



**Lake Forest Board of Directors Meeting
November 17, 2020
Minutes**

Location: Zoom Meeting

Board members present; Kathleen Emmett, Gregg Langer, Alex Broman, Jeff Heard, Beckie Weatherford, Judi Denney, Deanna Rocamora

Board members absent: 0

Guests: 2

Time started: 6:34pm

Welcome by President

Welcome to all the guests and the residents attending this month's meeting.

Secretary Report- Deanna Rocamora

October minutes were reviewed by board members via email no corrections made. Motion to approve October minutes was made, seconded, and carried.

Treasurer Report – Update by Beckie Weatherford and Shantel Jones

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

Discussion occurred about using 2020 allocated funds for landscape/tree removal before the end of the year. In particular, a big oak tree at the end of 35th Street located in the green belt.

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

No request forms received.

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

Report submitted via email for inclusion with minutes. Addendum C

Discussion occurred about a residence that appears to be conducting an auto repair business out of their home. A courtesy letter has been sent.

Discussion occurred about homes that use bark (wood chips) as an extension of their driveways. Particularly, the mud it creates after repeated use in wet weather.

It is the understanding of the board that the CC&Rs do not prohibit the use of bark on the front lawns nor does it say the home must have grass. However, bark may not be used as a driveway extension for parking.

Maintenance -Update by Jeff Heard

Report submitted by email. Addendum D

Jeff will finish up the survey of the dead trees that need removal and start acquiring bids to have them removed.

Residents are habitually dumping yard waste and junk in the greenbelts. Alex has sent courtesy letters to offending residents.

Events – Update by Judi Denney

The Halloween house decorating contest was a great success. Judi and Beckie drove around the neighborhood on Oct 30th and awarded 4 homes with \$25 gift certificates for Home Depot.

There will be a Christmas house decorating contest as well. A notice will be posted on the sign boards.

SE Entrance Project (Jeff Heard)

Discussion occurred about replacing the flower rock bed with grass. By doing this, we would reduce the amount of maintenance needed for this area. Flowers require more maintenance (weeding, pruning, watering) than grass would. The board agrees to move forward with replacing this area with grass. Jeff will get a bid from contractors to move the rocks around.

A guest inquired about getting the sign board back up at the SE entrance. The sign is still in the shed and a decision needs to be made on where to place it. Discussion occurred regarding the pros/cons of placing it upon entrance into the neighborhood or upon exit.

Waterfront/Shoreline Project -Update by Kathleen Emmett

SCJ is drawing up the construction documents and should be ready in December. Kathleen will forward documents to Jeff for review and they will provide the board with a summary.

Kathleen has been working with Long Lake Management on the treatment options available to combat the algae blooms.

Old Business

2019 financial audit

The 2nd vote received enough votes to reach a quorum and was in favor of having a committee perform the audit rather than a professional service. The committee was unable to meet to perform the audit due to the new COVID 19 recommendations by Governor Inslee. The committee will perform the audit as soon as public health recommendations allow for such activities to resume.

Carnegie Entrance Sign

The posts to the sign are failing but were reinforced in Oct/Nov 2020. The posts or the whole sign will need replacing soon. This item will be discussed again at the next meeting as a project and 2021 budget item.

2020 Holiday Newsletter

All articles received from the board members were forwarded to Holly for creating the newsletter.

Sign Boards

Many thanks to Nan White for taking over posting announcements to the sign boards!

Annual Meeting

2021 Annual meeting will be January 19th and will be conducted through Zoom. Kathleen will provide overview of 2020 and the Waterfront Project and Beckie will provide treasury and Reserve Study overview.

2021 HOA Dues

Shantel is preparing the invoices for email and print. Once she has the invoices ready, she will send the PDF's to Beckie for printing and mailing. Those residents with active emails will receive an email in lieu of a paper invoice.

2021 Budget

Beckie provided the proposed 2021 budget (Addendum E) and discussed the increases and decreases within the categories.

Next meeting will be through Zoom on December 15th as the Fire Station is still closed due to COVID-19 restrictions.

