



June 20, 2023

Minutes

Location: Hearing Park pavilion

Board Members Present: Kathleen Emmett (P), Shannon Hildreth (@L), Alex Bromen (@L, acting temporary secretary and recorder)

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

Others/Guests: 9, Jeff Heard (maintenance), David CdeBaca, William Charles, Catherine B Smith, Corri and Chris Lewis.

Time Started: 6:30 PM

Welcome, Introductions, and Call to Order:

Minutes: Minutes from May 16, 2023 meeting was presented to the Board members, reviewed, and approved by email, and will be posted on the website. Alex will record tonight's meeting.

President's Report: Kathleen Emmett

- We need volunteers.
- Asked about results of audit waiver as noted in the last sentence of the May minutes. Alex will cover that in the Old Business agenda item in today's meeting and it will become a part of today's minutes.
-

Treasurer's Report: Kim Busenbark

- Absent, out of state.
- Book Budget (addendum A) and Treasurer's Report (addendum B) submitted by email and presented.

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

- Included the following notice of resignation of Deanna Rocamora: "Deanna, as per our phone conversation on June 18, 2023, your request to resign from the Lake Forest Home Association Board of Directors and the Secretary position is acknowledged and regretfully accepted. Your input has been an instrumental part of our decision making, and the accuracy and thoroughness of your writing and record keeping were extremely professional and very much valued. We especially appreciate the extra months you served us and the Association by staying on the Board beyond the normal Secretary term expiration date."

CCR Report: Alex Bromen

- (Addendum C)

- Only two CCR inspections were made during this period with the exception of frequent reviews of two problem properties.
- Arranged to have Jeff's high school service workers remove patches of scotch broom along a property on Gonzaga Court. Kathleen asked why we did this on private property. Jeff answered that there was a significant amount that could spread to adjacent properties and Alex suggested that it would be an appropriate job for the high school service project.
- Received an email complaint about the appearance of the property at the corner of Duke and Lake Forest Drive. We sent two courtesy letters to the owner of that property with no response. The owner is overdue a fine letter now. Alex explained the published CCR enforcement process to newer residents present at the meeting.
- Lot 3178 is still in fine status for cans in view and the owner has not responded.
- A resident noted that a neighbor's garbage can has been left out for weeks and it appeared that the CCR Chair had taken no action. Alex agreed and will send the owner a letter if the violation continues.
- Eviction process on lot 1055 is complete and violations corrected.
- Eviction in process on lot 2043 still in progress. No sign that tenants are still living there but CCR violations remain. Working with owner.
- Social media conversations are not a substitute for our published CCR documents (available on our website at lfha.info) and have been used to spread misinformation.

Volunteer Maintenance Lead Report: Jeff Heard

- (Addendum D submitted for detail)
- Puget Sound Landscapers installed a new irrigation control box at the SE Entrance. Another incident of a vehicle driven over the curb at the SE entrance and subsequent damage to our irrigation system. We also discovered a large leak from damage done by the County fence installation on the West side of the entrance. Both repairs were made by volunteers with donated parts on hand. Jeff informed the County of the continued vehicle damage incidents due to the architecture of the turn in from the traffic circle.
- Jeff agreed to work with a high school program to provide required high school service project hours to several students. Working with Dick Gersib, he assigned them tasks and provided supervision. Each 20 hours of their service requirement required Jeff to provide an equal amount of supervision. The student job performance and motivation was a challenge.
- Removing scotch broom to comply with County requirements to control invasive species.
- Working with a neighbor adjacent to the park fencing by the lake to remove a fallen tree and damage to the fencing that protrudes into the water. It is beyond our capability and Jeff is seeking a bid to remove the tree from Tree Walker Tree Service. The fence is collapsed into the water.
- 118 volunteer manhours put in this month.
- Submitted requests for tree service bids to remove hazardous trees in greenbelts near residences in response to homeowner concerns. We have an obligation to fix a legitimate problem when we are made aware of it. Kathleen noted that one of the trees is along Lake Forest Drive across the street from her house. Resident Corri Lewis asked how Jeff chose Tree Walker Tree Service as a contractor for a service bid. She wondered about sharing this information on social media for transparency. Alex cautioned about using social media as a determinant for action. The correct method of obtaining the attention of the Board is to

contact them about an issue at lfhabod@gmail.com. Jeff answered that past performance of these operations over the years and the need for safety expediency enter into his choices.

