



Lake Forest Board of Directors Meeting  
February 15<sup>th</sup>, 2022  
Minutes

Location: Evergreen Forest Elementary School-Library

Board members present; Kathleen Emmett, Nan White, Kim Busembark, Deanna Rocamora

Member-at-Large; Alex Bromen

Board members absent: 0

Guests: 6

Time started: 6:30 pm

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**Welcome by President**

Kathleen welcomed new guests and introductions were made.

Annual meeting minutes were sent to board members via email. Discussion occurred about PayPal fees associated with paying annual HOA dues. Residents are responsible for any PayPal fees and will carry a balance on their account if not paid in full.

A motion was made, seconded and carried to approve the Annual Meeting Minutes.

The January regular board meeting minutes were sent to board members via email. It was announced the date of the Treasurer Report was incorrectly labeled as 2021.

A motion was made, seconded and carried to approve the January regular board meeting minutes with the date correction of the treasurer report.

**Vice President- Nan White**

Nan and Kathleen have met with RMR Lawn Services regarding ongoing issues to be discussed later in the meeting.

**Treasurer Report – Kim Busembark/Shantel Jones**

January reports not available due to the transition of new volunteer filling this role.

4 checks were written for lawncare. Shantel will be working on the taxes as any checks need to be mailed by 3-10-2022.

The bank has received the signatures of the new board members and Kim will request a new debit card for the account to pay HOA bills with. Discussion occurred regarding the 2-step verification process of the bank account access. Shantel runs into problems when she is making transfers between accounts due

to not having access to the device receiving the needed code. Kim will work with her on a solution.

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

Alex continues discussion with the attorney regarding the greenbelt incursion issue. The attorney is requesting more pictures which Alex will work towards delivering.

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.

February Update: Thurston County Operations Supervisor confirmed with Alex that the HOA is not financially responsible for county repairs or maintenance to the street drains on Creighton Court.

**Maintenance -Update by Jeff Heard**

Report submitted via email for inclusion with the minutes Addendum B.  
A group of board members toured the neighborhood to review the condition of and identify areas of landscaping that need improvement.

Gravel was spread at the roundabouts and seems to be making a marked improvement.

The tree removal project from 2021 has significantly helped with the condition of the greenbelt. There was still firewood left over which will be removed by a resident of LFHA.

The SE roundabout was hit for the 5<sup>th</sup> time. This results in damage to the plants, bark, and to the irrigation system. Jeff contacted Thurston County Public Works but has not received a return call.

Preen is a weed preventor that has been used by the maintenance committee regularly in the past. It is used at the entrances to the neighborhood. Discussion occurred about continuing to use this product or finding an alternative product or solution to control the weeds. Argument against using Preen is the toxicity to fish, aquatic invertebrates and may adversely affect non target plants.

A motion was made, seconded and carried to approve the purchase of preen to use at the entrances of the neighborhood. 3 voted for, 1 voted against and 1 no vote.

Guest and resident, Dick Gersib, volunteered to care for the camas in the coming months. This requires RMR Lawn Services to avoid mowing this area during their bloom. Dick will mow the area at the end of the season.

A motion was made, seconded and carried to approve change order to not mow the camas patch until otherwise directed.

Nan will submit a change order to RMR Lawn Service letting him know not to mow this area until otherwise directed.

### **Architectural Review Committee (ARC) Report -Nan White**

One inquiry was received to install a metal roof, inground pool and garage. The resident is gathering information and has not submitted a formal request. The by-laws were reviewed according to the information provided and were not found to be prohibited.

### **Events –**

No report

### **Waterfront/Shoreline Project**

A 3<sup>rd</sup> bid is expected from Active Construction. It will be presented and reviewed by the board when it's received. A request was made to hold a special in-depth meeting when it's received. The date and time will be TBD.

### **Old Business**

#### **Converting remaining streetlights to LED**

The cost to convert to LED is \$550.00 per light. PSE is offering a \$50 rebate per light. Nan toured the neighborhood and took pictures of the lights in question. There are 9 but only 7 need to be converted. Voting will be tabled until March so the financials can be reviewed.

A resident reported a streetlight that is out. Jeff will locate the light and have the light bulb replaced.

#### **Reviewing and assigning HOA duties and responsibilities**

A list was made and presented to the group for discussion.

#### **Fee Schedule-capping of fines/fees to reasonable amount**

A discussion occurred regarding how to collect fines and fees when not paid by the lot owner. When fines and fees are not paid promptly, more fines are added, and the amount owed rises drastically.

