



**Lake Forest Board of Directors Meeting  
January 18, 2022  
Minutes**

Location: Lake Forest Elementary Library

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

Board members absent: 0

Guests: 7

Time started: 6:30 pm

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**Welcome by President**

**Secretary Report- Deanna Rocamora**

December minutes were distributed by email and corrections made. A motion was made, seconded and carried to approve the amended minutes.

**Treasurer Report – Update by Beckie Weatherford and Shantel Jones**

Reports submitted via email for inclusion with minutes. Addendum A&B.

Discussion occurred regarding an account that has fines doubling each month and has reached almost \$7,000.00. The fee schedule was discussed and briefly reviewed. It was stated that this situation has happened in the past and the board was advised that fines should be capped at a reasonable amount. There is concern that this current situation is beyond the reasonable amount. This issue will be tabled until the February meeting.

The 2019 and 2020 audits had been postponed due to the COVID-19 pandemic. Beckie and Diane will form a committee and complete the audits as detailed below.

The 2019 audit will be scheduled for March

The 2020 audit will be scheduled for April

The incoming Treasurer will be responsible for the 2021 audit vote.

**Covenants, Conditions, & Restrictions (CC&R) Report -Update by Alex Broman**

Report submitted via email for inclusion with minutes. Addendum C.

The phone appointment with the attorney to discuss the greenbelt incursions has been rescheduled to February 10<sup>th</sup>, 2022, at 11am.

A resident on Creighton Court has experienced significant flooding issues this winter. They have created their own diversion system to try and mitigate the flooding. Thurston County Public Works was contacted, and a representative visited the resident. The representative told the homeowner that the roads are the HOA responsibility. This issue is ongoing and will have follow up at the next meeting.

## **Architectural Review Committee (ARC) Report -Update by Gregg Langer**

No requests received.

## **Maintenance -Update by Jeff Heard**

It was a slow month for maintenance. 460lbs of brush was brought to the landfill and the man gate at Hearing Park was serviced.

The streetlights were changed to LED in the past, but some streetlights were unable to be upgraded. A suggestion was made to address this project with the 2022 budget as the upgrade to LED lights has saved the HOA money on monthly utility charges.

Jeff talked with Public Works about converting remaining 9 streetlights in the neighborhood to LED. The cost to convert to LED is \$550.00 per light. Currently, the old technology lights cost the HOA \$14.59 per light each month. The LED lights would cost \$11.64 each month.

Jeff will call PSE to see if they have a special or grants to help with the over all cost of transitioning to LED. Currently, it would take approximately 15 years to recoup the cost of the lights compared to only 6-7 years with the first conversion. Jeff recommends moving forward with the upgrade regardless. This topic will be tabled until February and await the information regarding grants and payment assistance.

## **Events – Judi Denney**

The neighborhood had many beautifully decorated homes for the holidays. There were 4 homes chosen as the Holiday Decoration Contest winners. Congratulations!

We have a few reservations for the pavilion at Hearing Park this summer.

## **Old Business**

### **RMR Landscaping Contract**

Discussion occurred briefly regarding some concerns about the quality of work being received by the current landscaping company. The discussion will be tabled until February.

The regular monthly meeting was interrupted at 7:00pm to hold the 2022 Annual Meeting. The regular monthly meeting was not continued after adjournment of the Annual Meeting.

Motion made, seconded, and carried to adjourn @ 8:10pm



## Treasurer's Report

January 18, 2022

- VF Accounts - 2 accounts with VF
  - 1 bankruptcy and now trying to collect dues that are after the bankruptcy date.
  - received a judgement, now trying to collect
- Past due accounts 2021
  - 7 assessments not paid. Several with small balances due to paypal fees
    - 1 house is pending sales
    - 6 will start demand for payment
- 2022 Assessment
  - invoices have gone out and payments are coming in.
- Fines
  - 1 account house pending and dues and fines will be paid
  - 1 account still has fines doubling each month - now up to over \$7k owed.
- Past due accounts 2020

1 making payments -for 2020 & 2021

- Petty Cash Disbursements
  - No disbursements
- Checks Written

Check #	Date	Amount	Whom	Description
ACH	12/15/2021	\$81.20	USPS	stamps for holiday newsletter
ACH	12/15/2021	\$107.33	Olympia Colored Copies	holiday newsletters
ACH	12/20/2021	28.74	Consumer Cellular	monthly cell phone
ACH	12/20/2021	\$28.27	City of Lacey	water for sprinkler
ACH	12/20/2021	\$28.50	City of Lacey	water for sprinkler
ACH	12/23/2021	\$119.36	PSE	Electric
ACH	12/23/2021	\$657.09	PSE	street lights
ACH	12/23/2021	\$11.88	PSE	electric at north entrance
ACH	12/23/2021	\$12.43	PSE	electric at south entrance

