



January 16, 2024 Annual Membership Meeting, Reports, and Budget Approval

Minutes

Location: Evergreen Forest Elementary School

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

Board Members not present: Secretary (position vacant), Vice President (position vacant)

Others/Guests: Jeff Heard (maintenance), Shantel Jones (bookkeeper), Beckie Weatherford (website administrator), David CdeBaca, Diane and Richard Oliver, William Charles, Chip Brown, Paul Perz, Alf Howald, Catherine Buchalski Smith, AJ Haberstroh, Sharon Himmel, Chris and Corri Lewis, Janet Lubach

Time Started: 7:00 PM

Welcome and Call to Order: The meeting began at 7:00 PM. There was not a quorum of the Association membership.

President's Report: Kathleen Emmett

- The Shoreline Project is completed except for the installation of an additional railing on the steps to the shore.
- Recommended a discussion of a common area management plan in 2024.
- Volunteers are needed for various functions the Association performs such as sign making and events coordinating,

Treasurer's Report: Kim Busenbark

- Addendums A (2023 BookBudget) and A1 (Projected 2024 Budget) submitted.
- Shantel Jones, our bookkeeper, prepared a 2024 proposed budget (addendum A1) for membership approval.
- Dues statements for 2024 have been mailed or emailed to Association members and payments are coming in.
- Kim presented and explained the proposed 2024 budget. The columns in the 2023 BookBudget show the last quarter of 2023. The area in grey shows the 2023 annual budgeted amounts. You can compare those numbers with the 2024 projected Budget to see the proposed changes. Line item 2 (tax preparation fee/irs/property taxes) goes to the IRS. Shantel provided additional explanation of 2024 budget items: The income lines at the top show dues income based on the amounts of the 2024 dues which goes to fund operating expenses, and the annual reserve fund assessment which goes into the Reserve Fund. Looking at expenses, Maintenance is one of the largest, office expenses are trending upward in PO Box rental; we are trying to do more electronically to reduce postage costs; the Board asked to break out the annual Quick Books (on line) fee to a separate line item for 2024 so the Board has access if something happens to the bookkeeper; community events include holiday decorating contest prizes, easter egg hunts, etc.; the Board increased the amount for legal fees with the intent to get people who are not paying their dues to pay what they

owe; accounting fees shown in line item 23 are required to pay for an annual CPA audit of the Association if we do not vote to waive the CPA audit in favor of a volunteer committee internal audit, and for the required annual Reserve Study. This line item amount does not begin to cover the current amount that CPAs charge (about \$8000) to do an audit. The Bookkeeping fee is what Shantel charges to do the books and make sure the treasurer has inputted everything correctly and compare records that the treasurer, the bank, and Shantel have for accuracy. The Association has always had this internal second check system. In Utility expenses, the electricity and porta-potty expenses were over estimated last year, so they are reduced this year, the 2023 over budget amount for water-irrigation was due to broken irrigation lines due to vehicle damages at the SE entrance, so there is no change to the 2024 estimate; interest income shows \$600, but that may be too high due to the depletion of the Reserve Fund to do the 2023 waterfront bulkhead repair and restoration. Shantel summarized that if we collect all the 2024 dues owed and meet all the estimated expenses shown, we will end up with an income of \$1581.04.

