



**Lake Forest Board of Directors Meeting  
October 20, 2020  
Minutes**

Location: Zoom Meeting

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

Board members absent: 0

Guests: 4

Time started: 6:37pm

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**Welcome by President**

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

**Secretary Report- Deanna Rocamora**

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

Social media and email report: A request was posted looking for machinery to move rocks and wiring flood lights for the brick wall. No replies received.

**Treasurer Report – Update by Beckie Weatherford and Shantel Jones**

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

Beckie announced she will be attending a webinar hosted by VF regarding charging late fee's and collection on past due accounts as it applies to COVID-19 regulations. This is to ensure we are in compliance with current practices.

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

Requests received included extending a fence and building a shed. Gregg and Alex discussed a gate that was installed without ARC approval. All approved and letters sent.

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

Report submitted via email for inclusion with minutes. Addendum C

The survey for the greenbelt adjacent to Lot 1001 was completed on October 8<sup>th</sup>. No billing or results received from surveyor as of this meeting.

To become more acquainted with the green belt areas, it was suggested that all board members perform an annual tour of the green belts. Including homeowners in this tour would help to ensure preservation of the green belts in the future.

**Maintenance -Update by Jeff Heard**

Report and pictures submitted by email. Addendum D

Beckie reported we have \$8,000 left in the 2020 budget to address removal of the diseased/dead trees. The funds must be used before the end of the year and will not rollover to 2021.

### **Events – Update by Judi Denney**

There will be a Halloween House Decorating contest this month. Members of the board will drive around the neighborhood October 30<sup>th</sup> between 6pm-7pm to judge the decorated houses. There will be 3 prizes awarded.

### **SE Entrance Project (Jeff Heard)**

Jeff was unable to communicate through Zoom but sent his report via email. Most of the big rocks were moved by the volunteer committee.

A message board still needs to be installed. Beckie suggested getting Keith and Michelle involved to assist with that part of the project.

### **Waterfront/Shoreline Project -Update by Kathleen Emmett**

SCJ is drawing up the construction documents needed for this project.

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

### **Old Business**

#### **2019 financial audit**

The 2<sup>nd</sup> vote received enough votes to reach a quorum and was in favor of having a committee perform the audit rather than a professional service. This committee will meet on November 2<sup>nd</sup> and will include Diane, Mary and is looking for a 3<sup>rd</sup> volunteer. Maddie may potentially be the 3<sup>rd</sup> volunteer.

#### **Survey of the greenbelt along Lot 1001**

The survey has been completed.

#### **Park Hours**

November 1<sup>st</sup> to March 1<sup>st</sup> 7am-5pm

March 1<sup>st</sup> to April 30<sup>th</sup> 6am-7:30pm

May 1<sup>st</sup> to September 9<sup>th</sup> 5:30-10pm

September 10<sup>th</sup> to October 31<sup>st</sup> 6am-7:30pm

#### **2020 Holiday Newsletter**

Discussion regarding what topics to include in the newsletter occurred. Suggestions included: Touring green belts, Synopsis of Reserve Study, ARC information, Waterfront Update, Call for Volunteers, Greenbelt Awareness and Annual Mtg Information.

Deanna will reach out to Holly Harmon to discuss details and timelines. Holly has created the annual newsletter in past years. Ideally newsletter will be sent out middle of December.

#### **LFHA Website**

Holly and Beckie finished updating the website with the current documents.

The LFHA website has been updated to include current documents including past meeting minutes and the recent Reserve Study document.

## **New Business**

### **Annual Meeting**

2021 Annual meeting will be January 19<sup>th</sup>. Kathleen will provide overview of 2020 and Beckie will provide treasury and Reserve Study overview.

### **2021 Budget**

The budget will be presented at the November Board Meeting for review and approval.

### **2021 Annual Dues Increase**

Discussion occurred regarding increasing the annual dues by 3%. The by-laws state that annual HOA dues can be increased 3% every year. The dues were not increased in 2019. The \$40 reserve fund fee will continue. Invoices will be sent out middle of December.

Reasons for increasing the dues by 3% included:

Increasing the overall total funds in the reserve fund to pay for large projects such as the Waterfront/Shoreline project.

Maintaining the common areas within the neighborhood and addressing removal of dead/diseased trees.