- The volunteer work in the Harvard greenbelt is significant. It has opened up an accessible trail in a common area and enabled the volunteers easier access to make a huge improvement to the ivy and blackberry infestations.

Maintenance Chair Report: Shannon Hildreth

- Addendum E (top portion) submitted. Park key pad is now working very well.

Architectural Review Report: Shannon Hildreth

- Addendum E (lower portion) submitted.

Waterfront and Bulkhead Repair Project: Kathleen Emmett

- Contractor work in progress and is proceeding well.
- The old bulkhead is removed and there is a new structure built below the water level that will slow the waves before they come up on the beach. The water quality is clear.
- Jeff noted that the contractor has offered to leave the bark he used to protect the area from heavy equipment use. The Association can use the bark to improve the park.
- The contractor will return later in the Fall to plant grass because it will fail to grow if planted now.

Old Business:

- **CPA Audit waiver:**
 - Alex contacted Beckie Weatherford for the Election Buddy results (electronic voting by email). She had sent the Board the results on May 16.

Election Results for 2nd vote CPA Audit for 2021 Fiscal Year		
Lake Forest 2021 Financial Audit		

Option	Votes	Percentage
I vote FOR to use a Special Committee to perform the 2021 Audit	94.0	77.69%
I vote AGAINST a Special Committee and request a CPA audit for 2021.	27.0	22.31%
Votes tallied: 121.0		

- The packet of mailed in votes was delivered to us at our Board meeting tonight by Kim's son. It contained a total of 54 ballots from the 2nd vote to waiver. The tally of these votes was 43 Yes and 11 No.
- Therefore, total votes cast during the second ballot was (121 electronic + 54 mailed in) = 175 votes cast which meets the required quorum for a second ballot. Yes votes 94 + 43 = 137; No votes 27 + 11 = 38. 2021 Audit is to be performed by a Special Committee of LFHA volunteers.
- These results to be entered in the Minutes of the June 20, 2023 Meeting of the LFHA Board of Directors as discussed.
- **Reserve Fund Special Assessment:**
 - Kathleen asked if the Board wanted to have a meeting in July to start the special assessment. Alex pointed out that the Board had already discussed the meeting in April and May. He quoted the May minutes: "In the April minutes the Board resolved to hold a Special Meeting for the assessment in July 2023. That date is too soon and needs to be pushed back to November or December to allow enough time for the required notices to be sent and to allow for more than one vote if a quorum is not reached. The special assessment requires the same process and time period as the vote to waive the CPA audit in favor of a volunteer audit committee."
 - The idea is that we need to START the process in July, but that we need to have it COMPLETED in November or December. This would make it ready in time to go out with the normal dues and assessment statements by the end of December. The amounts would become due by the end of January as normal.
 - The planned new assessment would be \$250 per lot for two years for a total of \$500 per lot to replenish the reserve funds expended for the waterfront bulkhead repair.
 - The Board recognized that our present amount of annual dues will still not meet our normal operating expenses under the present rising inflation costs. We have not kept up with inflation in large part because the Association did not make the allowable 3% dues increases for many years.
 - Kathleen and a meeting attendee suggested a social event to highlight the work done to repair and improve the waterfront and advertise the advantages and amenities we enjoy.

New Business

- The Association is mourning the recent passing of longtime resident and frequent volunteer and Board member Nan White. The Board members wish to honor her memory and service to the Association in some way. One suggestion is obtaining a park bench with her name attached with a plaque.
- A resident inquired about installing a free "Little Library" structure somewhere in the neighborhood.
- Board Vacancies. Vice-President and Secretary positions are vacant. We need to follow the By-Laws to fill them. Corri Lewis volunteered to fill a position. Kathleen will initiate the procedure via email notices.
- Handicap access to Hearing Park - may need procedure to obtain opening the gate.

