



February 21, 2023

Minutes

Location: Evergreen Forest Elementary School Library

Board Members Present: Kathleen Emmett (P), Kim Busenbark (T), Shannon Hildreth (@L) Alex Bromen (@L)

Board Members not present: Deanna Rocamora (S), Vice President (position vacant)

Guests: 9, Shantel Jones (Bookkeeper), Jeff Heard (maintenance), Gregg Langer, Chip Brown, Dick Gersib, William Charles, David CdeBaca, Kristian Keip,

Time Started: 6:35 PM

Welcome and Call to Order

Minutes: Minutes from January 2023 Annual Meeting were submitted with changes online. January monthly minutes were not presented. The Board did not vote for approvals. Alex and Kim will take notes for tonight's meeting.

President's Report: Kathleen Emmett

- Introduced Dick Gersib who presented a request to mark off an area of Camus in the Common Area along Marvin Road to prevent it from being mowed during the period it is blooming. Kathleen requested that this become a permanent provision and part of our maintenance contract every year. Board members and maintenance volunteer lead discussed the annual requirement with some believing it unnecessary to make it a permanent action and revision to the annual contract requirement. The Board did agree that the contractor be instructed not to mow the area while the Camus is blooming.
- Deferred additional report comments concerning a tree removal plan to later in the meeting.

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 \$99, 174.68, the Reserve Fund balance is \$213,004.79 January Reserve Fund earnings (interest at .4 %) were \$72.26.
- Updated lots that still have payments due. Shantel noted that late payments are not tracked until March and any waivers of late fees must be individually voted on by the Board.
- Date for cutoff of Hearing Park access codes for delinquent accounts needs to be determined. The Board did not set a date. We need to review and identify lots that are locked out.
- Bank deposits are shown on the Treasurer's website page.

- A late payment notice from the City of Lacey was erroneous due to a software change and will be credited back to our account.
- Kim is reviewing the costs and contractor to conduct the annual Reserve Study. The Board will need to determine the contractor and approve the cost by a vote soon.
- Kim is researching web-based software programs that are specifically designed for HOA needs to include payment means, communications, and real time, interactive management aides. She started a spreadsheet of software options to compare what services they offer, the costs, if they have live demonstrations or sample sites for us to test, and what their encryption process is.

Secretary's Report: No report. Not able to attend this Board meeting.

CCR Report: Alex Bromen

- (Addendum C)
- Noted that there was a settlement agreement between the owner of lot 1055 and tenant/squatters. The property is to be vacated by March 14. Fine doubling needs to be stopped now.
- Lot 3137 fence is broken and falling. Mailed letters have been returned by Postal Service although address is valid. No response to the hand delivered courtesy letter yet.
- Courtesy letters noted in the written report for February still need to be written and mailed.

Maintenance Lawn Service Contract Report: Shannon Hildreth

- Announced that RMR had been awarded the 2023-2025 Lawn Service Contract. RMR had already started work. Alex Bromen pointed out that the By-Laws require the whole Board to review all bids and approve a contract award. The Board had tasked Shannon to solicit bidders for the contract.
- A Board discussion ensued regarding additional contractor bid email submissions forwarded by Jeff Heard and Kim Busenbark. These submissions came after the advertised bid deadline of December 10, 2022, and were therefore dismissed by Shannon without being considered by the Board. A bid submitted by Francisco Landscaping and Fence for \$2200 in January was submitted on 19 January. Francisco retracted his bid proposal leaving only one viable bid. The other 2 out of 3 bidders proposed over \$4000/month leaving RMR as only bidder within HOA budget. Another late bidder proposal was above the affordable and budgeted amount. Shannon had been able to obtain a contract offer price of \$2200 per month from the original single bid she accepted that was within the budgeted amount set by the Board in January. After discussions concluded, Alex made a motion to accept the RMR bid for the contract at \$2200 per month and make it retroactive to February 1. Kim seconded. There being no further discussion, the Board members present voted to approve the motion. Alex will forward a copy of the minutes to Deanna Rocamora to obtain her vote on the motion via email.