Adjourned @ 8:07pm

							TOTAL			
Projected 2020 Budget		Projected 2020 Budget					Budget Bal	2020		
		Budget	Sep 20	Oct 20	Nov 20	Dec 20	Left	Budget		
Ordinary Income/Expense		Ordinary Income/Expense							Accts Rec	
Income										11/19/2020
2020 Association Dues (\$159.73 & \$79.87 Dues with Credits Applied \$67,151.36)		67,151.36	-447.82	-378.14	-94.37	0.00	-650.71	67,151.36	\$2,977.93	
2020 Special Assessment(\$40.00 & \$20.00 \$16,840.00)		16,840.00	-40.00	-80.00	0.00	0.00	1,240.00	16,840.00		
Total Income		83,991.36	-487.82	-458.14	-94.37	0.00	589.29	83,991.36		
Expense										Banking
2 Tax Preparation Fee/IRS/Property Taxes		125.00	0.00	0.00	0.00	0.00	-21.19	125.00	\$43,654.98	10/31/2020
3 Insurance (April)		6,010.00	0.00	0.00	0.00	0.00	187.00	6,010.00	Reserve Fund	
4 Licenses & Fees (May)		10.00	0.00	0.00	0.00	0.00	0.00	10.00	\$199,202.32	
Maintenance										Reserve Paid
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$16,840.00+ 2 \$40 Credits to Apply to Reserve)		16,920.00	0.00	-120.00	0.00	0.00	960.00	16,920.00	\$15,960.00	
5 Fence/Signage Repairs-Maint.		400.00	0.00	0.00	0.00	0.00	400.00	400.00		
6 Common Area Maint/Mowing (at \$1,800.81 for 12 months)		21,609.72	-1,800.81	-1,800.81	0.00	0.00	1,800.81	21,609.72	Grimm	
7 Volunteer Projects/Petty Cash/Garbage		1,000.00	-51.46	-91.74	0.00	0.00	357.09	1,000.00	12/31/2019	
8 Hearing Park Maintenance/Waterfront		1,500.00	0.00	-1,800.00	1,800.00	0.00	305.98	1,500.00	\$1,083.10	
10 Other Landscaping/Trees		9,000.00	-42.95	-33.56	-450.00	0.00	8,341.70	9,000.00		
12 Theft & Vandalism		50.00	0.00	0.00	0.00	0.00	50.00	50.00	VF Collections	
* Total Maintenance		50,479.72	-1,895.22	-3,846.11	1,350.00	0.00	12,215.58	33,559.72	10/30/20	\$4,338.37
Office Expenses										
15 PO Box Rental (Due in February)		275.00	0.00	0.00	0.00	0.00	275.00	275.00		
16 Postage		750.00	-44.00	-33.00	0.00	0.00	80.95	1,500.00		
17 Storage Shed (\$106 per month to Reserve) Sched for 15th Each Month AutoPay. Ends Jan 2021 Original \$2600.04.		1,272.00	-106.00	-106.00	-106.00	0.00	106.00	1,272.00		
18 Supplies		1,300.00	-54.36	0.00	0.00	0.00	591.18	1,300.00		
19 Telephone (at \$50.00 per month)		360.00	-28.90	-28.90	0.00	0.00	71.87	360.00		
20 Website/Email		225.00	-6.56	-6.56	-6.56	0.00	-44.08	225.00		
* Total Office Expenses		4,182.00	-239.82	-174.46	-112.56	0.00	1,080.92	4,932.00		
21 Community Events		300.00	0.00	0.00	-100.00	0.00	200.00	300.00		
Professional Fees										
22 Legal Fees		500.00	0.00	0.00	-20.00	0.00	480.00	500.00		
23 Accounting Fees/Reserve Study		5,000.00	-850.00	0.00	0.00	0.00	4,150.00	5,000.00		
24 Bookkeeping (at \$349.68 per month)		4,196.16	0.00	0.00	0.00	0.00	349.68	4,196.16		
* Total Professional Fees		9,696.16	-850.00	0.00	-20.00	0.00	4,979.68	9,696.16		
Utilities										
26 Electricity (at \$850.00 per month)		10,200.00	-722.27	-721.77	0.00	0.00	3,067.90	10,200.00		
27 Port-a-potty (at \$40.00 per Service at 15 Services)		600.00	-48.56	-48.56	0.00	0.00	103.63	600.00		
* Total Utilities		10,800.00	-770.83	-770.33	0.00	0.00	3,171.53	10,800.00		
Total Expense		81,602.88	-3,755.87	-4,790.90	1,117.44	0.00	21,813.52	81,602.88		
Net Ordinary Income		2,388.48						2,388.48		
Other Income										
Interest Income (at \$25.00 per month aprox)		300.00	105.90	113.11	0.00	0.00	-870.35	300.00	YTD Interest	
Total Other Income		300.00	105.90	113.11	0.00	0.00	-870.35	300.00	\$1,170.35	
Net Other Income		300.00	105.90	113.11	0.00	0.00	-870.35	300.00		
Total Net Income		2,688.48						2,688.48		
1st Qtr	Totals	1st Qtr	Totals					1st Qtr	2nd Qtr	3rd Qtr
	2020 Assessments		2020 Assessments	\$360.20	320.99			\$53,008.94	4,760.58	3385.36
	Previous Assessments		Previous Assessments	\$50.00	0.00			\$603.69	378.71	173.07
	Finance Charges/CC&R Fines		Finance Charges/CC&R Fines	\$12.62	7.15			\$980.75	171.58	117.24
	Late Charges		Late Charges	\$25.00	50.00			\$1,941.44	814.88	846.26
	Reserve Payments		Reserve Payments	\$40.00	80.00			\$13,280.00	1,300.00	760.00
	Credits		Credits	\$0.00	0.00			\$227.35	169.91	0.00
	Total Paid		Total Paid	\$487.82	458.14	-	-	\$70,042.17	7,595.66	5,281.93



