



Lake Forest Board of Directors Meeting
March 16th, 2021
Minutes

Location: Zoom Meeting

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

Board members absent; Judi Denney

Guests: 5

Time started: 6:30 pm

Welcome by President

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

Secretary Report- Deanna Rocamora

February minutes were reviewed by board members via email with no corrections made. Motion to approve February 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.

The board discussed revoking park gate codes of residents who have not paid their HOA dues. This action is in lieu of financial penalties or late fees due to COVID 19 WA state regulations.

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

Inquiries were made by board members regarding a residence with a dumpster, portable bathroom and crew working at the house. Kathleen and/or Gregg will inquire and report back to the board.

Amendment to inquiry above: It was reported via email 3/21/21 by Kathleen that the residence in question had a kitchen fire.

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

One of the families in the community has adopted the SE Entrance. We are excited and appreciate their efforts to care for the area.

Maintenance -Update by Alex Broman/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.

Events – Update by Judi Denney

The Easter Egg Hunt will be cancelled this year due to COVID-19 however, we will plan on having the community yard sale May 21-22. Deanna will post on Nextdoor and Facebook and Nan will post on the entrance sign boards.

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. Kathleen has yet to receive the original cover letter that needs updating.

SE Entrance Project (Jeff Heard)

The lighting portion of the project is complete thanks to Andrew Gates. He was instrumental in completing the electrical and installing the lights, we greatly appreciate his contribution.

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. SCJ has been slow to respond to 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 2nd 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 12th to discuss, review, and update current safety protocols.

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.

Storm Drains

Nan reported at the February meeting on 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. The mesh appears to have been removed on Lake Forrest Dr as of the date of this meeting. No further action needed.

New Business

Mr. Gersib volunteered to care for an area of the neighborhood in lieu of the general landscaping service that Ryan performs. A motion was made, seconded and carried. Gregg will inform Ryan of the decision and plan.

Next meeting will be through Zoom on April 20th as the Fire Station is still closed due to COVID-19 restrictions.

Adjourned @ 7:21pm



Treasurer's Report

February 16, 2021

- VF Accounts 1 paid, 2 making payment, 2 judgements received and VF actively working
- Past due accounts 2021
 - statements were sent out 2 weeks ago and some have started paying. need to look at updated numbers
- Past due accounts 2020

1	final demand letter sent 2/18/2021 - will turn over to collections if not paid by 3/19
1	making payments
1	paid in full
1	final demand letter sent 2/11/2021 - turning over to collections

- Petty Cash Disbursements
 - No disbursements
- Checks Written

Check #	Date	Amount	Whom	Description
Debit	2/18/2021	\$7.45	USPS	Certified letter for past due account
Debit	2/20/2021	\$350.00	USPS	PO Box yearly fee
Debit	2/24/2021	\$48.56	Goebel Septic Services	port a pot
Debit	2/24/2021	\$48.56	Goebel Septic Services	port a pot
6319	3/4/2021	\$1,854.84	RMR Lawnservice	february services
6320	3/15/2021	\$274.75	Andrew Gates	connect electrical to LFHA sign @ round about
6321	3/15/2021	\$98.65	Jeff Heard	reimburse for maintenance supplies

Addendum A

- 2019 Audit-
 - Postponed due to pandemic restrictions
-
- Communication
 - Phone -invoices, payments, HOA documents
 - emails - invoices, HOA demands, HOA documents
 - website - 556 hits