Volunteer Maintenance Lead Report: Jeff Heard

- (Addendum D)
- The Oxford pond fence line is clear and looks good. Volunteers also trimmed trees around the pond area to enable easier and safer access for our service contractor's work.

- Volunteers have a hard time keeping up with removal of ivy and blackberry growth in the greenbelts. The greenbelt behind Creighton Ct is especially bad again. Kathleen Emmett brought up the possibility of using a DNR Cost Share program (50/50). Alex noted that we do not have a cost accounting for the removals done by volunteers to determine what our 50% would be, but we should find out what information the DNR needs.
- Kathleen proposed an annual tree inspection that would determine which trees would be removed each year so there would be no surprises to the budget. She suggested that we have DNR do the inspection. Board member discussions centered on the unpredictability of nature when it comes to which trees will fall. The current process includes periodic inspections by our resident forester and observations and alerts by the maintenance volunteers as they work in the greenbelts, and residents. The annual amount budgeted for tree removal is based on both risk analysis of trees determined to be dangerous and experience. It is also limited by insufficient funds. This year the budget for tree removals/landscaping is \$9000. A single tree break incident may take more than the entire budgeted amount as it did last year.

Architectural Review Report: Shannon Hildreth

- Lot 3047 submitted a request to build an enclosure over their rear patio that will attach to the roof. Owner seeking building permits.

Events: Easter egg hunt would be scheduled for Saturday, April 8, but we have no Events Coordinator to organize it. We need volunteers to help.

Waterfront/Shoreline Project:

- We are stalled and need to move toward completion before our permits expire. There is disagreement about what needs to be done. **[BACKGROUND:** The justification for the project was to replace the failing bulkhead as per the results of the 2019 Reserve Study. The original plan was approved by the Board in 2020. The costs were to be paid for by the Reserve Fund. The Association obtained the architectural plan and necessary permits at substantial cost. Subsequently in 2021, some Board members and residents balked at the scope and anticipated costs of the plan. The Board began researching scaled down plans in 2022 and was seeking bids. There was no Board vote to modify the original plan.]
- Alex pointed out that, during a October 2022 waterfront meeting with a potential contract bidder for a revised plan, he learned that any changes or deviation to the original waterfront construction plans that had been approved by the permitting process would negate the permits and hold the Association and contractor accountable.
- Kathleen wished to proceed with railing and stair safety provisions. Alex responded that when the waterfront bulkhead replacement is performed, those provisions would probably be destroyed to get the heavy equipment needed down to the waterfront.

Old business:

- **2021 Audit date.** The first vote on whether to waive the 2021 CPA audit but perform the audit with a volunteer committee did not reach a quorum. We do not yet have a date established to conduct a second vote on the audit. A target should be set for April.
- **Streetlight conversion to LEDs.** Jeff will call Lars Larson for an update.

Meeting adjourned at 8:35 PM



February Treasurer's Report

February 21, 2023

- **Communication**
 - Phone - 44 calls regarding gate codes, account status, CCRs, home sales
 - Texts - 20 text messages
 - Email - 102 Emails - HOA demands for homes selling in the neighborhood, account status, gate codes, new contact information.

- **VF Accounts accounts for collections**
 - Lot XXXX - Owes \$970.35 Home in Foreclosure postponed until 04/14/2023
 - Lot XXXX - Judgment for \$5,332.52 now owes add'l \$1,556.28

ACCOUNTS RECEIVABLE

10	2022 TOTAL LOTS UNPAID as of February 5,2023
102	2023 TOTAL LOTS UNPAID as of February 5, 2023
23	Owe nominal amounts less than \$10.00 from online payment fees
2	Was able to make payment agreements with homeowner
	\$32,029.24 Accounts Receivable as of 02/05/2023 from QuickBooks A/R Report