Being able to pay for services that are currently being provided by a small number of volunteers. The volunteer pool is small and the service they provide, while greatly appreciated, is understandably not a long-term solution.

A motion was made, seconded, and carried to approve increasing the yearly HOA dues by 3% in 2021.

Next meeting will be through Zoom on November 17th as the Fire Station is still closed due to COVID-19 restrictions.

Adjourned @ 7:35pm



## Treasurer's Report

October 14, 2020

- VF Accounts 5 accounts for collections
  - 1 filed bankruptcy - spoke with VF should write off \$\$ within the bankruptcy and start a new ledger.
  - 1 We received judgement and VF is trying to collect - same as above jas now filed bankruptcy
  - 3 actively working
  
- 2020 Dues

49	TOTAL UNPAID AS OF MAY 2020
43	Paid
1	payment plans
1	lot 1001 has emailed regarding account - responded 7/27. mailed 2nd warning letter, 8/28 mailed 3rd warning, emailed 10/7, responded 10/8, emailed 10/8 - contacted the courts to start lien process
1	lot 3035 has started making payments
1	lot 2019 had email asking for how to pay 9.5.2020 - emailed 10/7, 10/15 received email stating would take care of it
2	no response 3RD WARNING LETTER MAILED, emailed 10/7

- Petty Cash Disbursements
  - No disbursements
  
- Checks Written

Check #	Date	Amount	Whom	Description
6296	9/24/2020	\$48.56	Goebel Septic	port-a-pot
6297	9/24/2020	\$1,800.81	RMR Lawn Services	September services
6298	9/24/2020	\$850.00	Association Reserves	annual reserve study
6299	9/24/2020	\$54.36	Gregg Langer	printer ink for printing ARC letters
6300	10/15/2020	\$1,800.00	SCJ Alliance	1st payment for phase 3 of waterfront project

- Communication
  - Phone - calls regarding gate codes, account status, CCRs, home sales, solicitation and speeding in the neighborhood.
  - email - HOA demands for homes selling in the neighborhood, account status, reserve study, gate codes, new contact information.
- Reserve Study
  - Posted on website
- 2019 Audit-
  - November 2, 2019
  - Diane Rigby is leading the committee again this year
- VF Webinar
  - Will attend Saturday Oct 24th - Governance during Unprecedented Times