Meeting adjourned at 8:10 PM

Projected 2023 Budget		Apr 23	May 23	Jun 23	TOTAL		Accts Rec	2022	2023
		Actual	Actual	Actual	Budget Bal Left	Deficit 2023 Budget			
							\$4,462.92		
							-\$4,516.98		
Ordinary Income/Expense									
Income									
							5/31/2023	\$169.46	\$174.54
2023 Association Dues (\$174.54 & \$87.29 Dues with Credits Applied \$0.00)		-1,845.59	-5,652.65	0.00	2,504.89	72,919.01		\$84.74	\$87.28
2023 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$0.00)		-320.00	0.00	0.00	2,300.00	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		
Total Income		-2,165.59	-5,652.65	0.00	4,804.89	89,799.01			
Expense									
							Banking		
							5/31/2023		
2	Tax Preparation Fee/IRS/Property Taxes	0.00	0.00	0.00	29.12	250.00	\$93,025.14		
3	Insurance (April)	0.00	-7,510.00	0.00	490.00	8,000.00	Reserve Fund		
4	Licenses & Fees (May)	-20.00	0.00	0.00	-10.00	10.00	\$184,250.07		
Maintenance									
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$0 with Credits Applied)								Reserve Paid	
		-720.00	-320.00	0.00	3,660.00	16,880.00	\$13,220.00		
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)	-2,200.00	-4,400.00	0.00	16,795.16	27,600.00	Grimm		
7	Volunteer Projects/Petty Cash/Garbage	0.00	-103.39	0.00	133.09	600.00	12/31/2019		
8	Hearing Park Maintenance/Waterfront	0.00	0.00	0.00	349.40	500.00	\$1,083.10		
10	Other Landscaping/Trees	0.00	0.00	0.00	8,729.75	9,000.00			
12	Theft & Vandalism	0.00	0.00	0.00	50.00	50.00	VF Collections		
*	Total Maintenance	-2,920.00	-4,823.39	0.00	31,717.40	39,750.00	10/31/22		
Office Expenses									
15	PO Box Rental (Due in February)	0.00	0.00	0.00	-13.00	375.00			
16	Postage	-251.00	0.00	0.00	549.00	800.00			
18	Supplies	-501.52	-114.70	0.00	-253.21	800.00			
19	Telephone (at \$40.00 per month)	-64.47	-36.02	0.00	273.07	480.00			
20	Website/Email	-6.57	-31.84	0.00	291.91	350.00			
*	Total Office Expenses	-823.56	-182.56	0.00	847.77	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	-350.40	0.00	0.00	3,684.60	4,500.00			
24	Bookkeeping (at \$360.17 per month)	0.00	-720.34	0.00	2,161.02	4,322.04			
*	Total Professional Fees	-350.40	-720.34	0.00	6,145.62	9,122.04			
Utilities									
26	Electricity (at \$825.00 per month)	-713.10	-1,165.56	0.00	5,537.97	9,900.00			
27	Port-a-potty (at \$60.00 per Service at 15 Services)	-59.46	-59.46	0.00	662.16	900.00			
28	Water - Irrigation (\$60 per Month & Backflow 2@\$110)	-52.00	-172.00	0.00	562.80	940.00			
*	Total Utilities	-824.56	-1,397.02	0.00	6,762.93	10,800.00			
Total Expense		-4,938.52	-14,633.31	0.00	46,882.84	89,457.04			
Net Ordinary Income									
							341.97		
Other Income									
Interest Income (at \$50.00 per month aprox)		69.66	71.13	0.00	239.08	600.00	YTD Interest		
Total Other Income		69.66	71.13	0.00	239.08	600.00	\$360.92		
Net Other Income		69.66	71.13	0.00	239.08	600.00			
Total Net Income						941.97			
1st Qtr	Totals				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
	2023 Assessments				\$59,340.40	-	0.00		
	Previous Assessments				\$1,110.68	-	0.00		
	Finance Charges/CC&R Fines				\$468.65	-	0.00		
	Late Charges				\$748.50	-	0.00		
	Reserve Payments				\$14,220.00	-	0.00		
	Credits				\$575.70	-	0.00		
	Total Paid	0.00	\$0.00	\$0.00	\$76,463.93	0.00	0.00	0.00	
					76,463.93				



June Treasurer's Report

June 20, 2023

- **Communication**
 - Phone - 40 Calls regarding gate codes, account status, CCRs, home sales
 - Texts - 35 Text messages
 - Email - 56 Emails - HOA demands for homes selling in the neighborhood, account status, gate codes, new contact information.