Treasurer's Report

October 20, 2020

- VF Accounts 5 accounts for collections
 - No updates - VF is working

- 2020 Dues

1	started the lien process for judgement awarded in 2019. Sending 10 day demand for 2020 dues
1	is making payments
3	10 day demand to be mailed this week

- Petty Cash Disbursements
 - No disbursements

- Checks Written

Check #	Date	Amount	Whom	Description
6301	10/25/2020	\$33.00	Alex Bromen	Stamps for CCR letters
6302	10/25/2020	\$66.00	Jeff Heard	maintenance supplies
6303	10/25/2020	\$48.56	Goebel Septic	port-a-pot
6304	10/25/2020	\$1,800.81	RMR Lawnservice	October Services
DEBIT	10/31/2020	\$100.00	Home Depot	Scary House decoration contest
6305	11/5/2020	\$450.00	Mellloy's Tree Service	Take down dead fir in greenbelt
6306	11/5/2020	\$4,529.16	Roof Doctor,, Inc	Replace roof on pavillion in park
6307	11/5/2020	\$20.00	Thurston County	Processing fee for transcript of case 34709 Lot 1001

- Communication
 - Phone - calls regarding gate codes, account status, CCRs,
 - email - HOA demands for homes selling in the neighborhood, account status, gate codes, new contact information.

- 2019 Audit-
 - Postponed due to pandemic restrictions

CCR Report for November 2020

1. Inspections made on 29 October, 10 and 17 November. Courtesy letters sent for violations still existing on November 17.
2. Letters sent on November 12:
 - a) #1: 11
 - b) #2: 2
 - c) #3: 0
3. Breakdown by violation types:
 - a) #1: 4 for cans in view, 3 for trailers, and 1 for greenbelt debris, 1 for car tarp, 1 for parking on grass and possible business, and 1 for dog nuisance
 - b) #2: 1 for RV parking in greenbelt, 1 for appearance and cans
 - c) #3: none
4. Homeowner corrections (11) from 29 October to 17 November 2020: 1 for cans in view, 5 for weeds, 1 for trailers, 1 for tarp on car, and 2 for appearance.
5. Pending Turn over to Treasurer in October: 0
6. Fine (Letter #3) status: No fines levied.
7. Report Notes:
 - a) Some overdue fence repairs or replacements with several property owners are still pending.
 - b) Article on greenbelt issues forwarded for publication in the Newsletter.
 - c) Alex received reimbursement of \$33 for purchase of stamps.
8. CCR report on November 17, 2020 by Alex. Copies of Courtesy Letters sent to homeowners are on file on LFHA BOD Google drive.

Addendum D

Maintenance Update November 17, 2020

Routine greenbelt maintenance

Removed approx. 12 dead trees, cut to firewood length, left on street for resident pick up.

Cleared multiple spots of ivy and blackberry brambles.

Reduced fallen branches to lay flat on ground, opened up access.

Purchased arborist slingshot and accessories for volunteer tree removal

Eliminates need to haul ladders into greenbelts to set lines. Greatly improves safety and labor requirements.

Identified multiple spots where residents have piled yard waste and trash chronic problem.

Cruised selected greenbelts for dead trees requiring tree service. Next clear day will complete tree survey, mark additional dead trees, complete map of locations and solicit bids from tree service.

Estimate there will be between 15 - 20 trees on bid request

Be advised, pruning huge overhanging oak tree limbs on 35th will be expensive. Need qualified arborist for this job so as not to compromise entire tree.

