



**LFHA Board of Directors Meeting  
February 20<sup>th</sup>, 2024  
Minutes**

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

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

Member-at-Large; Shannon Hildreth

Board members/Member-at-Large absent; Chris Lewis

Guests: 8

Time started: 6:35 pm

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**Open Forum**

The President briefly reviewed meeting expectations and individual introductions of all attendees was made. Requests were made to add the following topics to New Business; Announcements, Potholes, Prohibited Parking Issues on 34<sup>th</sup> Court and Timberland Bank CD's. All were in favor of adding the items to New Business. No other comments or requests from guests were made.

The meeting was called to order at 6:35pm

**January and 2024 Annual Minutes**

The Secretary announced the January and 2024 Annual minutes had been approved by the outgoing board members via email. The approved minutes have been published on the LFHA website.

**Treasurer's Report**

The Treasurer's Report and Book Budget report were presented and discussed. Addendums A and B.

The Treasurer and Bookkeeper recommended mailing delinquent letters instead of emailing them to increase the likelihood of the residents receiving them.

During the book budget report review, it was discovered that the contract with RMR Landscaping increased by 3% in 2024. This was not accounted for during the 2024 budget planning period and therefore is not considered. Moving forward, the bookkeeper needs updated contract information prior to December 1<sup>st</sup> for budget planning purposes.

**CC&R Report**

No report provided. The CC&R committee has not performed any inspections due to logistics and collecting information from the previous committee.

**Volunteer Maintenance**

The report was presented and discussed. Addendum C



Discussion occurred regarding trees in the common areas that the HOA is responsible for. There will be a survey of said trees citing the ones that are affected by disease and bug infestation. This list will be provided at the next board meeting with recommended action and an opportunity for discussion.

A guest thanked the volunteers for raking the bike path between Marquette and Lake Forest Dr. She also reported a street drain that clogged at Oxford and Lake Forest. The Thurston County Public Works Department has been contacted in the past about this drain. It has historically not drained well. The guest offered to make the call to the Thurston County Works Department and update the board.

### **Contract Maintenance**

Discussion occurred regarding the specific items RMR Landscaping is to perform on the roof of the Pavilion at Hearing Park. The contract does not include moss removal but does include debris removal in February, May, August and December. It was stated that the roof is impregnated with moss repellent and has been treated with Moss Out in the past. Member at Large, Shannon H. will follow up with RMR Landscaping about the roof clearing.

### **Architectural Review Committee (ARC)**

The report was presented with no further discussion. Addendum D

### **Events**

The Easter Egg Hunt will be 3/23/24 at Hearing Park. Addendum E

*A motion was made and seconded to schedule the Easter Egg Hunt on 3/23/24 from 10am-12pm.*

Discussion about the logistics of the egg hunt occurred. The committee will be responsible for procuring volunteers, candy donations, monetary donations, deciding age brackets and types of candy for food allergy considerations.

A call to vote on the motion was made and passed unanimously.

### **Old Business**

A resident requested to divert RMR Landscaping from mowing the Camas that will be in bloom soon. He has cared for the Camas for the last 7-8 years and will help maintain the area during and after the bloom. He will place flags around the Camas to mark the area. The previous board included the Camas bloom mowing conditions in the current contract with RMR Landscaping. No objections were made.

### **New Business**

- 2024 Annual Dues Late Fees

*A motion was made and seconded to waive late fees and interest for the 2024 Annual Assessments until 2/29/24.*

*Discussion:* Historically, if LFHA Annual Assessments are not received by January 31<sup>st</sup>, a late fee and interest will be added to the resident's account. Due to inconsistencies with delivering the 2024 Annual Assessment Invoices to the residents of the neighborhood, the board discussed giving the residents until March 1<sup>st</sup> to send in their payments.

A call to vote on the motion was made and passed unanimously.



- 2023 CC&R Fines

*A motion was made and seconded to waive 6 CC&R fines assessed in 2023 that were not invoiced to the resident.*

*Discussion:* In 2023, there were 6 separate resident fine letters not invoiced for. This means that the resident may have received a CC&R fine letter but no invoice from the board to pay the fine. The original CC&R infractions are reported to have been corrected.

A call to vote on the motion was made and passed unanimously.

- Audit of 2022-2023 LFHA financials

*A motion was made and seconded to conduct a vote of the LFHA residents to waive a professional audit of the 2022 and 2023 financials in lieu of an audit conducted by a committee of resident volunteers.*

*Discussion:* Per RCW 64.38.045, HOA's must conduct independent professional financial audits, at least annually, if the association holds more than 50k in a reserve account. The same RCW allows to waive the audit if 67% of the homeowners vote in person or by proxy each year to waive the audit. A professional audit performed by a CPA can cost upwards of \$8,000.00.

Historically, the association has voted to save the costly expense of a CPA audit and instead conduct the audit with a committee of skilled and experienced resident volunteers. In 2023 a vote was sent to the residents to waive the 2022 audit, but not enough people responded. The vote must reach a quorum (67% or 280 responses) to be valid. When a quorum is not reached, a second vote can be initiated and requires a quorum of 34% or 142 responses. A second vote to waive the 2022 audit was never initiated.

If the motion is approved, the vote will be sent to residents via email and postcard ballot with responses due at the April 16<sup>th</sup> LFHA Board Meeting.

A call to vote on the motion was made and passed unanimously.

- Confidentiality Policy and Agreement Form, Code of Conduct Form

*A motion was made and seconded to table this item until the next board meeting.*

A call to vote on the motion was made and passed unanimously.