- **VF Accounts accounts for collections**
 - Lot XXXX - Owes \$987.81
 - Lot XXXX - Judgment for \$5,332.52 now owes add'l \$1,586.85

ACCOUNTS RECEIVABLE

6	2022 TOTAL LOTS UNPAID as of 6/20/2023
33	2023 TOTAL LOTS UNPAID as of 6/20/2023
18	Owe nominal amounts less than \$10.00 from online payment fees
3	Was able to make payment agreements with homeowner

BALANCES as of 5/31/2023

CHECKING \$93,025.14

RESERVE \$184,250.07

March Interest Earned \$71.13

Interest Information

Checking Account earns 0.00%, there is no monthly fee

Reserve Account earns 0.400000%

ACCOUNTS PAYABLE

ACH	5/1/2023	\$25.37	Go Daddy	LFHA.NET domain renewel/renews 4/24/2024
ACH	5/2/2023	\$12.98	PSE	Streetlights
ACH	5/2/2023	\$137.01	PSE	Streetlights
ACH	5/2/2023	\$7,210.00	CAU	Annual HOA insurance policy CAU401517-5
	5/2/2023	\$300.00	CAU	Annual HOA Volunteer Liability Policy
6411	VOID	VOID	VOID	VOID
6412	5/2/2023	\$2,200.00	RMR Lawnservice	April 2023 Monthly Service invoice
ACH	5/3/2023	\$59.46	Goebel Septic Service	April Service of Hearing Park restroom
ACH	5/5/2023	6.47	Google	Cloud Storage
6413	5/16/2023	\$7.00	Nancy White	Letters for entrance signage
6414	5/16/2023	\$103.39	Jeff Heard	Green dump fees \$40 Fuel \$63.39
6415	5/16/2023	\$720.34	Shantel Jones	April & May 2023 Bookkeeping Service
ACH	5/16/2023	\$107.70	Amazon	Ink cartridges/No Overnight Parking Signs for Hearing Park
6416	5/17/2023	\$43,583.38	Apex Landscape Solutions	25% of Hearing Park Shoreline Project
ACH	5/17/2023	\$36.02	Consumer Cellular	Monthly Cell Phone Bill
ACH	5/22/2023	\$26.00	City of Lacey	Water at NE Entrance
ACH	5/22/2023	\$26.00	City of Lacey	Water at SE Entrance
ACH	5/23/2023	\$13.33	PSE	Streetlights
ACH	5/23/2023	\$688.51	PSE	Streetlights
ACH	5/24/2023	\$289.08	WIX.com	LFHA.INFO Website
ACH	5/24/2023	\$11.38	PSE	Streetlights
ACH	5/24/2023	\$12.47	PSE	Streetlights

CCR Report for June 2023

1. CCR inspections were made on May 23 and June 20.
2. Letters sent out May 24 (9):
 - a) #1: 8
 - b) #2: 1
 - c) #3: 0
3. Breakdown by violation types:
 - a) #1: 1 for parking, 1 for lawn and sign, 1 for noxious weeds, 3 for cans, 1 for appearance, 1 for yard
 - b) #2: 1 for holiday decorations
 - c) #3: 0
4. Homeowner corrections (4):
 - a) #1: 2 for cans, 1 for lawn and sign, 1 for noxious weeds
 - b) #2:
 - c) #3:
5. Turned over to Treasurer: 0.
6. Fine (Letter #3) status:
 - a) Lot 3178 still had one can, others screened, but are now in view again.
 - b)
7. Report Notes:
 - a) Lot 3137 – Fence falling down. Work in progress.
 - b) Lot 2043 – Homeowner is working eviction process. No signs that tenants are living there, but household items still present.
 - c) Lot 1055 – eviction was completed, lot cleaned. House is for sale as is (needs a huge amount of work).

