



November 21, 2023

Minutes

Location: Fire Station 33, Mullen Rd

Board Members Present: Kathleen Emmett (P), Kim Busenbark (T), Alex Broman (@L, acting temporary secretary and recorder), Constance Kimmons(@L),

Board Members not present: Secretary (position vacant), Vice President (position vacant), available by phone if called - Shannon Hildreth (@L)

Others/Guests: Jeff Heard (maintenance), Shantel Jones (bookkeeper), Beckie Weatherford (website administrator), David CdeBaca, Crystal Spencer, Diane and Richard Oliver, William Charles, Amanda King & Angel Dolfen, Karolyn Woods, Joe White, Greg & Valerie Langer, Paul & Kathie Perz, Judi Denny, Nick Cherpeski, and Janet Lubach (Nominations volunteer).

Time Started: 6:33 PM

Welcome, Introductions, and Call to Order:

Review/Approval of October 17 Minutes: Draft minutes were sent to Board members by email, there was one edit to correct the summer park closing time given by Shannon. There being no other comments, Alex moved to accept the October 19 Minutes as amended with addendum reports submitted, Kathleen seconded, approved by voice vote.

President's Report: Kathleen Emmett

- **Newsletter.** Catherine Smith sent an email with a final draft newsletter to the Board for review, edit, and approval. Alex noted that we will have to do this online and not wait until the next meeting to complete the approval process. Kathleen asked if we were going to send it out in hard copy or by email. Constance and Beckie clarified that those who have email preferences in our Contacts lists will receive it by email, others will be mailed via the Post Office. Catherine is waiting for the Board's 2024 budget proposal to add it to the newsletter.
- **Contact List Updates.** Shantel asked if the Contacts Lists were updated because she needed the updates before the January dues/assessment invoices are sent out. Alex and Beckie and Kim reviewed the Association's update procedure: the treasurer receives the demand letter from a title company, fills out the information of the demand, and returns it to the title company. When the treasurer receives notice of property sale and check payment, the treasurer checks the Thurston County property records to ensure that the sale went through, updates the Contacts with owner information provided by the real estate company and/or County record, and sends the bookkeeper notice of the update. Kim acknowledged that there were two updates she needed to make. Beckie emphasized that we needed homeowners to opt in for email notifications in our Contacts to send invoices by email. Alex questioned how we obtain this opt in, since the emails addresses are entered into the Contacts from sales documents. There had been an initial opt in request sent to

homeowners, and a subsequent inclusion of the request in welcome packets. But we haven't presented welcome packets for some time. Shantel reminded everyone that there was an opt in for email notifications statement on every invoice mailed or emailed to homeowners. They can opt in by sending contact info to lfhabod@gmail.com or treasurer@lfha.net. Constance asked if we were going to leave this procedure the same. Kim started a new welcome letter, but it is not published or on our website yet. It will contain the request for Contact information input and email opt in. There is a welcome letter on the website, but it does not contain the email opt in request. Right now, there is no formal, consistent plan in place. Kathleen has not done welcoming recently because she has not received notifications that there are new residents. She will continue making welcoming visits to new residents. We need the addition of the opt in provision to the welcome letter she delivers. The treasurer (Kim) will inform her of new residents.

- **Security presentation by Thurston County Sheriff.** Kathleen asked if we want to schedule a visit by the Sheriff's department next year to advise us about safety and security measures for homeowners and residents. It is a good idea for the early part of next year. We can also use Facebook and our website (preferred) to disseminate security information.