BALANCES as of 1/31/2023

CHECKING \$99,174.68

RESERVE \$213,004.79
 January earnings \$72.26

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	01/05/2023	6.56	Google	Cloud Storage
6400	01/17/2023	2004.84	RMR Lawn Services	January 2023 Services
ACH	01/17/2023	35.30	Consumer Cellular	HOA Phone
6401	01/17/2023	360.17	Shantel Jones	December Bookkeeping
ACH	01/18/2023	35.87	Walmart	Black Ink
ACH	01/25/2023	120.13	PSE	Streetlights
ACH	01/25/2023	658.11	PSE	Streetlights
ACH	01/26/2023	11.98	PSE	Streetlights
ACH	01/26/2023	12.32	PSE	Streetlights

		Jan 23	Feb 23	TOTAL		Deficit	\$30,582.30		
Projected 2023 Budget		Actual	Actual	Budget Bal	2023	Budget	\$21,602.40		
				Left				2022	2023
Ordinary Income/Expense							Accts Rec		
Income							1/31/2023	\$169.46	\$174.54
2023 Association Dues (\$174.54 & \$87.29 Dues with Credits Applied \$0.00)		-47,754.74	0.00	25,164.27	72,919.01		\$84.74	\$87.28	
2023 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$0.00)		-11,120.00	0.00	5,760.00	16,880.00	10% Possible Unpaid	\$40.00	\$40.00	
Credits Prepaid for 2023 in Dec 2022 \$		0.00	0.00	0.00		\$8,979.90			
Total Income		-58,874.74	0.00	30,924.27	89,799.01				
Expense							Banking		
							1/31/2023		
2	Tax Preparation Fee/IRS/Property Taxes	0.00	0.00	250.00	250.00	\$99,174.68			
3	Insurance (April)	0.00	0.00	8,000.00	8,000.00	Reserve Fund			
4	Licenses & Fees (May)	0.00	0.00	10.00	10.00	\$213,004.79			
Maintenance							Reserve Paid		
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$0 with Credits Applied		-520.00	-11,120.00	5,240.00	16,880.00	\$11,640.00			
5	Fence/Signage Repairs-Maint.	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	25,595.16	27,600.00	Grimm			
7	Volunteer Projects/Petty Cash/Garbage	0.00	0.00	600.00	600.00	12/31/2019			
8	Hearing Park Maintenance/Waterfront	0.00	0.00	500.00	500.00	\$1,083.10			
10	Other Landscaping/Trees	0.00	0.00	9,000.00	9,000.00				
12	Theft & Vandalism	0.00	0.00	50.00	50.00	VF Collections			
*	Total Maintenance	-2,524.84	-11,120.00	42,985.16	39,750.00	10/31/22	\$2,069.75		
Office Expenses									
15	PO Box Rental (Due in February)	0.00	0.00	375.00	375.00				
16	Postage	0.00	0.00	800.00	800.00				
18	Supplies	-35.87	0.00	764.13	800.00				
19	Telephone (at \$40.00 per month)	-35.30	0.00	444.70	480.00				
20	Website/Email	-6.56	0.00	343.44	350.00				
*	Total Office Expenses	-77.73	0.00	2,727.27	2,805.00				
21	Community Events	0.00	0.00	900.00	900.00				
Professional Fees									
22	Legal Fees	0.00	0.00	300.00	300.00				
23	Accounting Fees/Reserve Study	0.00	0.00	4,500.00	4,500.00				
24	Bookkeeping (at \$360.17 per month)	-360.17	0.00	3,961.87	4,322.04				
*	Total Professional Fees	-360.17	0.00	8,761.87	9,122.04				
Utilities									
26	Electricity (at \$825.00 per month)	-802.54	0.00	9,097.46	9,900.00				
27	Port-a-potty (at \$60.00 per Service at 15 Services)	0.00	0.00	900.00	900.00				
28	Water - Irrigation (\$60 per Month & Backflow 2@\$110)	0.00	0.00	940.00	940.00				
*	Total Utilities	-802.54	0.00	10,937.46	10,800.00				
Total Expense		-3,765.28	-11,120.00	74,571.76	89,457.04				
Net Ordinary Income							341.97		
Other Income									
Interest Income (at \$50.00 per month aprox)		72.26	0.00	527.74	600.00	YTD Interest			
Total Other Income		72.26	0.00	527.74	600.00	\$72.26			
Net Other Income							600.00		
Total Net Income							941.97		
1st Qtr	Totals			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
	2023 Assessments	\$46,589.19		\$46,589.19	-	0.00			
	Previous Assessments	\$602.30		\$602.30	-	0.00			
	Finance Charges/CC&R Fines	\$37.08		\$37.08	-	0.00			
	Late Charges	\$48.50		\$48.50	-	0.00			
	Reserve Payments	\$11,120.00		\$11,120.00	-	0.00			
	Credits	\$527.78		\$527.78	-	0.00			
	Total Paid	\$58,924.85	\$0.00	\$58,924.85	0.00	0.00	0.00		
				58,924.85					

