



# Lake Forest

## HOME ASSOCIATION

### Lake Forest Board of Directors Monthly Meeting

11-19-2024

### Minutes

Location: Lacey Fire District 3, Station 33

Board members present: David CdeBaca, Constance Kimmons, Beckie Weatherford, Deanna Rocamora

Member-at-large present: Shannon Hildreth

Board members absent: n/a

Guests: 2

Time started: 6:40pm

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#### Welcome and Call to Order

#### Open Forum

Suggestions were made and discussed to plan a neighborhood Christmas Caroling event or a polar bear plunge at Hearing Park. Sharon offered to coordinate these events and publicize. The liability of hosting a polar bear plunge at Hearing Park was a concern and the main reason for deciding not to move forward with that event.

#### Minutes

Minutes from the September regular board meeting were emailed to the board members for review and comment. No amendments or comments were received. Minutes from October regular board meeting were presented this evening for review and comment. One amendment was noted and changed.

*A motion was made and seconded to approve the September minutes as written and the October minutes as corrected at the meeting this evening.*

*Discussion: None*

A call to vote was made and passed unanimously.

#### Executive Meeting Minutes Vote and Summary

The November Executive Meeting minutes were emailed to the board for review. No amendments received.

*A motion was made and seconded to approve the November Executive Meeting minutes as written.*

*Discussion: None*

A call to vote was made and passed unanimously.

### **Treasurer's Report (Addendum A and B)**

The Book Budget and Treasurer's report were presented and reviewed. The water bill seems too high for the water being shut off for irrigation in the winter. Weatherford will discuss it with J. Heard to get his thoughts. A request was made to contact VF for a timeline on foreclosure proceedings, Weatherford will follow up.

President Cdebaca would like to take a moment to acknowledge and appreciate the dedication and perseverance of Beckie Weatherford, LFHA Treasurer. When she volunteered for the Treasurer position earlier this year, there were 60 delinquent accounts. She has successfully reduced that number to 8 delinquent accounts and 3 of those are on payment plans.

### **CC&R's (Addendum C)**

The report was presented and reviewed. Most of the violations are due to mossy roofs. The status of an empty residence was discussed. The former resident was removed from the home and placed into a care facility. The family is working through the process of getting the power of attorney to formalize a plan moving forward. The family of the resident will be contacted to find out where to send the invoice statements and the Annual Assessment Invoice.

### **Contract Maintenance**

The current lawn maintenance contract will end 1/31/25. Discussion occurred about soliciting bids from contractors and how many years the contract should include. The RFP's will ask contractors to outline any cost differences between a 1, 3 and 5 yr contract.

*A motion was made and seconded to remove mowing the grass strip between the street and sidewalks located at Lake Forest Dr from the NE Entrance to the corner near 8336 Lake Forest Drive and Marquette from Lake Forest split to 3348 Dartmouth Drive.*

*Discussion:* The general reasoning for this change is because residents should be responsible for mowing the strip and not be included in the neighborhood maintenance plan. The language of the contract should state that grass strips on sidewalks not directly in front of a resident's home should be mowed. This would allow the landscapers to mow the strips behind the school and at the neighborhood entrances.

A call to vote was made and passed unanimously.

### **Volunteer Maintenance (Addendum D)**

The report was reviewed and presented by Weatherford in J. Heard's absence. Due to personal family health issues, J. Heard will be taking a step back from normal volunteer services. Alex may take over the Monday maintenance work parties and Reggie has offered to help with getting bids for the tree project. The steps in Hearing Park may still need to be finished but due to the winter weather, may have to wait until Spring. The new grills for Hearing Park will be purchased in the near future.

### **ARC (Addendum C)**

No new ARC's have been received. Lot 3060 was given 2<sup>nd</sup> notice and will be given 3<sup>rd</sup> notice. He texted asking how to pay, it was responded to, but he hasn't paid and /or provided proof of an electrical permit.

### **Events**

The Halloween contest occurred, 2 out of 3 cards have been handed out. A reservation for March has been requested. A Christmas house decorating contest will occur.

**Old Business:**

Bookkeeper: The search for a bookkeeper continues. An individual was contacted through Nextdoor but no reply has been received.

Audit committee (Addendum E): Diane Rigby presented the 2022 and 2023 completed audits. The letters were presented to the Treasurer and the Secretary.

