



May 16, 2023

Minutes

**Location:** Evergreen Forest Elementary School Library

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

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

**Others/Guests:** 9, Jeff Heard (maintenance), Shantel Jones (Bookkeeper), David CdeBaca, Nick Chavez, William Charles, Kristian Keip, Catherine B Smith, Corri Lewis, and Nan White.

**Time Started:** 6:35 PM

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**Welcome, Introductions, and Call to Order:**

**Minutes:** Minutes from February and March 2023 meetings had been 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

- Nothing to report
- Neighborhood looks good.
- We need volunteers

**Treasurer's Report:** Kim Busenbark

- (Addendums A Book Budget Summary and B Treasurer's Report)
- Emailed 10-day payment demand letters, but not all of the regular mail payment demand letters were sent.
- We received the LED street light conversion incentive rebate check.
- We are still having problems obtaining past dues payments from some homeowners and need to review our collection procedures. VF Law, our collection agency, is reorganizing. We need monthly account updates from them. The intent is to get homeowners with delinquent payments due to pay. The Board used to pursue the lien attachment process on its own (volunteers) but subsequently engaged VF Law to do the process. They do the lien process. We need to know what the fees are. Their fees and costs are ultimately charged to the homeowner and any unpaid amounts are recovered upon the sale of the property. It is important that we keep track of the 10-day Demand Payment letters. Alex suggested that it become part of the monthly treasurer's report.
- Presented May Book Budget summary for review (Addendum A)

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

- April minutes were sent to all Board members by email for review and approval. Some written copies were presented at this meeting. No response at this meeting. Alex will obtain any responses and record individual approvals via email.

- The Board was informed that the March minutes were not posted on the website. The approved minutes had been sent to our webmaster. Alex will check on the status and resubmit them if necessary.
- The president and treasurer need to sign the Board approved waterfront contract. Alex sent all Board members an email on May 5<sup>th</sup> outlining what actions needed to be taken for the contractor to start work. He presented a contract ready for signature at the meeting. Kim and Kathleen still had questions and will review requirements tomorrow (May 17).

**CCR Report:** Alex Bromen

- (Addendum C)
- Received a question about fencing required along Walthew Street. That fencing was required to screen the development in an agreement with the neighboring development.
- Lot 1055 eviction was completed, and the lot is cleared of all debris and furnishings. House is for sale as is. We continue to keep an eye on the property.
- We still have no calls or written responses to a fine that is still active.
- Lot 2043 – Homeowner seeking eviction of tenant. It appears the tenant family is no longer living there, but the house is still filled with tenant's items and garbage. Homeowner advised by her attorney not to enter the house. House and lot are neglected.
- Many lawns in our neighborhoods need mowing and weed control. Alex asked Nan White to post signs at our entrances.

**Maintenance Chair Report:** Shannon Hildreth

- Addendum E (top portion) submitted.
- Researching solutions to gate keypad problem and seeking estimates for repair or replacement. Estimates so far are between \$1859 and \$2669. There is a safety problem if people are not able to get out, although the electronic portion of the exit side (keypad) of the lock works. Alex noted that there may be information on the purchase or instructions in our storage files.
- 71 Homeowners had their access codes deactivated for dues still owed or violations.
- Question received about disability (wheelchair) access. Park can be accessed by arrangement, waterfront cannot.

**Volunteer Maintenance Lead Report:** Jeff Heard

- (Addendum D submitted for detail)
- Continuing to use volunteer Chip Brown's ATV to bring cut wood and nuisance growth and downed branch refuse out of the greenbelt.
- The park keypad issue is due in part to the mechanical clearance, not the electronic on the exit side.
- Checking ant infested trees in the park.
- Tested the entrance irrigation systems. SE entrance controller is inoperative. OK'd the \$250 cost of replacement.
- Alex confirmed that a Harvard Court streetlight is staying on in the daytime and gave the streetlight identification number to Jeff. Jeff will report the issue to the County.
- A pre-inspection by the County of our drainage ponds looks good; however, he noted some noxious weeds present. Our maintenance contractor needs do regular weed cutting.
- A resident offered to pressure wash the sidewalk at the NE entrance where the school kids walk. Alex cautioned that pressure washing that concrete removes any protective coating

and will cause premature damage and wear to the sidewalks. There are other naturalistic treatments that may be used.