Addendum C

CCR Report for February 2023

1. CCR inspections were made on February 7, 14, and 21.
2. Letters due out in February (9):
 - a) #1: 8
 - b) #2: 0
 - c) #3: 1
3. Breakdown by violation types:
 - a) #1: 5 for cans, 1 appearance, 1 for parking, 1 for trailer
 - b) #2: 0
 - c) #3: 1 for cans
4. Homeowner corrections (3):
 - a) #1: 1 for cans, 1 for parking
 - b) #2: 1 for cans
 - c) #3: 0
5. Turned over to Treasurer: 0.
6. Fine (Letter #3) status:
 - a) Lots 3156 and 3178 are not corrected
 - b) Lot 1055 - Continued business noise nuisance, inop vehicle, and appearance violations since September. Eviction plan settled out of court. Tenants to be out by Mar 14. Subsequent fines stopped.
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.

CCR report on February 21, 2023 by Alex Bromen. Copies of Courtesy Letters sent to home owners will be filed on the LFHA BOD Google drive.

Addendum D

February 2023 LFHA Maintenance Volunteer Lead Report

01/23 Cleared Oxford pond fence line. Used power tools to cut back blackberry infestation between fence and county right of way. Pulled some of the scotch broom along Kyro Rd. right of way. Small load of brush to the dump.

5 volunteers 12 manhours

01/30 Cut blackberry infestation in greenbelt behind Harvard Dr. Left cut vines on ground. Chronic problem in this spot, Substantial infestation remains. Pickup load of firewood remains from last year that was listed on next door with no takers.

3 volunteers 7 manhours

02/01 Toured development with Kaelen Schaefer from Monarch Landscape, to obtain bid for landscape contract bid.

2 volunteers, 1.5 manhours

02/03 Met with Tree Walker tree service, removed sick mulberry tree in Oxford Loop pond

1 volunteer, 1 manhour

2/6 Removed brush from down tree in Oxford Lp pond, cut remainder into firewood length, stacked firewood on right of way along Lk Forest Dr for resident pickup. Firewood was gone by sundown. Dump run

4 volunteers, 10 manhours

2/13 Cut down serious blackberry infestation in greenbelt behind Harvard Dr. Project exposed several stacks of firewood left over from dead tree removal over a year ago. Firewood is now of questionable value & should be removed. This spot is also infested with ivy and English holly. Volunteer crew removed ivy from several trees, saving several small oaks. physically demanding project. Without a serious, hands on effort to control ivy in this spot, many of the trees, particularly the small oaks, vine maples & conifer saplings will become choked and eventually die. Discussion on opening access to this area for maintenance vehicles, in particular hiring a brush hog to clear the blackberry & ivy. Volunteers shared multiple, personal power tools among the crew.

6 volunteers, 18 manhours,

2/14 Received via email from Kaelen Schaefer, Monarch Landscape, estimated bid on landscape contract; \$53,400 annually.

2/15 Corresponded with Edward Gates reference NE Entrance lighting. Verified with Ed volunteers had prepped site for install, confirmed \$150 parts budget, maybe a little more to achieve best result.

2/20 Removed ivy from five trees in green belt behind Harvard Dr.

2 volunteers. 6 manhours

Addendum D

Total volunteer manhours for month of February 55.5

Reimbursable dump runs (2): \$27