Treasurer's Report: Kim Busenbark

- Addendums A and B submitted.
- **2024 Budget Proposal.** We have not worked on the budget at all. Kim had nothing to present. Kathleen asked if Kim had anything we could look at and what do we need to do to present the 2024 budget. Shantel responded that, in response to questions from Board and resident members that were asked at the September and October meetings, she had prepared an extracted list of what our operating expenses were and passed them out for discussion (see addendum A1).
- **Additional Budget Discussion.**
 - David CdeBaca discussed research he did into the Reserve Fund and our financial history using data from an assessment chart in our files that was created by Shantel Jones years ago to show changes to annual dues from 1973 through 2023 and the resultant loss to potential income for the Association. That chart showed that the years where there was no 3% annual increase in dues ultimately led to a reduction of over half a million dollars in potential income. He presented the Board with an extension of that chart based on a proposal to increase the annual assessment to correct the trend and added Reserve Fund data. He projected the data out 30 years to 2054 (see addendum A2). The Reserve Fund studies look at funds needed 30 years out. It shows where you are now and what you need to finance projects from the present to 30 years away. But until we address the shortcomings of the annual dues, we are setting ourselves up for failure down the road. It would be better to increase the dues than to continue the present trend of special assessments for the Reserve. Shantel added that we have been trying to take one half of what is left in the operating checking account at the end of the year and put it into the Reserve to meet the Reserve requirement. Using the figures from the due's history spreadsheet, he calculated that, if we would add an additional \$90 (the cost of nine "happy meals"!) into the annual dues shown for 2023 (\$174.54), it would put the annual dues to \$264.34 and, with the usual 3% increase at each subsequent year (and the continued \$40 annual Reserve fund assessment) it would put us back on course. Over the course of 11 years, the \$40 by itself would recoup \$168,000 which is about what we just paid out to do the waterfront/bulkhead repair project. This

proposal would require a vote of approval from 2/3 of the Association members. In the proposal, David chose the \$90 increase for the 2024 dues as a middle figure and more palatable amount that would allow us to replenish the Reserve on its own using the funds that are already established and allow us to right our operating needs and budget as well. It would also eliminate the need for the special assessment of \$500 to replenish the Reserve Fund that we asked for recently. The proposal would be a one-time \$90 dues increase and after that it would stick with the 3% annual dues increase. The resultant increase in the operating budget will better meet our operating needs and plans and allow us to transfer extra money to the Reserve as needed without another special assessment.

- **Methods to pay dues.** A guest asked if there was a way to pay dues online. Beckie Weatherford answered that the Association has QuickBooks online (we pay \$320 per year for) and it could turn on the payment feature, you can set up for taking credit cards and ACH (there is a fee), and we could attach QuickBooks to our lfha.info website so payment could be paid on the website. Shantel added that the service fee was chargeable to the Association, it had to be a Board line-item expense. Originally, the Association did allow payments through PayPal. Kim added that the Association had added a note to the invoice that there would be an additional 3.5% added to their dues bill if they paid through PayPal. Beckie noted that option is no longer available from the software. The 2023 invoices included a statement that the BOD voted to no longer take Google Pay or PayPal.
- Constance Kimmons wants to get communication to the homeowners about the budget proposals and began a motion to have David CdeBaca do a video presentation of his budget proposal. Shantel clarified that the Board had already voted on the 2024 dues amount and a new proposal would have to be processed for the 2025 dues. Constance acknowledged that and emphasized that we need to start talking about it early and not wait until next December and its holiday distractions. Kathleen asked David to present the information at the annual meeting in January. Alex noted that a motion was not needed. Joe White advised that doing this at the annual meeting would be confusing to homeowners when we are trying to get approval of the current 2024 budget proposal. Constance and Beckie recommended only mentioning the existence of a new proposal as an agenda item to show the Board's plans looking forward.
- Alex cautioned that we have Reserve expenses that are coming up in the meantime and we have only about \$50,000 left in the fund which leaves it way underfunded. This is an unfinished item that has been brought up during the last several meetings.
- Kathleen resumed the discussion about the 2024 budget asking again what we needed to do to get a budget. Kim answered that we needed to have a budget meeting. It should have been done in August or September. Kathleen will set up a budget meeting and asked if all Board members needed to be at the meeting. Yes.
- Kim continued her report. She has not done very much in the last couple of months. She has not sent out the 10-day demand letters yet to all the homeowners that still owe for 2023. She has communicated with a few of them. She intends to send out the demand letters and turn everything over to VF for those that are not going to pay.
- **Research of Financial Management Software Programs.** Kim Busenbark Kim has investigated software for many months that are web based and are all inclusive for homeowners and Board members and are in one place. The programs would automate all

of our procedures and functions. Beckie asked who would manage it. Kim answered that it would be the respective Board members according to function. Constance asked if we could afford that right now and what expenses it would eliminate. Kim answered that it was anywhere from \$150 to 200 per month. One program could take over all the accounting and bookkeeping services. Beckie pointed out that you still need a **person**. You can't use just a software system. You need a person to check the software system and be accountable. You still must have books and a bookkeeper. Kim answered that the programs have formats and templates that will do that. Shantel said that, if the Board votes to do that, she is totally fine with the decision and will complete her work through December and turn the files over to the Board. Kim thanked her and continued that the programs she was looking at also had software to do voting.