- Paul Perz asked when the contract for common area maintenance/mowing went out for bid. Kim answered it was in December 2022 and it is good until December 2024. He also asked how many homeowners were delinquent in paying their dues. The Board did not have a definitive answer, but Alex estimated that the amount was about \$17,000 and referred everyone to discussion about this issue included in the December meeting's minutes which will be available online. David CdeBaca clarified that the amount was the sum of all years, not just 2023. Kim noted that the amount included an account that may never be settled. Shantel counted 20 lots that were delinquent for 2023 dues and 10 lots were delinquent for 2022 dues.
- Alex noted that there was not a general membership quorum present to vote on the 2024 Budget proposal. Alex made a motion that the Board accept the proposed 2024 Budget as an Operational Budget. Kim seconded. The motion passed unanimously. Paul asked to get a sense about the budget from those Association members present and see if they were comfortable or would recommend any changes. David replied that based on information previously presented by the Board, messaging he received, his own research, and a proposal he made, the budget is in line with our current expenses, but always subject to adverse changes that could occur.
- The waterfront project drained the Reserve Fund well below the recommended amount needed to complete scheduled needs and puts us at risk. The Reserve studies are on our website for homeowner reference. Members began discussing whether a reserve study was required. The Association began the process in 2012 and became committed to it. We are required to have a Reserve Fund and that fund needs to be adequate to fund projects identified looking out 30 years. The study gives an estimate of the cost of each needed project based on the current costs. If a project is delayed, the cost is subject to inflation. In the case of our waterfront bulkhead repair and restoration that cost nearly doubled. We depleted the fund putting the next project's completion in jeopardy and subjecting us to the risk of unscheduled large assessments. We need to discuss financial strategies and educate our homeowners about what we face as a community. Our past experiences in putting financial issues before all the homeowners in accordance with our By-Laws and asking for a vote were met with general apathy and failed to reach quorums for resolution, either positive or negative.
- Shantel asked the Board to make a decision to move the money from our checking account and transfer fees to the Reserve Fund. She can not move money without Board approval. The Board practice of moving year end balances, or a portion of them, to the Reserve Fund each year was not done in 2022 because there was no vote to do so. In 2023 the Board established a fee for doing property transfers when a home sells. Those transfer fees (and any fines) are not operating funds and must go into the Reserve Fund. The checking account balance of

\$30,590.83 reflects amounts from 2022 and 2023. The cumulative transfer fees total \$1820.15. Alex made a motion to transfer the checkbook balance of \$30,590.83 and the transfer fees total of \$1820.15 to the Reserve Fund. Kim seconded. The motion passed unanimously.

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

- In March 2023 the Board began the process to hold a second vote to waive the CPA audit for 2021 in favor of a volunteer committee audit. The ballots were sent out in April and by May the results of the second ballot gave approval for the waiver. Also, in March a motion was made and approved to begin the CPA audit waiver process for 2022 and 2023 audits by November 21, 2023.
- In April the Board accepted a bid for the waterfront bulkhead repair and restoration plan and initiated a request for a special assessment to replenish the Reserve Fund because the cost of the project would deplete the fund well below the recommended level in the Reserve Study. The waterfront contract was signed, and work started in May.
- In June, Deanna Rocamora officially resigned as secretary. Alex Bromen had been recording and completing the meeting minutes in her absence since February and coordinated her remote participation until June. Since that time, he acted as secretary *pro tem*. The secretary board position will be filled on the 2024 Board.
- On September 12 the results of the vote for a special assessment to replenish the Reserve fund was tallied. Of 419 ballots sent to homeowners, only 175 votes were received, so we did not reach a quorum (60 % of eligible voters = 233). A second vote would require a quorum of only 30 %, but the attempt was not made within the deadline required in the By-Laws. As a result, the Reserve Fund balance is now only \$53,561 – well below the Reserve Study recommended fully funded \$502,251. The process to do a vote to approve the special assessment to replenish the fund needs to start over again.
- The Association's documents and records and procedures and official communications (emails) should be on our Google Drive. All board members need to know how to see, place, remove, and use the documents and applications kept there. We have not done a good job here. Board members need to handle the email communications in areas they are responsible for. There are also important historical records and communications stored in the park shed for board member use. The storage needs some work. Someone needs to be responsible for the filing system for hard copy records stored there. Years ago, a board member scanned historical files to an external 1 TB drive donated by Alex. Kim replied that she has that drive. Since files are now stored on our Google Drive, those on the external drive can be transferred to the Google Drive.
- There were problems with monthly invoicing. Monthly invoices for amounts owed by homeowners, including fines, were not being sent. The bookkeeper had been taken out of the invoicing process. At the November meeting the Board voted to return to the way we did invoicing in 2020.
- The Google Drive should also be the repository for our financial procedures, records, and reports.
- Budget planning for the next year needs to start in September and take into account the Reserve Fund status.

- The Board did not appoint a Nominating Committee as required by our By-Laws until November. This committee's job is to make the nominations of people to fill our Board positions. We have a volunteer on the committee now who assisted in our search to fill the vacancies for 2024. The committee head must be a Board member. So a new committee head will need to be designated on the 2024 Board.