Notifying residents of transfer fee policy and the cleaning deposit: It has come to the attention of this board that when a previous LFHA board approved a Transfer Fee, a policy was not created, and residents were not individually notified. The introduction of the fee was included on the LFHA website, which can be viewed by the public, however the 2025 annual dues invoice will include a statement to inform residents of the adopted Transfer Fee. The Transfer fee was adopted in March 2023. Rocamora will create the transfer fee and present to the board.

Harvard home tree damage: An email was received from a resident who lives along a greenbelt. During one of the windstorms some branches came down and dented her gutters and a couple of her fence boards and damaged some planters on her porch. Board members will visit the greenbelt and the resident's home to assess damage and discuss in what manner to move forward.

**New Business:**

2025 Budget- file was corrupt and had to be recreated. Handwritten notes were given to Weatherford during this meeting.

Speeding in the neighborhood: Residents have noticed increased speeds in the neighborhood. Discussion occurred about getting the county involved and in what capacity. A suggestion was made to request an LED speed board that displays the vehicles' traveling speed as a first step. Information gathering will continue and will be reported at next meeting.

A motion was made and seconded to adjourn the meeting

Discussion: None

A call to vote was made and passed unanimously.

Adjourned at 7:37pm



## November 2024 Treasurer's Report

November 19, 2024

### ACCOUNTS RECEIVABLE

- VF Accounts accounts for collections - VF is currently working on foreclosure proceedings for the 2 accounts we currently have with them. One account is working to refinance home (Owner is terminally ill and in hospital) and the other VF is waiting for the litigation guarantee from title
- 4 accounts have had liens placed for delinquent accounts - 1 is on payment plan with attorney, 2 houses are 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 \$55,365.53
  - reserve account \$44,790.39
  - 4 month CD \$60,201.62
  - **Total** **\$168,357.54**

### ACCOUNTS PAYABLE - November 19, 2024

Date	Amount	To Whom	Description
10/8/2024	\$2,266.00	RMR Lawnservice	monthly service
10/15/2024	\$3,451.64	Harris, Irvine, Prothero Attorneys	legal fees for 4 liens placed and legal advise
10/15/2024	\$1,440.58	Shantel Jones	May, June, July, & August Bookkeeping Svcs
10/15/2024	\$201.71	Jeff Heard	maintenance supplies'
10/17/2024	\$37.17	Consumer Cellular	monthly cell phone
10/21/2024	\$43.16	City of Lacey	NE Entrance water
10/21/2024	\$109.80	City of Lacey	SE Entrance water
10/22/2024	\$62.39	Lemay Waste	waste pick up park
10/23/2024	\$714.79	PSE	streetlights
10/23/2024	\$11.77	PSE	NE Entrance
10/23/2024	\$12.70	PSE	SE Entrance
10/29/2024	\$64.98	PSE	streetlights
10/30/2024	\$6.57	Fred Meyer	printer paper
11/5/2024	\$7.90	Google	drive storage
11/13/2024	\$83.63	<a href="http://Dogpoopbag.com">Dogpoopbag.com</a>	poop bags for neighborhood
11/11/2023	\$2,266.00	RMR Lawnservice	October Service
11/11/2023	\$150.00	Fred Meyer	gift cards for Halloween & Christmas decorating contest