- Alex moved to Table the discussion until the new board takes office in January. Kathleen replied NO, she wanted to talk more about it now. There was no Second. Constance responded that there was not enough information about the programs to decide now to take on more expenses. Beckie noted that we are already paying over \$600 a year on software between QuickBooks and the website. With the budget we have and what David has presented, we're not in a position to purchase more software, especially when we are about to elect a new Board. The new board needs to make this decision. To make this decision we need tech savvy people who are familiar with software and know how to do it. We have \$342 left over from the 2022 budget. The Association is not ready. We can't even get peoples' email addresses in our Contacts. Constance made a motion to discuss the subject of new software programs at the Board's budget meeting. Kim seconded. Kathleen called for a vote on the motion, Alex voted Nay, Kim, Constance, and Kathleen voted Yea. Janet Lubach asked if we used the money budgeted for bookkeeping for software, would some of that be offset. Kathleen said yes; Beckie clarified that line item (23) was established to pay for a required annual CPA audit if the Association failed to approve a waiver of the audit. So those funds could not be offset unless and until 2/3 of the Association voted to waive the CPA audit. David recommended that the Board invite a subject matter expert to present, either in person or virtually, what these software systems can actually do so we can all learn enough to make a decision. He suggested we set this up for January.
- Alex emphatically declared he does not want to discuss this at this budget meeting because we have not gotten our act together yet for this year, 2023. We haven't been sending monthly invoices to the people who still owe the Association money, we haven't put nonpayers up for collections, we haven't responded to homeowner statements at previous Board meetings wanting to know where we are and get where we are supposed to be. We are not there. Shantel replied that she has not heard that invoices are not going to homeowners, that, a year ago, she was told by Board members Kim and Nan not to send out the invoices but to send Kim the accounts receivable and Kim would do the invoicing. If this is so, she will turn on invoicing in QuickBooks immediately. Kim responded that in May she sent out hard copies to everyone who still owed but has not sent anything since. Alex made a motion to return to the way we did invoicing in 2020. Kim Seconded. Discussion clarified that the Bookkeeper would prepare the annual dues and assessments invoices for all homeowners, send electronic invoices via QuickBooks to those who opt in for email in Contacts, and provide a file of invoices for the Association to print and mail out by postal service to those who have not opted in for email. The treasurer will inform the bookkeeper of any fines or additional charges so they can be added to invoices. The Treasurer will follow up and answer any questions about billings that come up from homeowners. The treasurer will provide payment information to the bookkeeper to update balances due or

paid. Kathleen called for the vote. Initially there were two abstentions, but all voted Yea after further clarification. At this point Kim left the meeting.

- **Water Utility Bill Charges.** Shantel inquired about the higher-than-normal charges for water service at the entrances. Jeff responded that it was probably due to damage to the sprinkler system. He will check with the City of Lacey. The maintenance crew repaired the broken pipes and sprinkler heads.
- **Property transfer fee accounting.** Shantel asked for Board approval to transfer the \$200 property transfer fees collected by the Association to the Reserve Fund. It is a fee the Association charges (as approved by a vote in October) to process the paperwork when homeowners change. That money is not operating money and should be transferred to the Reserve Fund as it is collected. The same procedure is supposed to apply to late charge fees – both are supposed to go into the Reserve Account. The bookkeeper will not transfer anything into the Reserves unless it is approved by the Board. Alex made a motion to transfer all the \$200 processing fees and late charge fees to the Reserve Fund as they are received. Kathleen Seconded. Discussion clarified that any of those fees currently in the operating budget accounting or deposited in our account will be properly included in the scope of the motion. Kathleen called for the vote. Motion passed.

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

- No report submitted. Refer to reports submitted in September and October minutes.