						TOTAL		
Projected 2020 Budget		2020 Budget	Aug 20 Actual	Sep 20 Actual	Oct 20 Actual	Budget Bal Left	2020 Budget	
<b>Ordinary Income/Expense</b>								<b>Accts Rec</b>
<b>Income</b>								<b>10/19/2020</b>
	2020 Association Dues (\$159.73 & \$79.87 Dues with Credits Applied \$67,151.36)	67,151.36	-2,178.42	-447.82	-251.14	-429.34	67,151.36	\$3,201.86
	2020 Special Assessment(\$40.00 & \$20.00 \$16,840.00)	16,840.00	-320.00	-40.00	-80.00	1,240.00	16,840.00	
	<b>Total Income</b>	<b>83,991.36</b>	<b>-2,498.42</b>	<b>-487.82</b>	<b>-331.14</b>	<b>810.66</b>	<b>83,991.36</b>	
<b>Expense</b>								<b>Banking</b>
								<b>9/30/2020</b>
2	Tax Preparation Fee/IRS/Property Taxes	125.00	0.00	0.00	0.00	-21.19	125.00	\$48,837.73
3	Insurance (April)	6,010.00	0.00	0.00	0.00	187.00	6,010.00	Reserve Fund
4	Licenses & Fees (May)	10.00	0.00	0.00	0.00	0.00	10.00	\$198,863.21
<b>Maintenance</b>								<b>Reserve Paid</b>
	Reserve Fund Contribution Special Assessment (\$40 & \$20 \$16,840.00+ 2 \$40 Credits to Apply to Reserve)	16,920.00	-360.00	0.00	-120.00	960.00	16,920.00	\$15,960.00
5	Fence/Signage Repairs-Maint.	400.00	0.00	0.00	0.00	400.00	400.00	
6	Common Area Maint/Mowing (at \$1,800.81 for 12 months)	21,609.72	-1,800.81	-1,800.81	0.00	3,601.62	21,609.72	Grimm
7	Volunteer Projects/Petty Cash/Garbage	1,000.00	-74.63	-51.46	0.00	448.83	1,000.00	12/31/2019
8	Hearing Park Maintenance/Waterfront	1,500.00	-332.19	0.00	0.00	305.98	1,500.00	\$1,083.10
10	Other Landscaping/Trees	9,000.00	0.00	-42.95	0.00	8,825.26	9,000.00	
12	Theft & Vandalism	50.00	0.00	0.00	0.00	50.00	50.00	VF Collections
*	<b>Total Maintenance</b>	<b>50,479.72</b>	<b>-2,567.63</b>	<b>-1,895.22</b>	<b>-120.00</b>	<b>14,591.69</b>	<b>33,559.72</b>	<b>9/30/20</b>
<b>Office Expenses</b>								<b>\$4,338.37</b>
15	PO Box Rental (Due in February)	275.00	0.00	0.00	0.00	275.00	275.00	
16	Postage	750.00	-130.00	-44.00	0.00	113.95	1,500.00	
17	Storage Shed (\$106 per month to Reserve) Sched for 15th Each Month AutoPay	1,272.00	-106.00	-106.00	0.00	318.00	1,272.00	
18	Supplies	1,300.00	-55.20	-54.36	0.00	591.18	1,300.00	
19	Telephone (at \$50.00 per month)	360.00	-28.90	-28.90	0.00	100.77	360.00	
20	Website/Email	225.00	-6.56	-6.56	0.00	-30.96	225.00	
*	<b>Total Office Expenses</b>	<b>4,182.00</b>	<b>-326.66</b>	<b>-239.82</b>	<b>0.00</b>	<b>1,367.94</b>	<b>4,932.00</b>	
21	Community Events	300.00	0.00	0.00	0.00	300.00	300.00	
<b>Professional Fees</b>								
22	Legal Fees	500.00	0.00	0.00	0.00	500.00	500.00	
23	Accounting Fees/Reserve Study	5,000.00	0.00	-850.00	0.00	4,150.00	5,000.00	
24	Bookkeeping (at \$349.68 per month)	4,196.16	-699.36	0.00	0.00	349.68	4,196.16	
*	<b>Total Professional Fees</b>	<b>9,696.16</b>	<b>-699.36</b>	<b>-850.00</b>	<b>0.00</b>	<b>4,999.68</b>	<b>9,696.16</b>	
<b>Utilities</b>								
26	Electricity (at \$850.00 per month)	10,200.00	-721.91	-722.27	0.00	3,789.67	10,200.00	
27	Port-a-potty (at \$40.00 per Service at 15 Services)	600.00	-48.56	-48.56	0.00	152.19	600.00	
*	<b>Total Utilities</b>	<b>10,800.00</b>	<b>-770.47</b>	<b>-770.83</b>	<b>0.00</b>	<b>3,941.86</b>	<b>10,800.00</b>	
<b>Total Expense</b>		<b>81,602.88</b>	<b>-4,364.12</b>	<b>-3,755.87</b>	<b>-120.00</b>	<b>25,366.98</b>	<b>81,602.88</b>	
<b>Net Ordinary Income</b>		<b>2,388.48</b>					<b>2,388.48</b>	
<b>Other Income</b>								
	Interest Income (at \$25.00 per month aprox)	300.00	106.50	105.90	0.00	-757.24	300.00	YTD Interest
<b>Total Other Income</b>		<b>300.00</b>	<b>106.50</b>	<b>105.90</b>	<b>0.00</b>	<b>-757.24</b>	<b>300.00</b>	<b>\$1,057.24</b>
<b>Net Other Income</b>		<b>300.00</b>	<b>106.50</b>	<b>105.90</b>	<b>0.00</b>	<b>-757.24</b>	<b>300.00</b>	
<b>Total Net Income</b>		<b>2,688.48</b>					<b>2,688.48</b>	
1st Qtr	<b>Totals</b>					<b>1st Qtr</b>	<b>2nd Qtr</b>	<b>3rd Qtr</b>
	2020 Assessments		\$1,498.91	\$360.20		\$53,008.94	4,760.58	3385.36
	Previous Assessments		\$67.24	\$50.00		\$603.69	378.71	173.07
	Finance Charges/CC&R Fines		\$27.23	\$12.62		\$980.75	171.58	117.24
	Late Charges		\$585.04	\$25.00		\$1,941.44	814.88	846.26
	Reserve Payments		\$320.00	\$40.00		\$13,280.00	1,300.00	760.00
	Credits			\$0.00		\$227.35	169.91	0.00
	<b>Total Paid</b>		<b>\$2,498.42</b>	<b>\$487.82</b>	<b>-</b>	<b>\$70,042.17</b>	<b>7,595.66</b>	<b>5,281.93</b>