Projected 2021 Budget		Projected 2021 Budget		Jan 21 Actual	Feb 21 Actual	Mar 21 Actual	TOTAL		
							Budget Bal Left	2021 Budget	
Ordinary Income/Expense		Ordinary Income/Expense							Accts Rec
Income		Income							2/15/2021
2021 Association Dues (\$164.52 & \$82.27 Dues with Credits Applied \$69,551.33)		2021 Association Dues (\$164.52 & \$82.27 Dues with Credits Applied \$69,551.33)		-33,821.54	-13,715.69	-3,320.77	18,693.33	69,551.33	
2021 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$16,920.00)		2021 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$16,920.00)		-8,180.00	-3,340.00	-664.60	4,735.40	16,920.00	
Credits Prepaid for 2021 in Dec 2020 \$12870.81		Credits Prepaid for 2021 in Dec 2020 \$12870.81		-12,870.81	0.00	0.00	-12,870.81		
Total Income		Total Income		-54,872.35	-17,055.69	-3,985.37	-2,312.89	86,471.33	
Expense		Expense							Banking
									2/26/2021
2 Tax Preparation Fee/IRS/Property Taxes		2 Tax Preparation Fee/IRS/Property Taxes		0.00	0.00	0.00	150.00	150.00	\$77,839.64
3 Insurance (April)		3 Insurance (April)		0.00	0.00	0.00	6,010.00	6,010.00	Reserve Fund
4 Licenses & Fees (May)		4 Licenses & Fees (May)		0.00	0.00	0.00	10.00	10.00	\$204,127.88
Maintenance		Maintenance							Reserve Paid
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$17,000 with Credits Applied		Reserve Fund Contribution Special Assessment (\$40 & \$20 \$17,000 with Credits Applied		-9,000.00	-1,440.00	-15,964.60	-9,404.60	17,000.00	\$26,404.60
5 Fence/Signage Repairs-Maint.		5 Fence/Signage Repairs-Maint.		0.00	0.00	0.00	400.00	400.00	
6 Common Area Maint/Mowing (at \$1,854.83) for 12 months)		6 Common Area Maint/Mowing (at \$1,854.83) for 12 months)		-1,800.81	-2,300.81	-1,854.84	16,301.50	22,257.96	Grimm
7 Volunteer Projects/Petty Cash/Garbage		7 Volunteer Projects/Petty Cash/Garbage		-147.39	0.00	-98.65	353.96	600.00	12/31/2019
8 Hearing Park Maintenance/Waterfront		8 Hearing Park Maintenance/Waterfront		0.00	-12,000.00	-274.75	-10,774.75	1,500.00	\$1,083.10
10 Other Landscaping/Trees		10 Other Landscaping/Trees		0.00	0.00	0.00	11,500.00	11,500.00	
12 Theft & Vandalism		12 Theft & Vandalism		0.00	0.00	0.00	50.00	50.00	VF Collections
* Total Maintenance		* Total Maintenance		-10,948.20	-15,740.81	-18,192.84	8,426.11	36,307.96	9/30/20
Office Expenses		Office Expenses							\$5,392.89
15 PO Box Rental (Due in February)		15 PO Box Rental (Due in February)		0.00	-350.00	0.00	-75.00	275.00	
16 Postage		16 Postage		0.00	-21.45	0.00	1,578.55	1,600.00	
17 Storage Shed (\$106 per month to Reserve) Sched for 15th Each Month AutoPay. Ends Jan 2021. Original \$2600.04		17 Storage Shed (\$106 per month to Reserve) Sched for 15th Each Month AutoPay. Ends Jan 2021. Original \$2600.04		-106.00	-106.00	0.00	-155.96	56.04	
18 Supplies		18 Supplies		0.00	0.00	0.00	1,000.00	1,000.00	
19 Telephone (at \$50.00 per month)		19 Telephone (at \$50.00 per month)		-28.91	-29.01	0.00	302.08	360.00	
20 Website/Email		20 Website/Email		-6.56	-6.56	0.00	246.88	260.00	
* Total Office Expenses		* Total Office Expenses		-141.47	-513.02	0.00	2,896.55	3,551.04	
21 Community Events		21 Community Events		0.00	0.00	0.00	300.00	300.00	
Professional Fees		Professional Fees							
22 Legal Fees		22 Legal Fees		0.00	0.00	0.00	500.00	500.00	
23 Accounting Fees/Reserve Study		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)		24 Bookkeeping (at \$360.17 per month)		0.00	0.00	0.00	4,322.04	4,322.04	
* Total Professional Fees		* Total Professional Fees		-2,500.00	0.00	0.00	7,322.04	9,822.04	
Utilities		Utilities							
26 Electricity (at \$850.00 per month)		26 Electricity (at \$850.00 per month)		-800.78	-795.63	0.00	8,603.59	10,200.00	
27 Port-a-potty (at \$40.00 per Service at 15 Services)		27 Port-a-potty (at \$40.00 per Service at 15 Services)		-97.12	-97.12	0.00	405.76	600.00	
28 Water - Irrigation		28 Water - Irrigation		0.00	0.00	0.00	500.00	500.00	
* Total Utilities		* Total Utilities		-897.90	-892.75	0.00	9,509.35	10,800.00	
Total Expense		Total Expense		-14,487.57	-17,146.58	-18,192.84	34,624.05	84,451.04	
Net Ordinary Income		Net Ordinary Income							2,020.29
Other Income		Other Income							
Interest Income (at \$25.00 per month aprox)		Interest Income (at \$25.00 per month aprox)		108.42	74.86	0.00	116.72	300.00	YTD Interest
Total Other Income		Total Other Income		108.42	74.86	0.00	116.72	300.00	\$183.28
Net Other Income		Net Other Income		108.42	74.86	0.00	116.72	300.00	
Total Net Income		Total Net Income							2,320.29
1st Qtr	Totals	1st Qtr	Totals				1st Qtr	2nd Qtr	3rd Qtr
	2021 Assessments		2021 Assessments	\$33,206.67	\$13,533.48		\$46,740.15	-	0.00
	Previous Assessments		Previous Assessments	\$255.78	\$50.00		\$305.78	-	0.00
	Finance Charges/CC&R Fines		Finance Charges/CC&R Fines	\$9.75	\$26.25		\$36.00	-	0.00
	Late Charges		Late Charges	\$100.36	\$25.00		\$125.36	-	0.00
	Reserve Payments		Reserve Payments	\$8,180.00	\$3,340.00		\$11,520.00	-	0.00
	Credits		Credits	\$249.02	\$80.96		\$329.98	-	0.00
	Total Paid		Total Paid	\$42,001.58	\$17,055.69	0.00	\$59,057.27	0.00	0.00