CCR Report: Alex Broman

- No written report submitted this month.
- 28 #1 and 5 #2 courtesy letters are due out but have not been written because he did not get them finished. Alex is unsure of the actions to take in the case of poultry violations. His plan is to contact them and ask if they removed the poultry. If they say Yes, he will consider the violations corrected unless there is later evidence to the contrary. If they say No, they will receive a #2 courtesy letter advising them of a fine for continued violation.
- Shantel asked if we could right the error of not invoicing the fines for the violations. Alex responded that, after the fine letter was sent by him, even though the doubling for continued violations had been described in the #2 courtesy letter, the fine and subsequent billings for continued violations were never invoiced, so the violator had no incentive to stop the violation. He knew of no way to correct this omission. Monthly invoicing needs to restart.
- There were six homeowner corrections of violations: 2 for appearance, 3 for cans in view, and 1 for RV parking. The RV parking had been temporarily allowed due to the need to remove black mold from the house for the health and safety of a medically fragile homeowner. One of the appearance violations corrected was a long-standing issue with Lot 2043. Board members Shannon and Kathleen helped neighbors clean the inside of the house, the maintenance volunteers removed and hauled away a large amount of garbage and junk, and Alex worked with the homeowner in obtaining eviction support. He also advised the homeowner that the construction of an additional room to the back of the house was illegal and not according to code. The owner removed the addition, and the house is now for sale and CCR compliant.
- Lot 2011 has a boat/trailer remaining on the driveway after personal assurances that it would be removed.
- In the past weeks there has been a surge in "cans in view" violations. Alex recommended posting a reminder of this CCR requirement on the signboards at the entrances.

Hearing Park Gate Code Requests: Shannon Hildreth (not present, no report sent)

Maintenance Chair Report: Shannon Hildreth (not present, no report sent)

Architectural Review Report: Shannon Hildreth (not present, no report sent)

Volunteer Maintenance Lead Report: Jeff Heard

- (Addendum F submitted for detail)
- **Hazardous tree survey.** Alan Brunstad, our resident forester, did courtesy inspections of our park and most of the greenbelts. Kathleen asked if some of the trees were threatening property. Some of them are and they are identified in the survey. Jeff reminded the Board of the \$16000 cost to remove a tree that came down in 2019 which had been damaged by an earlier lightning strike. Had we been proactive and removed the tree before it broke, the cost would have been much less. Beckie suggested putting the tree survey report on the website so residents can see the amount of work and the potential cost that will be involved and the effects on our budget. Alex noted that the report was made and sent to the Board to aid us in making decisions on the budget. It is not complete. It may be available for the December board meeting. Alex will send her the results when the remaining areas are surveyed.
- Volunteers removed 2200 pounds of dead branches and greenbelt noxious debris in November, plus bucked up the six downed trees felled by the tree service for resident firewood. The firewood was picked up by highly appreciative passing residents within three hours.
- Expenses for the last two months were \$165.54. Jeff pointed out that the maintenance committee has kept our park and greenbelts pretty well over the last 10 – 12 years and has reduced the costs that might have been paid from the Reserve Fund. Without the volunteer work, there is not enough money to keep up with the maintenance. The Association makes a choice to let it run down or allow the volunteers to do it.
- Alex noted that there is still a lot of work remaining to remove hazards from the greenbelts. Some are barely navigable due to tree and fence waste. There are issues with residents dumping in the greenbelts discovered during the tree survey. Alex is investigating these dumps before assigning the \$250 fine to any resident that might be involved.

Events: Catherine Buchalski Smith

- Not present; no report
- Constance reported that she did the Halloween contest on Facebook. She received an email that three homes, one in each Division, one on Oxford, one on 34th Ct, and one on Lake Forest Dr. were contest winners. Kim provided the gift cards for the winners. About 112 people were on the Facebook page and approximately that many voted. We will do the same procedure for the December holiday decorations contest and announce it on the website. The polling was based on pictures posted on Facebook and those that received the most “likes” won.

Nominating Committee: Janet Lubach volunteer lead

- We need to get nominations for new board members. Kim told Kathleen tonight that she was not going to continue, so we need a new treasurer, a president, a vice-president, a secretary, and another member-at-large.
- Alex pointed out that the By-Laws require this committee to be chaired by a Board member and must consist of two or more members of the Association. It should have been formed a year ago. On November 7, Alex volunteered to Chair the committee in an email to the Board, but it was up to the Board to choose. Kathleen agreed to nominate him to be Chair. Alex had also given Janet a list of recommended actions to help her. Beckie and Kathleen volunteered to help on the committee. Janet asked for a description of the Board duties by position. The By-Laws and CCRs provide requirements and the former secretary may have an additional list. Kathleen asked for a list of nominees by the next Board meeting.

Newsletter/Communications Update: Kathleen Emmett

- Catherine Smith is working on drafts submitted. She still needs information on the proposed budget. The budget needs to go out before the annual meeting. Kathleen planned to do an email blast (for those who opted in) with help from Beckie. The rest would have to be mailed. Catherine needs the address lists for those mailings. Constance asked if someone had a computer labeling program. Alex replied that addresses were in our Contacts on our Goggle Drive.
- Kathleen asked for a final newsletter deadline. Constance answered December 5th. Beckie volunteered to be the label maker, but needed to be sure the Contacts would be updated in time. (See discussion of Contact List Updates in Treasurer's report above) Alex will try to identify which contacts are not updated.