CCR Report: Alex Broman

- Refer to Addendum B (attached).
- Alex read the report from the addendum.

Architectural Review Committee, Lawn Maintenance Contract, and Park Gate Reports: Shannon Hildreth

- Addendum C submitted.
- Total ARC requests in 2023 were 29: 7 from Division 1, 10 from Division 2, and 12 from Division 3. All but one was approved.
- Contract lawn maintenance is proceeding normally.
- In June, the Hearing Park gate keypad failed and was replaced at a cost of \$2027.52. In early December the keypad failed and had to be replaced. Since it was under warranty, there was no charge for the replacement. The service person suspected the problem had been the alkaline battery. He installed a new lithium battery in the replacement keypad. Shannon thanked the maintenance volunteers for performing routine maintenance and lubrication of the gate all year.

Volunteer Maintenance Lead Report: Jeff Heard

- Addendum D submitted. Please review it for more details.
- We've had a regular volunteer crew for over 15 years. Names have changed but they regularly show up every Monday to perform a myriad of tasks for the Association. Occasionally they are supplemented by volunteers with special skills like welding, electrical, landscapers, foresters, etc. They've replaced lighting at the entrances, repaired irrigation systems at our entrances, landscaped, weeded, cleaned sidewalks along County roads, maintained fences, removed debris and storm damage, maintained and prepared our ten drainage ponds for annual County inspections, responded to homeowner requests to clear downed trees from or near homeowner fences and property, and work to remove or control invasive plants and vegetation or neighborhood hazards. The volunteers work throughout all the areas and neighborhoods. They coordinate tree inspections and submit reports to the LFHA Board, they obtain bids for tree removal services and follow up contracted tree service work to remove residue. Without the volunteers, many of the places they work would get no maintenance.
- A special thanks to August Kersten (resident nurseryman) for his tree planting project in our common area along Marvin Road, Andrew Gates (resident electrician) for his electrical work at our community entrances, and Alan Brunstad (resident forester) for professional tree inspections, reports, and routine advice and identification of hazardous or unhealthy trees.
- There is no money in the LFHA budget to provide the kind of service provided by the volunteers.
- Volunteer man hours totaled 640 hours of free service. Contracted tree services this year cost \$5735.

- Alex reminded the Board that they received a copy of the tree inspection report, and they will receive the final report next month and will be able to post it on our website for homeowner review.
- There is a checklist and procedures for maintaining the drainage ponds available and it can be put on the website.

Events: Constance Kimmons

- We did a Halloween decorating contest in November and a Christmas decorating contest in December. This year these were posted and judged using social media, i.e., Facebook. This is another opportunity for a volunteer events committee to do the judging. Pictures of the home displays could also be posted on our website.
- Alex asked if the amount of money in the proposed 2024 budget was more than necessary. Discussion by those present and the Board decided that the proposed amount would be necessary for resumption of planned events in 2024.

Newsletter/Communications: Catherine Buchalski Smith

- A newsletter should be published more than once a year.
- The newsletters should be posted on the website.
- Beckie emphasized using the sign boards at the entrances for messages/announcements to homeowners/residents.
- Shantel emphasized that we need to get more people signed up to use electronic correspondence. This will also reduce the cost for communication and give greater accountability for homeowner communications. She cited examples of the number of owners who said they had not received their annual dues invoice. In our electronic billing system, she can determine whether they received/opened the emailed invoice.
- Constance would like to see Board meetings transmitted remotely using something like Facebook Live or Zoom to make them more accessible. Beckie disagreed because outsiders can and do access these systems and cause problems and disruptions in the meetings.