6358	1/3/2022	\$173.71	Jeff Heard	maintenance supplies
6359	1/3/2022	\$1,854.85	RMR Lawnservice	December Services
ACH	1/6/2022	\$6.56	Google	email
ACH	1/10/2022	\$48.60	Goebel Septic Services	port-a-pot
ACH	1/16/2022	\$100.00	Home depot	gift cards holiday decorating contest
ACH	1/16/2022	\$28.74	Consumer Cellular	monthly phone bill

- 2019 Audit-
  - Postponed due to pandemic restrictions - Diane will be scheduling for March, 2022
- 2020 Audit-
  - Vote to waive CPA audit and perform audit by committee passed.
  - Audit will be scheduled after the 2019 audit
- 2021 Audit
  - New treasurer will need to schedule a vote to waive the audit
- Communication
  - Phone - gate codes, CCRs, HOA documents, dues
  - emails - HOA demands, HOA documents, dues
  - website -1,841

Addendum B

		Sep 21	Oct 21	Nov 21	Dec 21	TOTAL							
Projected 2021 Budget		Actual	Actual	Actual	Actual	Budget Bal	2021						
							Left	Budget					
<b>Ordinary Income/Expense</b>								<b>Accts Rec</b>		<b>2021</b>		<b>2022</b>	
<b>Income</b>								<b>12/31/2021</b>		<b>Dues</b>	<b>\$164.52</b>	<b>\$169.46</b>	
2021 Association Dues (\$164.52 & \$82.27 Dues with Credits Applied \$69,551.33)		0.00	-1,776.92	-563.20	-782.45	5,892.93	69,551.33	\$10,666.05	<b>Vacant</b>		<b>\$82.27</b>	<b>\$84.74</b>	
2021 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$16,920.00)		0.00	-320.00	-120.00	-160.00	2,235.40	16,920.00		<b>Special</b>		<b>\$40.00</b>	<b>\$40.00</b>	
Credits Prepaid for 2021 in Dec 2020 \$12870.81		0.00	0.00	0.00	0.00	-12,870.81							
<b>Total Income</b>		<b>0.00</b>	<b>-2,096.92</b>	<b>-683.20</b>	<b>-942.45</b>	<b>-17,613.29</b>	<b>86,471.33</b>						
<b>Expense</b>								<b>Banking</b>					
								<b>12/31/2021</b>					
2	Tax Preparation Fee/IRS/Property Taxes	0.00	0.00	0.00	0.00	-233.00	150.00	\$43,381.52					
3	Insurance (April)	0.00	0.00	0.00	0.00	-1,267.00	6,010.00	Reserve Fund					
4	Licenses & Fees (May)	0.00	0.00	0.00	0.00	0.00	10.00	\$196,496.42					
<b>Maintenance</b>								<b>Reserve Paid</b>					
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$17,000 with Credits Applied)		0.00	0.00	-520.00	-160.00	95.40	17,000.00	\$16,904.60					
5	Fence/Signage Repairs-Maint. Common Area Maint/Mowing (at \$1,854.83) for 12 months)	0.00	-1,854.84	-1,854.84	-1,854.84	-392.06	22,257.96	Grimm					
7	Volunteer Projects/Petty Cash/Garbage	-76.10	-42.52	-32.35	0.00	-1,132.53	600.00	12/31/2019					
8	Hearing Park Maintenance/Waterfront	-196.97	-302.77	0.00	0.00	639.18	1,500.00	\$1,083.10					
10	Other Landscaping/Trees	0.00	0.00	0.00	0.00	-3,031.20	11,500.00						
12	Theft & Vandalism	0.00	0.00	0.00	0.00	50.00	50.00	VF Collections					
*	<b>Total Maintenance</b>	<b>-273.07</b>	<b>-2,200.13</b>	<b>-2,407.19</b>	<b>-2,014.84</b>	<b>-3,371.21</b>	<b>36,307.96</b>	<b>10/18/21</b>	<b>\$1,402.08</b>				
<b>Office Expenses</b>													
15	PO Box Rental (Due in February)	0.00	0.00	0.00	0.00	-75.00	275.00						
16	Postage	0.00	-7.95	-152.80	-81.20	1,067.85	1,600.00						
17	Storage Shed (\$106 per month to Reserve) Sched for 15th Each Month AutoPay. Ends Jan 2021. Original \$2600.04	0.00	0.00	0.00	0.00	-49.96	56.04						
18	Supplies	-105.99	0.00	-293.42	-107.33	343.34	1,000.00						
19	Telephone (at \$50.00 per month)	-29.01	-29.01	-28.74	-28.74	12.41	360.00						
20	Website/Email	-6.56	-6.56	-6.56	-6.56	-15.64	260.00						
*	<b>Total Office Expenses</b>	<b>-141.56</b>	<b>-43.52</b>	<b>-481.52</b>	<b>-223.83</b>	<b>1,283.00</b>	<b>3,551.04</b>						
21	Community Events	-110.31	0.00	-100.00	0.00	89.69	300.00						
<b>Professional Fees</b>													
22	Legal Fees	0.00	0.00	0.00	0.00	500.00	500.00						
23	Accounting Fees/Reserve Study	-850.00	0.00	0.00	0.00	1,650.00	5,000.00						
24	Bookkeeping (at \$360.17 per month)	0.00	0.00	-1,440.68	0.00	-330.01	4,322.04						
*	<b>Total Professional Fees</b>	<b>-850.00</b>	<b>0.00</b>	<b>-1,440.68</b>	<b>0.00</b>	<b>1,819.99</b>	<b>9,822.04</b>						
<b>Utilities</b>													
26	Electricity (at \$850.00 per month)	-794.38	-795.38	-800.64	-800.76	651.91	10,200.00						
27	Port-a-potty (at \$40.00 per Service at 15 Services)	-48.60	0.00	-48.60	-48.60	114.28	600.00						
28	Water - Irrigation	-103.30	-79.22	-78.59	-56.77	-17.01	500.00						
*	<b>Total Utilities</b>	<b>-946.28</b>	<b>-874.60</b>	<b>-927.83</b>	<b>-906.13</b>	<b>749.18</b>	<b>10,800.00</b>						
<b>Total Expense</b>		<b>-2,321.22</b>	<b>-3,118.25</b>	<b>-5,357.22</b>	<b>-3,144.80</b>	<b>-929.35</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)		64.38	66.55	64.51	66.78	-541.15	300.00	YTD Interest					
<b>Total Other Income</b>		<b>64.38</b>	<b>66.55</b>	<b>64.51</b>	<b>66.78</b>	<b>-541.15</b>	<b>300.00</b>	<b>\$841.15</b>					
<b>Net Other Income</b>		<b>64.38</b>	<b>66.55</b>	<b>64.51</b>	<b>66.78</b>	<b>-541.15</b>	<b>300.00</b>						
<b>Total Net Income</b>							<b>2,320.29</b>						
1st Qtr	Totals					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr				
	2021 Assessments	\$0.00	493.56	499.79	517.28	\$50,930.14	4,106.71	481.56					
	Previous Assessments	\$0.00	781.27	0.00	26.28	\$1,624.88	559.44	57.78					
	Finance Charges/CC&R Fines	\$0.00	338.90	3.41	4.43	\$178.49	1,386.18	0.00					
	Late Charges	\$0.00	163.19	60.00	65.00	\$485.58	81.89	0.00					
	Reserve Payments	\$0.00	320.00	120.00	160.00	\$12,884.60	1,080.00	120.00					
	Credits	\$0.00	0.00		169.46	\$396.66	245.57	0.00					
	<b>Total Paid</b>	<b>\$0.00</b>	<b>2,096.92</b>	<b>683.20</b>	<b>942.45</b>	<b>\$66,500.35</b>	<b>7,459.79</b>	<b>659.34</b>	<b>0.00</b>				
						<b>74,619.48</b>							

