



Lake Forest

HOME ASSOCIATION

LFHA Board of Directors Meeting 12/17/24 Minutes

Location: Lacey Fire Station 34, 8447 Steilacoom Rd SE, Olympia, WA

Board members present; David CdeBaca, Beckie Weatherford, Deanna Rocamora

Member-at-Large;

Board members/Member-at-Large absent; Constance Kimmons, Shannon Hildreth (avail by phone)

Guests: 1

Time started: 6:35pm

Open Forum- No new business added

November Minutes- The November minutes were provided in draft form without the addendums. The addendums will be added and sent via email for review and voting.

Executive Meeting Summary and Motions – Not provided as they are not ready yet.

Treasurer's Report- Addendum A and B

Book budget and Treasurer's Report were presented and discussed. VF will require payment at the time of service for foreclosure proceedings.

A motion was made and seconded to amend the 2025 budget to include the attorney's fees for foreclosure services for the 2 accounts at VF.

Discussion: To be determined is the exact dollar amount for the amendment portion. Everything we pay to VF should be reimbursed by the conclusion of the foreclosure. There is enough in the LFHA checking account to pay for the services.

A call to vote was made. Shannon was reached by phone, the motion was read and she had an opportunity to discuss. Motion passed unanimously.

2025 budget

The budget is being prepared for the annual board meeting.

Bookkeeper

The LFHA continues its search for a bookkeeper. Many attempts have been made with no responses.

CC&R's -Addendum C

The report was presented by D. Cdebaca in S. Hildreth's absence.



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Contract Maintenance - Addendum C

2025 contract renewal is 1-31-25. Proposals have been sent to various landscaping companies. B. Weatherford received a referral from Seasons HOA. The company they use already received a request for bid from LFHA.

Volunteer Maintenance

Report not received

ARC- Addendum C

Report presented by D. Cdebaca. B. Weatherford talked with a homeowner with an ongoing ARC issue. She forwarded him an ARC form. He stated a building and/or electrical permit from the county is not required due to the size of his shed being under 200sqft. He also stated he did not receive any emails from the board. B. Weatherford researched the permit section of the county website and found the information supporting the homeowners' claim. He will receive a fine for not having submitted an ARC form before construction.

A motion was made and seconded that we accept the ARC form when received and payment of the \$100 fine and no longer require pursuit of a permit.

Discussion: He was fined for not submitting an ARC form and for not having a building permit. At this meeting, we do not have a copy of the fine letter.

A call to vote was made, S. Hildreth was called. The motion was read and B. Weatherford read the permit guidelines which does not require a permit for buildings over 200 sqft. The homeowners shed is 192sqft. The motion passed unanimously.

Events

No report received

Old Business

Transfer policy- tabled, not ready yet

2025 Annual Dues- \$225.17 and will be due by 1/31/25

New Business

Property Management- At the last executive board mtg, the board discussed the lack of a bookkeeper, and the lack of volunteer participation. The board decided to reach out to property management companies to inquire about their services and cost. 7 companies were contacted and 3-4 replied. Currently in dialogue with one of the companies and they have been invited to attend the board meetings for introductions and Q&A. There will be another executive meeting, and the candidates will be invited to attend to further discuss the options and pricing structures. Discussion occurred regarding RCW updates for HOA's and how that affects increasing annual dues.



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A motion was made and seconded to adjourn.

Discussion: None

A call to vote was made and passed unanimously.

Adjourned at 7:25pm.

