trash.

Crew identified damage to large fir tree in green belt near the SE entry brick entry wall, unknown cause, some sort of wound and split about 20 ft up from the base. Tree is within range of resident's houses and HOA infrastructure, when it eventually fails, likely to cause expensive damage or expensive post failure removal. Pictures provided.

Five volunteers, 15 manhours

Total March manhours 41.5

Reimbursable expenses: Costco; 5 buckets Preen pre-emergent weed control, on sale \$7.00 off \$158.72.