Nominations for Elected Positions on the LFHA Board of Directors: Alex Broman, Chair of Nominations Committee; Janet Lubach, committee volunteer; Kathleen Emmett, committee volunteer

- There is not a quorum of the LFHA membership present to vote for those nominated for Board open positions. Voting will be performed by those present at this meeting.
- The Nominations Committee presented several recommendations to fill the open Board positions in their December 7th report to the Board at the December meeting.
- The open positions are president, vice president, secretary, treasurer, and member-at-large.
- Alex made the nominations from the December 7 committee report. Other board members pointed out that the election would be to select board members to fill the vacant positions, not necessarily a specific person to fill a specific position on the board. The nominees are:
 - David CdeBaca. David has regularly attended Board meetings this year and has had a chance to observe our strengths and weaknesses and issues, always has positive suggestions on our processes, has the technological ability and the leadership skills to lead the Board of Directors and an Association like ours, ensuring tasks and responsibilities are assigned and performed.
 - Constance Kimmons. Constance volunteered to fill the vice-president position. She became a member of the board by a special appointment in October. Her election to a board position at this annual meeting will complete the By-Law requirement for

- selection. Her short time performance during her appointment has contributed thoughtfulness, experience, ability, and leadership to the Board.
- Deanna Rocamora. Deanna volunteered to fill the secretary position again. She demonstrated exceptional performance during her previous service on the Board and has an intimate knowledge of board responsibilities and procedures and records.
 - Beckie Weatherford. Beckie volunteered to fill the treasurer position again. She is, perhaps, the most familiar with the Association's business procedures, policies, records, and history. She has a proven track record with the Association. She will keep us on a sound financial footing.
 - Member-at-Large. The nominating committee has no selection, suggestion, or volunteer to fill this vacant position.
- Kathleen nominated Chris Lewis to become a Board member. Chris accepted the nomination. Alex added his name to the list of nominees.
 - There were no further nominations from the floor. Nominations were closed.
 - Paul Perz made a motion from the floor to vote for the board members as nominated by Alex Bromen by voice acclimation. Shannon seconded. Discussion: David CdeBaca stated that he has a lot of concern for the interests of the Association and the financial well-being of the community and understands the responsibilities board members have to keep the Association running smoothly and in the best position to pass along ownership when the time comes. That is his understanding of why we have an association. In his life he has the same concerns, time constraints, and distractions as the people who do not come to Board meetings. But he still has a desire to have his home in good standing and for that reason if he decides to accept the nomination, he will put forth the effort and take the Board responsibility head on. He is aware of the management and financial challenges the Association faces. But now he is aware of an open threat to the Association and to the Board that will have to be overcome. **[ed. Refer to President's Report in the Minutes of the January 16, 2024 monthly meeting which immediately preceded this meeting,]** He is hesitant to accept a board position because of what we are up against with that threat. He does have a desire to serve on the Board with the caveat that he be able to serve in the way a board member needs to serve. There being no further discussion, the motion passed by unanimous acclimation of all members present.

There being no further business, the annual meeting adjourned at 8:05 PM

This minutes is complete with attached addendums.