1	Projected 2024 Budget					TOTAL							
	2024 Budget	Sep 24 Actual	Oct 24 Actual	Nov 24 Actual	Dec 24Actual	Budget Bal Left	2024 Budget	2022	2023	2024	2025		
	Ordinary Income/Expense												
	Income												
	2024 Association Dues (\$179.78 & \$89.89 Dues)	76,046.94	1,514.37	0.00	0.00	0.00	-6,687.12	76,046.94	10/31/2024	\$169.46	\$174.54	\$179.78	\$185.17
	2024 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$0.00)	16,920.00	2,600.00	0.00	0.00	0.00	2,141.54	16,920.00	10% Possible Unpaid	\$84.74	\$87.28	\$89.90	\$92.60
	Credits Prepaid for 2024 in 2023	-1,359.86	0.00	0.00	0.00	0.00	-1,359.86	-1,359.86	\$9,296.69	\$40.00	\$40.00	\$40.00	\$40.00
	Total Income	92,966.94	4,114.37	0.00	0.00	0.00	-4,545.58	92,966.94					
	Expense												
	Banking												
	11/30/2024												
2	Tax Preparation Fee/IRS/Property Taxes	250.00	0.00	0.00	0.00	0.00	105.54	250.00	\$49,262.39				
3	Insurance (April)	8,000.00	0.00	0.00	0.00	0.00	1,126.93	8,000.00	Reserve Fund				
4	Licenses & Fees (May)	20.00	0.00	0.00	0.00	0.00	0.00	20.00	\$45,805.91				
	Maintenance												
	Reserve Fund Contribution Special Assessment (\$40 & \$20 \$0 with Credits Applied)	16,920.00	-520.00	0.00	0.00	0.00	-380.00	16,920.00	\$17,300.00				
5	Fence/Signage Repairs-Maint.	2,000.00	0.00	0.00	0.00	0.00	1,605.81	2,000.00	4 mth CD				
6	Common Area Maint/Mowing (at \$2,200) for 12 months)	27,600.00	-2,266.00	-2,266.00	-2,266.00	0.00	540.00	27,600.00	\$60,201.62				
7	Volunteer Projects/Petty Cash/Garbage	1,000.00	-192.57	-264.10	-246.10	0.00	-331.74	1,000.00					
8	Hearing Park Maintenance/Waterfront	500.00	-453.96	0.00	0.00	0.00	-478.28	500.00	VF Collections				
10	Other Landscaping/Trees	9,000.00	0.00	0.00	-790.54	0.00	3,423.24	9,000.00	9/30/24				
12	Theft & Vandalism	50.00	0.00	0.00	0.00	0.00	50.00	50.00	\$3,545.26				
*	Total Maintenance	57,070.00	-3,432.53	-2,530.10	-3,302.64	0.00	4,429.03	40,150.00					
	Office Expenses												
	Grimm												
	12/31/2019												
15	PO Box Rental (Due in February)	400.00	0.00	0.00	0.00	0.00	400.00	400.00					
16	Postage	600.00	0.00	0.00	0.00	0.00	-284.27	600.00					
17	Quickbooks Annual Fee	350.00	0.00	0.00	0.00	0.00	-1.04	350.00					
18	Supplies	850.00	-141.25	-6.57	-151.36	0.00	-75.34	850.00					
19	Telephone (at \$40.00 per month)	480.00	-37.12	-37.17	-37.57	0.00	71.60	480.00					
20	Website/Email	250.00	-7.90	-7.90	-7.90	0.00	-201.35	250.00					
*	Total Office Expenses	2,930.00	-186.27	-51.64	-196.83	0.00	-90.40	2,930.00					
21	Community Events	900.00	-175.66	0.00	0.00	0.00	474.34	900.00					
	Professional Fees												
22	Legal Fees	2,000.00	0.00	-3,451.64	-350.00	0.00	-1,801.64	2,000.00					
23	Accounting Fees/Reserve Study	4,500.00	0.00	0.00	0.00	0.00	3,570.00	4,500.00					
24	Bookkeeping (at \$360.17 per month) +\$350 Year End/Taxes	4,672.04	0.00	-1,441.00	0.00	0.00	1,313.96	4,672.04					
*	Total Professional Fees	11,172.04	0.00	-4,892.64	-350.00	0.00	3,082.32	11,172.04					
	Utilities												
26	Electricity (at \$666.67 per month)	8,000.00	-787.57	-804.33	-813.24	0.00	-889.72	8,000.00					
27	Port-a-potty (at \$62.00 per Service at 12 Services)	744.00	-119.13	0.00	0.00	0.00	148.64	744.00					
28	Water - Irrigation (\$60 per Month & Backflow 2@\$110)	940.00	-117.19	-152.96	-94.70	0.00	-112.85	940.00					
*	Total Utilities	9,684.00	-1,023.89	-957.29	-907.94	0.00	-853.93	8,744.00					
	Total Expense	90,026.04	-4,818.35	-8,431.67	-4,757.41	0.00	8,273.83	90,026.04					
	Net Ordinary Income	2,940.90						2,940.90					
	Other Income												
	Interest Income (at \$50.00 per month aprox)	600.00	0.00	0.00	0.00	0.00	434.56	600.00	YTD Interest				
	Total Other Income	600.00	0.00	0.00	0.00	0.00	434.56	600.00	\$165.44				
	Net Other Income	600.00	0.00	0.00	0.00	0.00	434.56	600.00					
	Total Net Income	3,540.90						3,540.90					
	1st Qtr	Totals					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr			
		2024 Assessments					\$64,099.33	6,506.94	2156.33	0.00			
		Previous Assessments					\$2,271.26	1,923.85	1072.18	0.00			
		Finance Charges/CC&R Fines/Transfer					\$742.25	777.02	1241.72	0.00			
		Late Charges					\$935.00	1,115.00	444.54	0.00			
		Reserve Payments					\$14,780.00	1,880.00	718.46	0.00			
		Credits					\$737.18	140.24	0.31	0.00			
		Total Paid					\$83,565.02	12,343.05	5,633.54	0.00			
							101,541.61						