Waterfront and Bulkhead Repair Project: Kathleen Emmett

- Kathleen received a new bid for the handrail and installation of steps and sent it to the Board. The bid was \$12,492. Constance asked why it had gone up so much. Kathleen answered that she had added replacing rotted wood along the steps. Alex added that the discussion at the October Board meeting was only on the wide steps going down to the beach, adjacent to the ramp to the dock. The scope of the new bid turned into work on the 6 x 6s of the long steps further up the path. Why did the steps get entered into the equation/bid ask? We could probably pay for the one railing discussed with the reserve fund (authorized as a completion of the approved project). This last bid taps too far into the already depleted fund. Alex added the caveat that next year's reserve fund study may add the steps into the new equation as the study determines. Kathleen agreed to table discussion of the new bid until we get a more realistic proposal.
- Kathleen asked for a future report from Russell Hickey, is our volunteer on the Long Lake Management District Committee.

Old Business:

- **Vote to Waive the CPA Audit for 2022-2023:**
 - Not discussed.
- **Second Vote to Replenish the Reserve Fund:**
 - The Board did not compose and submit the new verbiage for the second vote notification letter. The need for a special assessment remains and the process to obtain approval from homeowners will have to start over. The discussion of options is contained in the minutes of the October board meeting.

- Update on use of chainsaws and powered equipment by volunteers. Kathleen contacted the State Attorney General's Office to ask about the issue she had with our maintenance committee volunteers using powered equipment to perform maintenance in Association common areas. They confirmed that our properly signed volunteer liability release forms would protect the HOA from liability claims.

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New Business:

- None

The meeting ended at 8:53 PM.

This minutes is complete with attached addendums.