Projected 2024 Budget	2024 Budget	Sep 24 Actual	Oct 24 Actual	Nov 24 Actual	Dec 24 Actual	TOTAL		Accts Rec
						Budget Bal Left	2024 Budget	
<b>Ordinary Income/Expense</b>								
<b>Income</b>								<b>10/31/2024</b>
2024 Association Dues (\$179.78 & \$89.89 Dues)	76,046.94	0.00	0.00	0.00	0.00	-8,201.49	76,046.94	\$388.00
2024 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$0.00)	16,920.00	0.00	0.00	0.00	0.00	-458.46	16,920.00	10% Possible Unpaid
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
<b>Total Income</b>	<b>92,966.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-8,659.95</b>	<b>92,966.94</b>	
<b>Expense</b>								<b>Banking</b>
								<b>10/31/2024</b>
2 Tax Preparation Fee/IRS/Property Taxes	250.00	0.00	0.00	0.00	0.00	105.54	250.00	\$57,905.53
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	\$45,790.39
<b>Maintenance</b>								<b>Reserve Paid</b>
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. Common Area Maint/Mowing (at \$2,200) for 12 months)	2,000.00	0.00	0.00	0.00	0.00	1,605.81	2,000.00	4 mth CD
6 Volunteer Projects/Petty Cash/Garbage	1,000.00	-192.57	-264.10	0.00	0.00	-85.64	1,000.00	\$60,201.62
7 Hearing Park Maintenance/Waterfront	500.00	-453.96	0.00	0.00	0.00	-478.28	500.00	VF Collections 9/30/24
10 Other Landscaping/Trees	9,000.00	0.00	0.00	0.00	0.00	4,213.78	9,000.00	\$3,513.54
12 Theft & Vandalism	50.00	0.00	0.00	0.00	0.00	50.00	50.00	
* Total Maintenance	57,070.00	-3,432.53	-2,530.10	0.00	0.00	7,731.67	40,150.00	
<b>Office Expenses</b>								<b>Grimm</b>
								<b>12/31/2019</b>
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	0.00	0.00	76.02	850.00	
19 Telephone (at \$40.00 per month)	480.00	-37.12	-37.17	0.00	0.00	109.17	480.00	
20 Website/Email	250.00	-7.90	-7.90	0.00	0.00	-193.45	250.00	
* Total Office Expenses	2,930.00	-186.27	-51.64	0.00	0.00	106.43	2,930.00	
21 Community Events	900.00	-175.66	0.00	0.00	0.00	474.34	900.00	
<b>Professional Fees</b>								
22 Legal Fees	2,000.00	0.00	-3,451.64	0.00	0.00	-1,451.64	2,000.00	
23 Accounting Fees/Reserve Study Bookkeeping (at \$360.17 per month) +\$350 Year End/Taxes	4,500.00	0.00	0.00	0.00	0.00	3,570.00	4,500.00	
24	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	0.00	0.00	3,432.32	11,172.04	
<b>Utilities</b>								
26 Electricity (at \$666.67 per month) Port-a-potty (at \$62.00 per Service at 12 Services)	8,000.00	-787.57	-804.33	0.00	0.00	-76.48	8,000.00	
27 Water - Irrigation (\$60 per Month & Backflow 2@\$110)	744.00	-119.13	0.00	0.00	0.00	148.64	744.00	
28	940.00	-117.19	-152.96	0.00	0.00	-18.15	940.00	
* Total Utilities	9,684.00	-1,023.89	-957.29	0.00	0.00	54.01	8,744.00	
<b>Total Expense</b>	<b>90,026.04</b>	<b>-4,818.35</b>	<b>-8,431.67</b>	<b>0.00</b>	<b>0.00</b>	<b>13,031.24</b>	<b>90,026.04</b>	
<b>Net Ordinary Income</b>	<b>2,940.90</b>						<b>2,940.90</b>	
<b>Other Income</b>								
Interest Income (at \$50.00 per month aprox)	600.00	0.00	0.00	0.00	0.00	434.56	600.00	YTD Interest
<b>Total Other Income</b>	<b>600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>434.56</b>	<b>600.00</b>	<b>\$165.44</b>
<b>Net Other Income</b>	<b>600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>434.56</b>	<b>600.00</b>	
<b>Total Net Income</b>	<b>3,540.90</b>						<b>3,540.90</b>	

2022	2023	2024	2025
\$169.46	\$174.54	\$179.78	\$185.17
\$84.74	\$87.28	\$89.90	\$92.60
\$40.00	\$40.00	\$40.00	\$40.00

1st Qtr	Totals	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
	Totals				
	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
	<b>Total Paid</b>	<b>\$83,565.02</b>	<b>12,343.05</b>	<b>5,633.54</b>	<b>0.00</b>
		<b>101,541.61</b>			

## November 2024 HOA Meeting

### CCR Violations

Total of 29 violations

Lot 1004 – Yard debris	Lot 1024 – Roof Moss-2	Lot 1035 – Roof Moss
Lot 1058 – Roof Moss-2	Lot 1066 – Roof Moss-2	Lot 1092 – Roof/Fence Moss
Lot 1096 – Roof Moss	Lot 1104 – Roof Moss	Lot 1110 – Roof Moss-2
Lot 1121 – Yard Debris-2	Lot 1130 – Roof Moss	Lot 1134 – Roof Moss