December 2024 Treasurer's Report

December 17, 2024

ACCOUNTS RECEIVABLE

- VF Accounts accounts for collections - 2 accounts foreclosure proceedings. We will have to pay the legal fees upfront and collect when the foreclosure goes through
- 4 accounts have had liens placed for delinquent accounts - 1 is on payment plan with attorney, 1 house has sold and account has been paid, 1 house is in process of being sold, and 1 a second letter has been sent by attorney
- 2 accounts on payment plans
- Account Balances as of October 16, 2024
 - checking account \$49,161.29
 - reserve account \$45,805.91
 - 4 month CD \$60,201.62
 - **Total \$155,268.82**

ACCOUNTS PAYABLE - December 17, 2024

Date	Amount	To Whom	Description
11/22/2024	\$714.24	PSE	streetlights
11/22/2024	\$11.97	PSE	NE Entrance
11/22/2024	\$12.92	PSE	SE Entrance
11/22/2024	\$12.47	Lemay Waste	waste pick up park
11/25/2024	\$74.11	PSE	streetlights
11/25/2024	\$350.00	Harris, Irvine, Prothero Attys	legal Fees for follow up on lien
11/25/2024	\$790.54	Amazon.com	2 grills for park
11/28/2024	\$151.36	Office Depot	office supplies for treasurer (print & mail invoices)
12/5/2024	\$7.90	Google	drive storage
12/11/2024	\$59.57	Goebel Septic Service	port-a-pot Park
12/11/2024	\$814.52	Harris, Irvine, Prothero Attys	legal fees for collections
12/11/2024	\$2,266.00	RMR Lawncare	November services
12/17/2024	\$37.57	Consumer Cellular	monthly cell phone

December 2024 HOA Meeting

CCR Violations

No CCR reviews were conducted at this time.

Architectural Review Committee Report

Lot 2081 – New roof - Approved

Lot 3060 - No ARC/Electrical Permit from County (An ARC request form has recently been emailed to them to fill out)

Contract Lawn Maintenance

Ongoing as per contract

The current contract expires 1/31/2025. A new contract has been sent out to 7 contractors for submitting a bid proposal. The bid proposal time frame is from December 3 to 31, 2024. As of December 16, 2024, no bid proposals have been received.