Alex Bromen
LFHA Board Member-at-Large, CCR Chair, and Acting Secretary

		Aug 23	Sep 23	Oct 23	Nov 23	TOTAL	Deficit	\$2,254.21		
Projected 2023 Budget		Actual	Actual	Actual	Actual	Budget Bal Left	2023 Budget	\$6,725.68		
Ordinary Income/Expense								Accts Rec	2022	2023
Income								7/31/2023	\$169.46	\$174.54
2023 Association Dues (\$174.54 & \$87.29 Dues with Credits Applied \$0.00)		-469.79	-210.00	-441.78	-400.00	976.18	72,919.01		\$84.74	\$87.28
2023 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$0.00)		-80.00	-40.00	-40.00	0.00	1,620.00	16,880.00	10% Possible Unpaid	\$40.00	\$40.00
Credits Prepaid for 2023 in Dec 2022 \$		0.00	0.00	0.00	0.00	0.00		\$8,979.90		
Total Income		-549.79	-250.00	-481.78	-400.00	2,596.18	89,799.01			
Expense								Banking		
								10/31/2023		
2	Tax Preparation Fee/IRS/Property Taxes	0.00	0.00	0.00	0.00	29.12	250.00	\$71,144.23		
3	Insurance (April)	0.00	0.00	0.00	0.00	490.00	8,000.00	Reserve Fund		
4	Licenses & Fees (May)	0.00	0.00	0.00	0.00	-10.00	10.00	\$53,525.76		
Maintenance								Reserve Paid		
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$0 with Credits Applied		-40.00	0.00	-120.00	0.00	3,500.00	16,880.00	\$13,380.00		
5	Fence/Signage Repairs-Maint.	0.00	0.00	0.00	0.00	-40.56	2,000.00			
6	Common Area Maint/Mowing (at \$2,300) for 12 months)	-4,400.00	0.00	-2,200.00	-2,200.00	3,595.16	27,600.00	Grimm		
7	Volunteer Projects/Petty Cash/Garbage	-54.46	-173.23	-19.57	0.00	-373.88	600.00	12/31/2019		
8	Hearing Park Maintenance/Waterfront	0.00	0.00	0.00	0.00	329.17	500.00	\$1,083.10		
10	Other Landscaping/Trees	0.00	0.00	0.00	0.00	4,084.50	9,000.00			
12	Theft & Vandalism	0.00	0.00	0.00	0.00	50.00	50.00	VF Collections		
*	Total Maintenance	-4,494.46	-173.23	-2,339.57	-2,200.00	11,144.39	39,750.00	10/31/22		
Office Expenses										
15	PO Box Rental (Due in February)	0.00	0.00	0.00	0.00	-13.00	375.00			
16	Postage	-251.00	0.00	0.00	0.00	298.00	800.00			
18	Supplies	-169.44	-32.42	0.00	0.00	-495.07	800.00			
19	Telephone (at \$40.00 per month)	-36.04	-36.04	-36.04	0.00	92.91	480.00			
20	Website/Email	-35.83	-6.57	-6.57	0.00	229.80	350.00			
*	Total Office Expenses	-492.31	-75.03	-42.61	0.00	112.64	2,805.00			
21	Community Events	-124.43	0.00	0.00	0.00	775.57	900.00			
Professional Fees										
22	Legal Fees	0.00	0.00	0.00	0.00	300.00	300.00			
23	Accounting Fees/Reserve Study	0.00	0.00	0.00	0.00	3,199.60	4,500.00			
24	Bookkeeping (at \$360.17 per month)	0.00	0.00	0.00	0.00	2,161.02	4,322.04			
*	Total Professional Fees	0.00	0.00	0.00	0.00	5,660.62	9,122.04			
Utilities										
26	Electricity (at \$825.00 per month)	-730.37	-722.03	-728.13	0.00	3,407.72	9,900.00			
27	Port-a-potty (at \$60.00 per Service at 15 Services)	-59.46	-59.46	-59.46	0.00	364.86	900.00			
28	Water - Irrigation (\$60 per Month & Backflow 2@\$110)	-274.57	-184.02	-184.02	0.00	-316.75	940.00			
*	Total Utilities	-1,064.40	-965.51	-971.61	0.00	3,455.83	10,800.00			
Total Expense		-6,175.60	-1,213.77	-3,353.79	-2,200.00	21,658.17	89,457.04			
Net Ordinary Income								341.97		
Other Income										
Interest Income (at \$50.00 per month aprox)		31.94	31.95	26.93	0.00	54.27	600.00	YTD Interest		
Total Other Income		31.94	31.95	26.93	0.00	54.27	600.00	\$545.73		
Net Other Income		31.94	31.95	26.93	0.00	54.27	600.00			
Total Net Income							941.97			
1st Qtr	Totals					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
	2023 Assessments	\$348.75	\$174.54	206.48		\$59,340.40	4,624.44	697.83	206.48	
	Previous Assessments	\$3.00	\$0.00	0.00		\$1,110.68	720.81	3.00	0.00	
	Finance Charges/CC&R Fines/Transfer	\$43.04	\$10.46	210.30		\$468.65	1,027.10	462.01	210.30	
	Late Charges	\$75.00	\$25.00	25.00		\$748.50	655.00	125.00	25.00	
	Reserve Payments	\$80.00	\$40.00	40.00		\$14,220.00	1,080.00	160.00	40.00	
	Credits	\$0.00		0.00		\$575.70	53.95	0.00	0.00	
	Total Paid	\$549.79	\$250.00	481.78	-	\$76,463.93	8,161.30	1,447.84	481.78	
						86,554.85				

Projected 2023 Budget		2023 Budget
Ordinary Income/Expense		
Income		
	2023 Association Dues (\$174.54 & \$87.29 Dues with Credits Applied \$0.00)	72,919.01
	Credits Prepaid for 2023 in Dec 2022 \$	
	Total Income	72,919.01
Expense		
2	Tax Preparation Fee/IRS/Property Taxes	250.00
3	Insurance (April)	8,000.00
4	Licenses & Fees (May)	10.00
Maintenance		
5	Fence/Signage Repairs-Maint.	2,000.00
6	Common Area Maint/Mowing (at \$2,300) for 12 months)	27,600.00
7	Volunteer Projects/Petty Cash/Garbage	600.00
8	Hearing Park Maintenance/Waterfront	500.00
10	Other Landscaping/Trees	9,000.00
12	Theft & Vandalism	50.00
*	Total Maintenance	39,750.00
Office Expenses		
15	PO Box Rental (Due in February)	375.00
16	Postage	800.00
18	Supplies	800.00
19	Telephone (at \$40.00 per month)	480.00
20	Website/Email	350.00
*	Total Office Expenses	2,805.00
21	Community Events	900.00
Professional Fees		
22	Legal Fees	300.00
23	Accounting Fees/Reserve Study	4,500.00
24	Bookkeeping (at \$360.17 per month)	4,322.04
*	Total Professional Fees	9,122.04
Utilities		
26	Electricity (at \$825.00 per month)	9,900.00
27	Port-a-potty (at \$50.00 per Service at 15 Services)	900.00
28	Water - Irrigation (\$50 per month)	940.00
*	Total Utilities	11,740.00
Total Expense		72,577.04
Net Ordinary Income		341.97
Other Income		
	Interest Income (at \$50.00 per month aprox)	600.00
Total Other Income		600.00
Net Other Income		600.00
Total Net Income		941.97