A motion was made, seconded and carried to stop compounding the fine for Lot 1055 greenbelt violations as of 11-30-2021 and pursue collection through small claims court.

The fines for Lot 1055 will start over as of 12-15-2021

#### **RMR Landscaping Contract**

Members of the board met with RMR Lawn Service to discuss/clarify the contract and service expectations by both parties. Another meeting is scheduled with RMR Lawn Services in the near future and will be discussed at the March board meeting.

A motion was made, seconded and carried to increase the amount paid monthly to RMR Lawn Service by \$150 as a fuel surcharge.

### **New Business**

#### **Volunteer Appreciation Month-Nan White**

Nan suggested celebrating the efforts of the LFHA volunteers with a small gift from the board. She is requesting \$60 to purchase a small plant or bulb.

A motion was made, seconded and carried to purchase a small gift for the LFHA volunteers not to exceed \$60 total.

Motion made, seconded, and carried to adjourn @ 8:56pm

Addendum A

**CCR Report for February 2022 (Amended Feb 18)**

1. CCR inspections were made on January 26, February 1, 7, and 15.
2. Letters sent for February:
  - a) #1: 10
  - b) #2: 1
  - c) #3: 0
3. Breakdown by violation types:
  - a) #1: 7 for cans in view, 2 for trailers, 2 for parking on grass
  - b) #2: 1 for cans in view and parking on grass
  - c) #3:
4. Homeowner corrections for February, 2022 :
  - a) 1 for cans in view
  - b)
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. Met with son of deceased owner for information on estate plans and our wish to bring the property in compliance with CCRs. Board to discuss disposition of fines at tonight's meeting. Consulting with our attorney on possible actions to identify responsibilities to correct violations.
  - b) Lot 2068 Fines paid and violations corrected at sale of house. Welcomed new owner.
7. Report Notes:
  - a) The Board has not established compliance dates for resolution of the five greenbelt incursions yet. Attorney consult in progress.
  - b) Contacted Thurston County Storm Water office to clarify who is responsible for storm water maintenance in response to homeowner concerns. Call returned by Mr. Gabe Raso, Operations Supervisor, who tentatively confirmed HOA has no responsibility for funding County repairs or maintenance to the street drains on Creighton Ct.
  - c) Submitted a compliance record request to the Thurston County Compliance on a property complaint in the HOA.
8. CCR report on February 15, 2022 by Alex. Copies of Courtesy Letters sent to homeowners will be placed on file on LFHA BOD Google drive.

## Addendum B

### Maintenance Report February 2022

Jan 17: Monday volunteer crew toured development to compare maintenance contract requirements to contractor's performance. General consensus: room for improvement 4 volunteers, 12 man hours

Jan 24: Hauled in 1 yard crushed rock, reinforced muddy ruts in 37th turnaround. Re positioned large boulder to discourage truck traffic tearing up island. 5 volunteers 20 man hours

Jan 30: Ran weed eaters, brush cutters thru Harvard green belt, cut back masses of blackberry brambles, removed ivy from trees. Discovered a huge pile of yard waste & trash dumped over the fence in dog leg portion of green belt.

Project exposed firewood remaining from tree removal last year. My neighbor interested in recovering firewood. Brush clearing greatly facilitates removing firewood. 5 volunteers 20 man hours.

Feb 14: rained out

Roberto Maanao hauled in 4 yards of bark & spread it in the Marquette Lk Forest Dr triangle. One volunteer, 4 man hours

Expenses for reimbursement:

40.00	Bark Store	1 yard crushed rock in 37th turnaround
84.00	Bark Store	4 yards fine bark for in Marquette/Lk Forest triangle.
\$124.00	total	

Landscaping, irrigation & crosswalk sign at SE entrance roundabout entrance damaged again from truck traffic jumping curb. This has happened five times since the roundabout was established. Roundabout is under engineered, too small to accommodate incoming truck traffic. I left it as is & contacted Thurston County Public Works 10 days ago to seek some sort of resolution. No word as yet from from the county

One possible solution might be to strategically place large (400 to 500 LB) boulders in flower bed to discourage curb jumping. Need clarification from County or legal regarding safety liability.

Received two bids from landscape contractors.

Request clarification on purchase of Preen (Trifluralin) for use in entry islands. Weeds are impossible to control otherwise.

Costco is the most economical source for product, Costco's initial stock of Preen was sold out in days, need to pick it up next time it's in stock.