**Architectural Review Report:** Shannon Hildreth

- Addendum E (lower portion) submitted.

**Old Business:**

- Alex questioned the board member responses concerning waiving of late charges for dues payments and objected to the seemingly blanket approvals. His emailed responses to the requests listed exceptions/disagreements by lot number. Kim will go back to the list, clarify it by lot number and send another email so Board members can review the merits and vote on each waiver.
- Reserve Fund Special Assessment: 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.
- CPA Audit waiver: Kim needs to review the votes with Deanna to ensure that all timely submissions are counted. Need to combine the digital and mail-in ballot results. Alex is to call Deanna and put the results in the minutes.

Meeting adjourned at 8:18 PM





## May Treasurer's Report

May 16, 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 5/16/2023
36	2023 TOTAL LOTS UNPAID as of 5/16/2023
18	Owe nominal amounts less than \$10.00 from online payment fees
3	Was able to make payment agreements with homeowner

### BALANCES as of 4/30/2023

CHECKING \$98,502.13

RESERVE \$227,442.32

March Interest Earned \$69.66

### Interest Information

Checking Account earns 0.00%, there is no monthly fee

Reserve Account earns 0.400000%

## ACCOUNTS PAYABLE

ACH	4/3/2023	\$20.00	Secretary of State	Annual Filing for Nonprofit Corporation
ACH	4/3/2023	\$59.46	Goebel Septic Services	March service of restroom at Hearing Park
ACH	4/3/2023	\$28.90	Amazon	Ink cartridges
ACH	4/5/2023	\$6.57	Google	Cloud Storage
6510	4/5/2023	\$2,200.00	RMR Lawnservice	March Invoice for maintenance
ACH	4/7/2023	\$29.00	Election Buddy	2nd E-Vote for 2021 Audit waiver
ACH	4/7/2023	\$0.26	Election Buddy	2nd E-Vote for 2021 Audit waiver international fee
ACH	4/10/2023	\$350.40	Intuit QuickBooks	Yearly subscription Simple Start
ACH	4/12/2023	\$251.00	Costco	Stamps for 2nd 2021 Audit Vote
ACH	4/13/2023	\$92.96	Olympia Color Copies	2nd 2021 Audit Vote stationary
ACH	4/17/2023	\$35.57	Consumer Cellular	HOA Monthly Bill
ACH	4/24/2023	\$26.00	City of Lacey	Water at NE Entrance
ACH	4/24/2023	\$26.00	City of Lacey	Water at SE Entrance
ACH	4/24/2023	\$688.42	PSE	Streetlights
ACH	4/24/2023	\$11.68	PSE	Streetlights
ACH	4/25/2023	\$13.00	PSE	Streetlights

## CCR Report for May 2023

1. CCR inspections were made on April 25 and May 2, 8, and 15. Letters due out in May will be sent before the end of the month.
2. Letters due out in May (4):
  - a) #1: 2
  - b) #2: 1
  - c) #3: 0
3. Breakdown by violation types:
  - a) #1: 1 for parking, 1 for lawn and sign
  - b) #2: 1 for holiday decorations
  - c) #3: 0
4. Homeowner corrections (3):
  - a) #1: 2 for cans,
  - b) #2:
  - c) #3: 1 for cans
5. Turned over to Treasurer: 0.
6. Fine (Letter #3) status:
  - a) Lot 3178 still has one can, others screened
  - b)
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. Letter #2 sent to same address today.
  - b) Lot 2043 – Met with homeowner who is working eviction process. I submitted photos of unhealthy garbage, sewage, and housekeeping to DCYF
  - c) Lot 1055 – eviction completed, lot cleaned of all garbage and junk and inop truck. House is for sale as is (needs a huge amount of work

CCR report on May 16, 2023 by Alex Broman. Copies of Courtesy Letters sent to home owners will be filed on the LFHA BOD Google drive.