Rearranged rocks at SE entrance, contemplating change of plan for landscape at SE entrance i.e. hire contractor, remove entire rock pile, redistribute rocks around development. Haul in top soil and mulch, prep spot for grass seed in spring. Result will be lower maintenance and no need to expand irrigation. Project open to discussion

		2020 Budget	Aug 20 Actual	Sep 20 Actual	Oct 20 Actual	TOTAL Budget Bal Left	2020 Budget	2021 Proposed Budget	
Projected 2020 Budget									
Ordinary Income/Expense									
Income									
	2020 Association Dues (\$159.73 & \$79.87 Dues with	67,151.36	-2,178.42	-447.82	-251.14	-429.34	67,151.36	69,551.33	
	2020 Special Assessment(\$40.00 & \$20.00 \$16,840.00)	16,840.00	-320.00	-40.00	-80.00	1,240.00	16,840.00	16,920.00	
	Total Income	83,991.36	-2,498.42	-487.82	-331.14	810.66	83,991.36	86,471.33	
Expense									
2	Tax Preparation Fee/IRS/Property Taxes	125.00	0.00	0.00	0.00	-21.19	125.00	150.00	
3	Insurance (April)	6,010.00	0.00	0.00	0.00	187.00	6,010.00	6,010.00	
4	Licenses & Fees (May)	10.00	0.00	0.00	0.00	0.00	10.00	10.00	
	Maintenance							6,170.00	
	Reserve Fund Contribution Special Assessment (\$40 &	16,920.00	-360.00	0.00	-120.00	960.00	16,920.00	16,920.00	
5	Fence/Signage Repairs-Maint.	400.00	0.00	0.00	0.00	400.00	400.00	400.00	
6	Common Area Maint/Mowing (at \$1,800.81	21,609.72	-1,800.81	-1,800.81	0.00	3,601.62	21,609.72	22,258.01	3% increase for Ryan. No increase last year. Suggesting a 2 year contract with one 3% increase
7	Volunteer Projects/Petty Cash/Garbage	1,000.00	-74.63	-51.46	0.00	448.83	1,000.00	600.00	
8	Hearing Park Maintenance/Waterfront	1,500.00	-332.19	0.00	0.00	305.98	1,500.00	1,500.00	
10	Other Landscaping/Trees	9,000.00	0.00	-42.95	0.00	8,825.26	9,000.00	11,500.00	More tree work and possible outsourcing of landscape and maintenance work
12	Theft & Vandalism	50.00	0.00	0.00	0.00	50.00	50.00	50.00	
*	Total Maintenance	50,479.72	-2,567.63	-1,895.22	-120.00	14,591.69	33,559.72	53,228.01	
Office Expenses									
15	PO Box Rental (Due in February)	275.00	0.00	0.00	0.00	275.00	275.00	275.00	
16	Postage	750.00	-130.00	-44.00	0.00	113.95	1,500.00	1,600.00	increased due to possible postage increase
17	Sched for 15th Each Month AutoPay	1,272.00	-106.00	-106.00	0.00	318.00	1,272.00	56.04	last payment to reserve fund to repay money taken to pay for storage shed
18	Supplies	1,300.00	-55.20	-54.36	0.00	591.18	1,300.00	1,000.00	
19	Telephone (at \$50.00 per month)	360.00	-28.90	-28.90	0.00	100.77	360.00	360.00	
20	Website/Email	225.00	-6.56	-6.56	0.00	-30.96	225.00	260.00	increased due to website cost is more than \$225
*	Total Office Expenses	4,182.00	-326.66	-239.82	0.00	1,367.94	4,932.00	3,551.04	
21	Community Events	300.00	0.00	0.00	0.00	300.00	300.00	300.00	
Professional Fees									
22	Legal Fees	500.00	0.00	0.00	0.00	500.00	500.00	500.00	
23	Accounting Fees/Reserve Study	5,000.00	0.00	-850.00	0.00	4,150.00	5,000.00	5,000.00	
24	Bookkeeping (at \$349.68 per month)	4,196.16	-699.36	0.00	0.00	349.68	4,196.16	4,322.04	3% increase for bookkeeping - no increase last year
*	Total Professional Fees	9,696.16	-699.36	-850.00	0.00	4,999.68	9,696.16	9,822.04	
Utilities									
26	Electricity (at \$850.00 per month)	10,200.00	-721.91	-722.27	0.00	3,789.67	10,200.00	10,200.00	
27	Port-a-potty (at \$40.00 per Service at 15	600.00	-48.56	-48.56	0.00	152.19	600.00	600.00	
28	Water - Irrigation	0.00	0.00	0.00	0.00	0.00	-	500.00	added for new irrigation at roundabout. Possible repair and turn on irrigation at other entrance
*	Total Utilities	10,800.00	-770.47	-770.83	0.00	3,941.86	10,800.00	11,300.00	
	Total Expense	81,602.88	-4,364.12	-3,755.87	-120.00	25,366.98	81,602.88	84,371.09	
	Net Ordinary Income	2,388.48					2,388.48	2,100.24	