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

						TOTAL			
Projected 2023 Budget		2023 Budget	Oct 23 Actual	Nov 23 Actual	Dec 23 Actual	Budget Bal Left	Deficit 2023 Budget	\$2,260.62	
Ordinary Income/Expense								Accts Rec	
Income								7/31/2023	
	2023 Association Dues (\$174.54 & \$87.29 Dues with Credits Applied \$0.00)	72,919.01	-441.78	-400.00	6.41	982.59	72,919.01		
	2023 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$0.00)	16,880.00	-40.00	0.00	0.00	1,620.00	16,880.00	10% Possible Unpaid	
	Credits Prepaid for 2023 in Dec 2022 \$		0.00	0.00	0.00	0.00		\$8,979.90	
Total Income		89,799.01	-481.78	-400.00	6.41	2,602.59	89,799.01		
Expense								Banking	
								12/31/2023	
2	Tax Preparation Fee/IRS/Property Taxes	250.00	0.00	0.00	0.00	29.12	250.00	\$61,902.00	
3	Insurance (April)	8,000.00	0.00	0.00	0.00	490.00	8,000.00	Reserve Fund	
4	Licenses & Fees (May)	10.00	0.00	0.00	0.00	-10.00	10.00	\$53,561.55	
Maintenance								Reserve Paid	
	Reserve Fund Contribution Special Assessment (\$40 & \$20 \$0 with Credits Applied	16,880.00	-120.00	0.00	0.00	3,500.00	16,880.00	\$13,380.00	
5	Fence/Signage Repairs-Maint.	2,000.00	0.00	0.00	0.00	-40.56	2,000.00		
6	Common Area Maint/Mowing (at \$2,300) for 12 months)	27,600.00	-2,200.00	-2,200.00	-2,200.00	1,395.16	27,600.00	Grimm	
7	Volunteer Projects/Petty Cash/Garbage	600.00	-19.57	0.00	0.00	-373.88	600.00	12/31/2019	
8	Hearing Park Maintenance/Waterfront	500.00	0.00	-165.54	0.00	163.63	500.00	\$1,083.10	
10	Other Landscaping/Trees	9,000.00	0.00	-1,093.00	0.00	2,991.50	9,000.00		
12	Theft & Vandalism	50.00	0.00	0.00	0.00	50.00	50.00	VF Collections	
*	Total Maintenance	56,630.00	-2,339.57	-3,458.54	-2,200.00	7,685.85	39,750.00	10/31/22	
Office Expenses									
15	PO Box Rental (Due in February)	375.00	0.00	0.00	0.00	-13.00	375.00		
16	Postage	800.00	0.00	0.00	-110.61	187.39	800.00		
18	Supplies	800.00	0.00	0.00	-104.42	-599.49	800.00		
19	Telephone (at \$40.00 per month)	480.00	-36.04	-36.21	-37.06	19.64	480.00		
20	Website/Email	350.00	-6.57	-6.57	-6.57	216.66	350.00		
*	Total Office Expenses	2,805.00	-42.61	-42.78	-258.66	-188.80	2,805.00		
21	Community Events	900.00	0.00	-75.00	0.00	700.57	900.00		
Professional Fees									
22	Legal Fees	300.00	0.00	0.00	0.00	300.00	300.00	61181.66	
23	Accounting Fees/Reserve Study	4,500.00	0.00	0.00	0.00	3,199.60	4,500.00	\$30,590.83	
24	Bookkeeping (at \$360.17 per month)	4,322.04	0.00	-1,900.85	0.00	260.17	4,322.04		
*	Total Professional Fees	9,122.04	0.00	-1,900.85	0.00	3,759.77	9,122.04		
Utilities									
26	Electricity (at \$825.00 per month)	9,900.00	-728.13	-732.30	-733.95	1,941.47	9,900.00		
27	Port-a-potty (at \$60.00 per Service at 15 Services)	900.00	-59.46	-59.46	-59.46	245.94	900.00		
28	Water - Irrigation (\$60 per Month & Backflow 2@\$110)	940.00	-184.02	-77.64	-52.00	-446.39	940.00		
*	Total Utilities	11,740.00	-971.61	-869.40	-845.41	1,741.02	10,800.00		
Total Expense		89,457.04	-3,353.79	-6,346.57	-3,304.07	14,207.53	89,457.04		
Net Ordinary Income		341.97					341.97		
Other Income									
	Interest Income (at \$50.00 per month aprox)	600.00	26.93	17.60	18.19	18.48	600.00	YTD Interest	
Total Other Income		600.00	26.93	17.60	18.19	18.48	600.00	\$581.52	
Net Other Income		600.00	26.93	17.60	18.19	18.48	600.00		
Total Net Income		941.97					941.97		
1st Qtr	Totals					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
	2023 Assessments		206.48		6.41	\$59,340.40	4,624.44	697.83	212.89
	Previous Assessments		0.00			\$1,110.68	720.81	3.00	0.00
	Finance Charges/CC&R Fines/Transfer		210.30	400.00		\$468.65	1,027.10	462.01	610.30
	Late Charges		25.00			\$748.50	655.00	125.00	25.00
	Reserve Payments		40.00			\$14,220.00	1,080.00	160.00	40.00
	Credits		0.00			\$575.70	53.95	0.00	0.00
	Total Paid		481.78	400.00	6.41	\$76,463.93	8,161.30	1,447.84	888.19
						86,961.26			