Division One – 12 violations

Lot 2066 – Lawn/container- 2	Lot 2033 – Roof Moss/Yard	Lot 2062 – Yard/Boat/Fence
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Division Two – 3 violations

Lot 3061 – Fence Boards	Lot 3067 – Roof Moss	Lot 3068 – Roof Moss
Lot 3080 – Roof Moss	Lot 3077 – Roof Moss	Lot 3055 – Roof Moss
Lot 3028 – Roof Moss/Yard-2	Lot 3178 – Roof Moss	Lot 3106 – Roof Moss
Lot 3109 – Roof Moss	Lot 3114 – Roof Moss	Lot 3171 – Roof/House Paint
Lot 3128 – Roof Moss-2	Lot 3137 – Roof Moss-2	

Division Three – 14 violations

### Architectural Review Committee Report

None Requested

Lot 3060 - No ARC/Electrical Permit from County

### Contract Lawn Maintenance

Ongoing as per contract

## Addendum D

### November 2024 Maintenance Report

10/21 Swept Pavilion and Shed Roof, scrubbed sanikan roof. Moss accumulation was significant, treated with baking soda. Pruned vine maple & alder overhanging saniikan. Two remaining bags of baking soda stored in shed.

Delivered Park trash bins to Beckie W for storage.

3 volunteers, 7 man hrs

Reimbursable expense: Costco; 5 bags baking soda: \$44.95:

11/4 Alex solo, weeded Carneige island

11/5 Alex, solo, blew off sidewalks along Walthew & Marvin

1 volunteer 5 man hrs

11/11 Repaired sagging chain link fence behind shed in park. Spoke with neighbor on Spinnaker about landscaping compromising fence from his side. Treated ants attempting to migrate to pavilion again. Picked up truckload of down branches from recent wind event along Walthew & Marvin. Cleared leaves from sidewalk at NE entrance.

5 volunteers, 15 man hrs.

11/18 Worked green belt trail between Lk Forest Dr & Carnegie. Cut back black berry, down branches, holly, removed ivy infestation from half a dozen trees. This spot is compromised by relatively heavy ivy & blackberry, could use another day

3 volunteers, 12 man hrs

Total November man hrs: 39

Reimbursable expenses: Costco, 5 bags baking soda; \$44.95

October 28, 2024

2024 Audit Committee Meeting

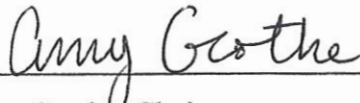
To: Lake Forest Home Association Board

On August 22, 2024, and September 5, 2024, we, the Audit Committee met in the home of Diane Rigby, 3716 Oxford Loop SE, to audit the Association books (treasurer books) for the year 2022. The 2022 treasurer was Kim Busenbark who was present. The Audit Committee met again at Diane Rigby's home on October 28, 2024, to finalize and sign this report.

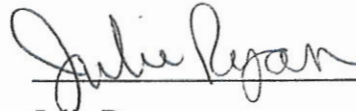
2024 Audit Committee performed the annual audit of the 2022 Association books and approve the statements of income and expenditures. The Audit Committee found the following discrepancies.

Monthly Auto Pay items with e-receipts only (not printed):

- PSE (x4)
  - City of Lacey (x2)
  - Consumer Cellular
  - Google Storage
  - RMR Lawn Service
- 



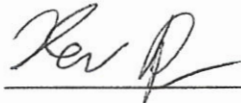
Amy Grothe, Chairperson



Julie Ryan



Robyn Hofstad



Kevin Ryan



October 28, 2024


2024 Audit Committee Meeting

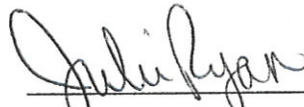
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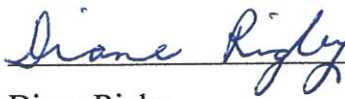
- Monthly Auto Pay items with e-receipts only (not printed):
- PSE (x4)
  - City of Lacey (x2)
  - Consumer Cellular
  - Google Storage
  - RMR Lawn Service
  - Goebel (Septic)
  - Waste Connection (LeMay)
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Amy Grothe, Chairperson

  
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Julie Ryan

  
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Robyn Hofstad

  
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Kevin Ryan

  
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Diane Rigby