## CCR Report for January 2022

1. CCR inspections were made on January 17. No Courtesy letters were written as of this date.
2. Letters due out for January:
  - a) #1: 1
  - b) #2: 3
  - c) #3: 0
3. Breakdown by violation types:
  - a) #1: 1 for cans in view
  - b) #2: 3 for cans in view
  - c) #3:
4. Homeowner corrections December 14, 2021 to January 17, 2022 :
  - a) 1 for fence
  - b) 7 for cans in view
5. Turned over to Treasurer in January: 0
6. Fine (Letter #3) status:
  - a) Lot 1055 No observed vehicle activity on greenbelt but no removal of culvert and restoration. No written response. No corrections or written response to multiple other violations from family occupants. Owner died recently. Continue fine.
  - b) Lot 2068 No written response from homeowner. Boat/trailer corrected but trailer with garbage cans is parked on the street in front of the property. Home sale is not finalized. Continue fine.
  - c) Lot 3021 Cans corrected, STOP fine.
7. Report Notes:
  - a) The Board has not established compliance dates for resolution of the five greenbelt incursions yet.
  - b) Contacted attorney and made new appointment for phone call advice on Lot 1055 and the greenbelt incursions. Appointment is re-scheduled for February 10 at 11 AM.
  - c) Action taken by Thurston County Public Works in response to Problem Report sent to on November 13 regarding flooding and water diversion at the end of Creighton Ct. is not solving the flooding. Lot 54 suffered water intrusion in home and had to dig a trench and hole on the property. PW personnel told the homeowner it was an HOA responsibility for street drainage. The Board needs to clarify who is responsible for what with the County.
8. CCR report on January 18, 2022 by Alex. Copies of Courtesy Letters sent to homeowners will be placed on file on LFHA BOD Google drive.