	Projected 2024 Budget	2024 Budget
Ordinary Income/Expense		
Income		
	2024 Association Dues (\$179.78 & \$89.89 Dues)	76,046.94
	2024 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$0.00)	16,920.00
	Credits Prepaid for 2024 in 2023	-1,359.86
	Total Income	91,607.08
Expense		
2	Tax Preparation Fee/IRS/Property Taxes	250.00
3	Insurance (April)	8,000.00
4	Licenses & Fees (May)	20.00
Maintenance		
	Reserve Fund Contribution Special Assessment (\$40 & \$20 \$0 with Credits Applied	16,920.00
5	Fence/Signage Repairs-Maint.	2,000.00
6	Common Area Maint/Mowing (at \$2,200 for 12 months)	27,600.00
7	Volunteer Projects/Petty Cash/Garbage	1,000.00
8	Hearing Park Maintenance/Waterfront	500.00
10	Other Landscaping/Trees	9,000.00
12	Theft & Vandalism	50.00
*	Total Maintenance/Reserve	57,070.00
Office Expenses		
15	PO Box Rental (Due in February)	400.00
16	Postage	600.00
17	Quickbooks Annual Fee	350.00
18	Supplies	850.00
19	Telephone (at \$40.00 per month)	480.00
20	Website/Email	250.00
*	Total Office Expenses	2,930.00
21	Community Events	900.00
Professional Fees		
22	Legal Fees	2,000.00
23	Accounting Fees/Reserve Study	4,500.00
24	Bookkeeping (at \$360.17 per month) +\$350 Year End/Taxes	4,672.04
*	Total Professional Fees	11,172.04
Utilities		
26	Electricity (at \$666.67 per month)	8,000.00
27	Port-a-potty (at \$62.00 per Service at 12 Services)	744.00
28	Water - Irrigation (\$60 per Month & Backflow 2@\$110)	940.00
*	Total Utilities	9,684.00
Total Expense		90,026.04
Net Ordinary Income		\$1,581.04
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		2,181.04

CCR Annual Report for 2023

1. A total of 82 courtesy letters were sent to homeowners for CCR violations in 2023 (this was a decrease of 52 from 2022). Of these, 12 were second courtesy letters for repeat or uncorrected violations. Six fine letters were sent for CCR violations.
2. Breakdown by violation types:
 - a) Courtesy Letters #1 (64, some were for multiple violations):
 - i. Garbage/recycle cans in view – 24
 - ii. Trailer/boat/RV storage – 4
 - iii. Inoperative vehicle - 2
 - iv. Greenbelt violations – 1
 - v. Property appearance (includes lawn/weeds) – 28
 - vi. Fencing – 1
 - vii. Commercial use of property – 1
 - viii. Parking on the grass - 3
 - ix. Nuisance – 3
 - x. Poultry - 3
 - b) Courtesy Letters #2 (12):
 - i. Garbage/recycle cans in view – 7
 - ii. Trailer/boat/RV storage – 2
 - iii. Property appearance - 3
 - c) Fine Letters #3 (6):
 - i. Cans in view – 3
 - ii. Business, nuisance – 1
 - iii. Holiday décor and yard – 1
 - iv. Fence falling/appearance – 1
3. Homeowner corrections in 2023: Four violations from 2023 are carried over to 2024. All other violations in 2023 were corrected by homeowners.
4. Report Notes:
 - a) Three to four CCR drive around inspections were performed most months.
 - b) Some violations were corrected by personal communication between the CCR Chair and homeowners or emails with the Board without the necessity to send a courtesy letter.
 - c) A number of first-time violations were the result of new owners who were not aware of the CCRs. The CCR Chair made note of this when sending courtesy letters and edited the letters to welcome the new owners to LFHA and ensure they knew about obtaining their codes for Hearing Park entrance.
 - d) The CCR Chair provided CCR violation documentation and coordinated neighbor response to two homeowners seeking tenant evictions from distressed properties. One of those properties was subsequently repaired/refurbished by the owner, significantly improving the appearance and value of the home and the neighborhood and the peace/enjoyment of the neighbors.

Addendum B

- e) There was a CCR violation correction/enforcement problem with a failure to send monthly invoices to homeowners for fines levied in accordance with the Association's Schedule of Fines process. This process will return to normal in 2024.
5. CCR annual report on January 15, 2024, by Alex Bromen. Copies of Courtesy Letters sent to homeowners in 2023 are on file on LFHA BOD Google drive.