CCR Report for March 2021

1. Inspections made on 24 February, 2, 9, and 15 March. Courtesy letters sent or due out for violations still existing on March 15.
2. Letters sent 26 February thru 15 March 2021:
 - a) #1: 10
 - b) #2: 1
 - c) #3: 0
3. Breakdown by violation types:
 - a) #1: 4 for cans in view, 2 for trailers, 3 for parking on lawn, 1 for greenbelt incursion
 - b) #2: 1 for cans and parking on lawn
 - c) #3: none
4. Homeowner corrections 24 February thru 15 March (4): 2 for parking on the lawn, 1 for trailer and 1 for conex
5. Pending Turn over to Treasurer in January: 0
6. Fine (Letter #3) status: No fines levied.
7. Report Notes:
 - a) Greenbelt incursion along Walthew (culvert installed and vehicle transiting to back yard of lot 1055). Letter sent to owner reminding of \$250 fine and demanding an immediate correction. Notified Thurston County Public Works of action done without permit.
 - b) Greenbelt incursion (fences, shed) notifications pending definitive property line review with owners.
 - c) Other existing violations pending elapsed time for sending courtesy letters.
8. CCR report on March 15, 2021 by Alex. Copies of Courtesy Letters sent to homeowners are on file on LFHA BOD Google drive.

Addendum D

LFHA March 2021 Maintenance report

Melloy's Tree Service has approximately two more days to complete tree removal project. Should be complete by the end of March. Maintenance volunteers spent two days whacking down blackberry brambles and prepping down logs for removal. Residents removed much of the firewood, probably at least two pickup loads, maybe more, of firewood remaining on the ground. More to come before Melloy finishes. Need to actively promote resident participation in removing firewood. I will get pictures to post on Next Door and/or Facebook.

Requested a quote from Melloy to address the widow makers in tree adjacent to 8421 Lk Forest Dr about a week ago, called him again this morning to remind him I need a quote to present to the board. If quote is reasonable will temporarily divert Melloy from tree contract to Widow Makers

Volunteers Cleaned up storm damage in park, removed fallen trees from fence line and hauled out about 1500 lbs of down branches. Large sinkhole developing in lawn, adjacent to park pavilion. I suspect it is an underground stump, left over from original park development. To fix it, looks like we will need to remove a good bit of sod, haul in three or four yards of fill & replant grass. It's a lot of labor for the volunteer crew.

Debris and sod along Macadam trail in park is encroaching on trail maintenance contract with RMR calls for blowing macadam trail in park 10 -12 inches beyond pavement. Need to remind Ryan to take care of it.

Total of three dump runs so far in March, close to 3000 lbs of brush and branches hauled out.

Removed tree overhanging street near bus stop on Lk Forest Dr near Harvard Dr. Tree was a safety hazard, interfering with bus and truck traffic.

Andrew Gates completed installation of lighting at SE entrance, looks good to me. Andrew suggests painting the exposed conduit to blend with bricks and plant something to disguise the electric boxes. Will put the paint project on the list, need warmer temps and dry weather to do the job properly. Waiting on resident with excavator to move rock pile at SE entrance.

Fasteners on orange chain restricting greenbelt access off Marquette failed. Replaced with 5/16 eye bolt. Replacement eye bolt failed, probably not strong enough to take kids hanging on the chain. Greg temporarily wrapped chain around post, I will pick up stronger bolts and attempt to make better repair.