2023 Treasurer's Report

November 21, 2023

- **Communication**
 - Phone - 29 Calls regarding gate codes, account status, CCRs, home sales
 - Texts - 15 Text messages
 - Email - 22 Emails - HOA demands for homes selling in the neighborhood, account status, gate codes, new contact information.

- **VF Accounts accounts for collections - Correspondence about foreclosing**
 - Lot XXXX - \$1026.96
 - Lot XXXX - Judgment for \$5,332.52 Add'l \$1649.77

ACCOUNTS RECEIVABLE

	2022 TOTAL LOTS UNPAID as of 8/15/2023
	2023 TOTAL LOTS UNPAID as of 8/15/2023
15	Owe nominal amounts less than \$10.00 from online payment fees
2	Was able to make payment agreements with homeowner

BALANCES as of 10/31/2023

CHECKING \$71,144.23

RESERVE \$53,525.76

October Interest Earned \$26.93 YTD \$545.73

Interest Information

Checking Account earns 0.00%, there is no monthly fee

Reserve Account earns 0.400000%

ACCOUNTS PAYABLE

6434	10/1/2023	\$2,200.00	RMR Lawn Service	September Invoice per contract
ACH	10/6/2023	\$6.57	Google	Google Cloud Storage
ACH	10/10/2023	\$59.46	Goebel Septic Service	Hearing Park Porta Potty
6435	10/10/2023	\$40,694.13	Apex Landscape Solutions	Final payment for Hearing Park Shoreline Project
ACH	10/17/2023	\$36.04	Consumer Cellular	Monthly Bill LFHA Cell Phone
ACH	10/23/2023	\$36.89	City of Lacey	NE Entrance Water
ACH	10/23/2023	\$111.84	City of Lacey	SE Entrance Water
ACH	10/24/2023	\$7.62	Waste Connections	Trash Service at Hearing Park
ACH	10/24/2023	\$11.95	Waste Connections	Trash Service at Hearing Park
ACH	10/24/2023	\$9.94	PSE	Streetlights
ACH	10/24/2023	\$694.21	PSE	Streetlights
ACH	10/25/2023	\$11.59	PSE	Streetlights
ACH	10/25/2023	\$12.39	PSE	Streetlights

Addendum F

November 2023 Maintenance Report

Submitted by Jeff Heard

10/31 Conducted tree survey in green belts courtesy of Alan Brumstad, our resident forester. Alan Brunstad, Alex Broman, Jeff Heard in attendance.

Three Volunteers, 12 manhours

11/6 Continued green belt survey. The number of compromised trees is concerning. Multiple snow damaged, lightning strikes, dead and dying insect and fungus infected trees. Alan Brunstad, Alex Broman, Rich Oliver, Chip Brown, Jeff Heard in attendance. Three smaller green belts remain , plan is to complete survey soon.

Five volunteers, 15 manhours

11/13 Removed branches, blackberry & English holly from contracted dead tree removal project in SE entry green belt , Bucked firewood & left it stacked beside right of way. Firewood picked up within three hours, greatly appreciated by residents.

Six volunteers 18 manhours

11/14 Removed down cherry tree from Oxford Loop retention pond.

Three volunteers 12 manhours, 1400 pound dump run \$32.00.

11/20 Completed branch and brush removal from SE entry green belt, removed dead snag from Oxford Loop retention pond.

Five volunteers 12 manhours, 820 pound dump run \$18.00.

Total manhours: 69 hours

Reimbursable expenses:	10/2 820 lb mixed dump run	49.00
	10/11 320 lb dump run	12.00
	11/14 1,400 lb dump run	32.00
	11/20 820 lb dump run	18.00
	11/20 Costco; 12.6 gallons fuel	54.54

total: \$165.54