2024 Annual HOA

Architectural Review Committee Report - 2023

Total: 29 requests

Subdivision 1: 7

Subdivision 2: 10

Subdivision 3: 12

Contract Lawn Maintenance Report - 2023

On going

Hearing Park Gate - 2023

6/9 - Park gate keypads were replaced. Cost was **\$2027.52**

12/4 – I was informed that the park gate keypad wasn't working. I checked it out, then called the repairman.

12/11 - Keypad was checked out and determined to be fried and needed to be replaced. The keypad was still under warranty.

12/18 – Keypad was replaced and is still working.

Addendum D

2023 LFHA Annual Maintenance Report

Submitted by Jeff Heard, Lead, Monday Volunteer Crew

Jan 16, 2024

Our regular volunteer crew consists of half a dozen regulars who, over the last 15+ years, show up every Monday & donate their time, equipment, fuel, and expertise, providing necessary maintenance to LFHA's 23 acres(+ or -) of common areas. These volunteers are supplemented by residents with special tech skills. Areas serviced include multiple greenbelts, three entry islands, 10 retention ponds, Hearing Park, and nearly a half mile of chain link fences.

Roundabouts: Volunteers maintain several roundabouts in places not included in our paid landscape contract: Harvard Dr, Creighton Ct, Princeton Ct, 34th Ct, 35th Ct and 37th Ct.

Entry Islands: Volunteers regularly weed all three entrances, (propane torches the preferred method) remove down branches, trash, service two irrigation systems, prune the flora & haul water to the Carnegie entrance where no irrigation exists. Noteworthy is our resident nurseryman August Kersten's tree planting project in the field along Marvin Rd.

Water Retention Ponds: Annual required Thurston County Surface Water Pond inspection and service. LFHA owns 10 retention ponds. These ponds are critical, active, engineered systems. Inspection requires erosion & noxious weed control, removal of dead & down trees, and persistent repair of fences. The regular Monday crew performs this service annually, usually taking four of five Monday sessions to complete. Compared to many other developments our ponds are show places.

Green belts: Our green belts require constant maintenance. Multiple hazardous trees routinely pose threats to residents' property & safety. Volunteers are first responders when residents call in problem trees. Alan Brunstad, our resident forester, recently conducted a comprehensive tree survey of our greenbelts. Results of the tree survey indicate, at best, expected tree service expenses in 2024 will be similar to past years. Green belts are infested with invasive plants: blackberry, ivy, scotch broom, tansy, and others. Volunteers regularly work the green belts, identifying hazardous trees & undesirable vegetation. Volunteers also clear down trees, branches, blackberries & ivy from some resident fences, hauling out multiple loads of undesirable vegetation and trash, and occasional CCR dumping violations.

Hearing Park: Fences in the park take a beating. Wind, dead or dying trees, and normal vegetation growth routinely compromise fences. Scotch broom and other invasive plants do their best to invade the park. Volunteers regularly repair fences, remove dead & fallen trees, branches, noxious vegetation and trash. Volunteers routinely deal with

Addendum D

necessary maintenance to the dock, pavilion, pathways, playground equipment, occasional vandalism & graffiti. The existing keypad failed and needed replacement this year. Shannon Hildreth deserves recognition for monitoring & maintaining the park gate keypad.

Perimeter Maintenance: Thurston County does not regularly maintain sidewalks and shoulders along Marvin Rd, Walthew St, and Kyro Rd. Volunteers regularly service these places, running weed eaters & blowers, clearing the sidewalks, removing scotch broom, ivy, blackberry, ivy, fallen branches, trash & occasional car parts.

Streetlights: Contracted with Puget Power to convert remaining street lights to LED.

Summary of 2023 Volunteer Activity:

Total volunteered man hours: 640

Some of the expenses:	Dump Runs:	\$432.00
	Gasoline:	\$177.34
	Irrigation service	
	& repair (approx)	\$450.00
	Tree service	\$5,735.25

My sincere appreciation goes out to the following volunteers. I apologize in advance to those who contribute anonymously and those my senior memory can't readily recall:

Alex Broman, Roberto Maanao, Chip Brown, Joe White, Greg Langer, and Rich Oliver

Resident electrician Andrew Gates, resident forester Alan Brunstad, resident nurseryman August Kirsten