### CCR Report for October 2020

1. Inspections made on 29 September, 8, 14, and 19 October. Courtesy letters sent for violations still existing on October 19.
2. Letters due out on October 21:
  - a) #1: 11
  - b) #2: 0
  - c) #3: 0
3. Breakdown by violation types:
  - a) #1: 1 for cans in view, 5 for yard weeds, 4 for appearance, and 1 for greenbelt debris
  - b) #2: none
  - c) #3: none
4. Homeowner corrections (15) from 15 September to 19 October 2020: 2 for cans in view, 10 for weeds, 2 for boat/trailers, and 1 for greenbelt encroachment.
5. Pending Turn over to Treasurer in October: 0
6. Fine (Letter #3) status: No fines levied.
7. Report Notes:
  - a) Greenbelts: A survey of portions of Division 1 greenbelt was performed on October 8. We are waiting written results. It became apparent that several properties along both sides of the greenbelt had encroached into the greenbelt. Some property fencing, structures, and/or landscaping extends beyond property lines. Some of the encroachments have existed for a number of years, some were more recent. Unfortunately, the limited scope of the survey we requested left us unable to definitively identify some of those encroachments at this time. We need to work with the affected homeowners in correcting these situations. I walked most of the greenbelt areas of Division 1 with Jeff Heard and Greg Langer to identify any other greenbelt issues and identify maintenance issues. We need to acquaint other Board members with the greenbelts and make a provision to educate future boards.
  - b) Some overdue fence repairs or replacements with several property owners are still pending.
  - c) Some property owners have made changes without Architectural Review. I will attempt to coordinate what I observe with the AR Committee.
8. CCR report on October 20, 2020 by Alex. Copies of Courtesy Letters Sent to homeowners are on file on Alex's home computer. I have begun placing them on the LFHA Google Drive. I also placed current copies of Thurston County Platt Surveys for Divisions 1, 2, and 3 on the Google Drive.

## Addendum C



## Addendum D

October Maintenance Report submitted via Email from Jeff Heard October 20<sup>th</sup>.

Busy month:

Roof Dr arrived a 7:30 AM today and is in the park replacing Pavillion roof.

Volunteers removed approx 6 hazzardous dead trees. Hired Melloy's Tree service to remove one sketchy tree above volunteer pay grade; Four or five wheelbarrow loads of firewood are on the ground in the greenbelt off Harvard Dr. We owe Melloy's Tree Svce \$450.

Haven't had the time to complete tree survey in all common areas, approx half a dozen additional dead trees have been marked for removal, most can be removed by volunteer crew. Upon complete survey I will submit bid requests. Meanwhile Melloy's has been asked to put us on their schedule.

Water shut off on new irrigation at SE entrance & system winterized.

Volunteers rearranged (by hand) rocks at SE entrance. Committee managed to move majority of rock pile, some of which weighed in excess of 400 lbs. However, several rocks remain probably 600 to 800 lbs ea. Too heavy to move by hand. . . Net result is a significant improvement, a bit rough, and will need to be tweaked by the artistically gifted. Quite a few new sore muscles & aching joints. Couldn't speak for everyone involved but I required a nap afterwards.

Loose rocks and aggregate on the surface at SE, left over from roundabout construction, need to be cleaned up & several yards of topsoil hauled in & replanted with grass seed.

I noticed this morning the posts supporting Carved wooden Lake Forest sign at Carnegie entrance have failed. These posts were replaced several years ago but have rotted again. Sign itself has been there for a very long time, may be salvageable, but at minimum sorely needs painting.

Jeff.









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