CCR report on June 20, 2023 by Alex Bromen. Copies of Courtesy Letters sent to home owners are filed on the LFHA BOD Google drive.

Addendum D

June 2023 LFHA Maintenance Report

5/22 Repair SE Entry irrigation. New control box installed by Puget Sound Landscape, Volunteers repaired Both zones damaged by truck traffic and fence installers. Repairs accomplished with parts on hand.

Drove to County facility on Tilley Road to pick up loaner weed wrenches.

Four volunteers 15 man hrs

5/23 Met with High School volunteer Kenneth and resident Dick Gersib, worked green belt behind Harvard. Removed remaining firewood, pulled blackberry, ivy
Delivered firewood to resident Smith on Oxford Loop, left remaining firewood on Lk Forest Dr right of way

3 volunteers, 7 man hrs

5/24 High schoolers Kenneth and Alex worked with myself and Dick Gersib on ivy and blackberry removal in Harvard Green Belt

4 volunteers; 12 man hrs

5/25 Continued ivy & blackberry removal in Harvard green belt

4 volunteers 8 man hrs

5/29 Remove scotch broom from lot adjacent to Gonzaga S pond. Pick up ivy & blackberry from Harvard green belt clean up

3 volunteers, 6 man hrs

5/30 Met with Bram Ganger, Tree Walker Tree Svce, solicited bids for tree removal at Dock, Canoe Launch, Scabbed tree at SE entry green belt and dead tree in green belt behind Kim Busenbarks place. Spoke with Dan, homeowner adjacent to canoe launch, received permission to access problem tree removal from his property.

Dick Gersib, 2 hrs green belt maintenance in Harvard green belt

2 volunteers 3.5 man hrs

5/31 Worked ivy & blackberry removal in Harvard green belt with high school boys Kenneth & Alex.

3 volunteers 6 man hrs

6/5 Removed 600 lbs ivy & blackberry brambles from Harvard Greenbelt. Groomed new trail. \$36 dump run

5 volunteers 18 man hrs

Addendum D

6/6 Worked with Kenneth Jenke, removed scotch broom on our side of Kyro Rd

2 volunteers 4 man hrs

6/7 Returned weed wrenches to County . Worked with Kenneth Jenke, removed blackberry

& ivy from Harvard green belt

2 volunteers 9 ½ man hrs

6/12 Cleared blackberry ivy in Harvard green belt

4 volunteers 12 man hrs

6/19 Annual inspection & maintenance retention pond at Harvard & Lk Forest Dr.
Removed approx 3 yds sediment,

Removed approx 2 ½ dozen small to medium English Holly trees, treated stumps,
cutback blackberry brambles. Cleared part of the trail

Dump run: 440 lbs holly brush. \$10.00

5 volunteers , 17 man hrs

6/20 Met with Bram Granger, Tree Walker Tree Svce, revised tree removal bid.

Reference: overhanging branches behind 8421 Lk Forest Dr, dead tree in greenbelt
behind 8413 Harvard Dr and overhanging branches in back yard behind 3714 Creighton
Ct.

Picked up down maple branch on Walthew,

1 volunteer, 1 man hr

Total volunteer man hrs 119

Reimbursable expenses; 2 dump runs; \$46.00

June 20, 2023 HOA Meeting

Maintenance Report:

Hearing Park gate keypads:

Brincken Safe & Lock replaced the keypads on June 9th. It seems to be working great!

Architectural Review Committee Report:

ARC's:

Lot 1048 – New roof - **Approved**

Lot 1077 – Paint house – Paint house – **Approved**

Lot 1128 – New roof shingles – **Approved**

Lot 2066 – Paint house - **Approved**

Lot 2076 - Building fence beyond house on sides – **Approved**

Lot 3054 – Replace split rail fence with 6' cedar – **Approved**

Lot 3200 – Install white picket fence, paint/stain house with natural look of wood – **Approved**