## Addendum D

### May 2023 LFHA Maintenance Report

4/24: Repaired truck damage to SE entrance flower beds, weeded our side of roundabout

Remove firewood from Harvard Green belt, removed half a dozen English Holly trees

Cut blackberry brambles & ivy. Cut trail into greenbelt with ATV to expedite brush removal

5 volunteers 15 Man hrs

4/28: Met with Shannon Hildreth at park, Shannon was locked in, man gate wouldn't open from inside

Cursory inspection of lock mechanism identified likely issue mechanical part of lock required lubrication. I lubed the lock and it appeared to solve the problem. Very likely could be a bigger issue requiring further service.

Shannon identified a tree adjacent to the pavilion infested with ants, also revisited the tree` infested with carpenter ants and woodpeckers along the concrete walkway to the dock. Both `these trees are within range of expensive infrastructure and could cause considerable damage or injury if left to fall from natural causes.

It is also recommended the big broken top fir tree next to the stairs at the dock be reduced to remove most of the weight, reducing the risk of it uprooting, collapsing the bank and/or damaging the dock or causing injury. Most definitely needs to be addressed prior to pending improvements at the waterfront.

2 volunteers , 3 man hrs

5/1: Removed firewood, blackberry and English Holly from Harvard green belt, left firewood stacked along right of way near intersection of Lk Forest Dr & Harvard

Dump run: 580 lbs brush, \$13.00

5 volunteers, 18 Man hrs

5/8: Weed NE entrance island and sides, removed fallen branches and brush, treated island with Preen, tested irrigation. Irrigation appears to be functional without repairs, deactivated irrigation pending required back flow inspection.



## Addendum D

Incoming keypad in man gate has gotten worse. Padlock for chain on vehicle access gate was sticky, lubed the padlock.

5 volunteers, 15 man hrs

Kim Busenbark reported a dead fir tree in greenbelt behind her house. Upon inspection tree is dead, definite hazard to people and property. Quite tall, requires qualified tree service to remove.

5/10: Met with Shannon & attempted to open incoming keypad to inspect batteries. I was unable to successfully open the keypad to perform inspection.

Noticed Thurston County surface water rep inspecting our retention ponds. Brief discussion with Rep leads me to believe we will have no issues with compliance.

Dilapidated Motor home parked in park lot, making it impossible for park visitors to use lot. Sheriff was notified at least twice and responded. Motor home was gone overnight.

5/15: Attempted activation of irrigation at both entrances. NE entrance is online. Problem with controller at SE entrance. Representative from Oak Tree explained they were attempting to service our system a couple days ago and had the same problem. Priced new controllers on line; \$150 - \$200. Called Puget Sound Landscaping, scheduled service call to diagnose problem (\$55 @ hr, max 2 hr charge. Notified board.

Have not received notice from Thurston county regarding mandatory backflow inspection of irrigation systems. Normal charge from Lacey Backflow; \$50 per system X 2 = \$100

3 volunteers 7 man hrs.

Total volunteer man hours : 58

Reimbursable expenses:

Dump run: 13.00

Dump run: 9.00

Dump run: 18.00

Costco; 15.8 gal fuel: 63.39

total: \$103.39

## May 16, 2023 HOA Meeting

### Hearing Park gate keypad quotes:

Brincken Safe & Lock - \$1855 + tax

Guardian Security - \$2456 + tax

Always Safe & Lock - \$2669.15

People are having extreme difficulties getting into Park and there could be a safety issue if someone cannot get out.

### ARC's:

Lot 1084 – Painting house - approved

Lot 1099 – remodel due to rotting of wood – approved

Lot 2076 - Building fence beyond house on sides – Pending

Lot 3054 – Replace split rail fence with 6' cedar – Pending

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

Lot 2044 – Change shed from 10x14 to 10x16 – Pending