- Hearing Park Pavilion refundable cleaning deposit-present new policy and SOP

*A motion was made to adopt the Event Coordinator SOP, Hearing Park Cleaning Checklist and Hearing Park Reservation Policy.*



*Discussion:* To streamline policies, procedures and create legacy documents for future board members, these documents are the first to be reviewed and updated. The new policy includes a refundable cleaning deposit required to reserve the pavilion at Hearing Park. The bookkeeper stated that if the monies from the cleaning deposit were to be collected, it would be added as taxable income to the financials. The deposit received from a resident will be “held” by the Event Coordinator and a receipt issued to the resident. Upon satisfactory completion of the cleaning checklist, the deposit will be returned to the resident.

A call to vote on the motion was made and passed unanimously.

- Hearing Park locks

*A motion was made and seconded to replace the padlock on Hearing Park gate.*

*Discussion:* A set of keys was transferred from the outgoing President to the current Vice President. There is no current policy or organized list of where locks are located within the neighborhood or who keys are issued to. There have been no reports of misuse by keyholders. It was speculated locks cost \$25-\$30 each. The bookkeeper reported the last time the purchase of locks was recorded in the financials was 2013 and was for \$50. A suggestion was made to create a list of keys and who has the copies.

*A motion was made and seconded to amend the original motion to Replace the Hearing Park padlock and the padlock on the shed located in Hearing Park.*

A call to vote on the amended motion was made and passed unanimously.

*A motion was made and carried to create a list of where locks are located and who the keys are issued to with a review of the lists annually.*

*Discussion:* A recommendation was made to table this motion until the next board meeting, so the board has an opportunity to discuss and create an SOP and policy. The group agreed. No call to vote on this motion was made.

- 2024 volunteer liability waiver

*A motion was made and seconded to require LFHA Maintenance Volunteers to complete a Volunteer Liability Waiver at the beginning of every year.*

*Discussion:* Existing and new LFHA maintenance volunteers are required to complete a Volunteer Liability Waiver. However, there is no policy on when that waiver should be reviewed or updated by the volunteer.

*A motion was made to amend the original motion from beginning of every year to being due by the end of February every year.*

February was suggested since this is when any new board members would be officially transitioned into their positions and would be responsible for overseeing the update of the signed forms. The blank forms are available on lfha.info.

A call to vote on the amended motion was made and passed unanimously.



- LFHA Insurance Policy-Use of Power Tools by Volunteers

Background: The board met in an executive meeting to discuss concerns raised by a resident regarding liability to LFHA if a volunteer is injured when using a chainsaw while performing duties for the HOA. The board reviewed the LFHA Insurance policy and volunteer rider and found no wording prohibiting the use of power tools or chainsaws by volunteers. Furthermore, volunteers are required to sign a “Waiver of Liability” to perform volunteer activities for LFHA. It is the opinion of this board to allow volunteers to continue to use chainsaws or power tools as necessary to perform the valuable services needed to maintain the landscape and forested areas within the common areas.

*A motion was made and seconded to remove the volunteer liability rider at the next renewal date in 2024.*

*Discussion:* The insurance policy and volunteer rider were sent to the board members via email for review. Discussion occurred surrounding the need for the volunteer rider if the LFHA maintains signed and current Volunteer Liability Waivers. Canceling the volunteer rider would decrease the cost of the Insurance Policy by approximately \$300-\$400 annually. A request was made to follow up with the Attorney General's office to ensure the LFHA is in compliance should we choose to cancel the volunteer rider in lieu of the volunteer liability waiver.

A call to vote on the motion was made and did not pass. 1 in favor, 3 opposed.

- Overhanging branches from green belt into a residents' back yard.

The homeowner of lot 1111 informed the board of branches from the greenbelt that are hanging over his shed. He offered to have them trimmed or removed at his expense by Evergreen Tree Care. Member-at-Large C. Lewis visited the home and distributed pictures to the board members for review. Maintenance Volunteer Lead J. Heard would like to discuss the plan for the trees involved with Evergreen Tree Care, he will reach out to them directly.

A motion was made and seconded to allow Maintenance Volunteer Lead J. Heard to gather the information needed from the homeowner and Evergreen Tree Care and proceed with an action plan.

A call to vote on the motion was made and passed unanimously.

- Potholes

An email was received reporting potholes on Lake Forest Drive. Member-at-Large S. Hildreth responded to the email and offered to report the concern to Thurston County. Thurston County maintains the roads in the neighborhood and has requirements for submitting road issues. As of the date of this meeting, the homeowner that originally reported the potholes had not replied to S. Hildreth's response. Suggestions were made to include information on LFHA.info for residents when road issues or the like arise.



- Parking Complaint

A complaint was received regarding parked cars blocking the road on 34<sup>th</sup> court. S. Hildreth called Thruston County Sherriff's office who referred her to the City of Lacey. She was told the HOA is not authorized to post "No Parking" signs and the best course of action would be for the neighbors to call the Non-Urgent Police line.

- Timberland Bank CD's

*A motion was made and seconded to move 50% of the reserve fund to a 7-month special CD with an annual interest rate of 4.63%*

*Discussion: As of 1-31-24 the LFHA Reserve Fund had a balance of \$86, 556.09. There are no special projects or maintenance items expected in the next 7 months.*

*A motion was made to amend the original motion from 50% to \$43, 278.00.*

*A final motion was made in an executive meeting on 3/7/24 to amend the amended motion from \$43,278.00 to \$44,000.00.*

A call to vote on the final motion was made and passed unanimously.

- Announcements

A resident has come forward and volunteered to monitor and fill the pet waste stations in the neighborhood. When the Treasurer receives the new debit card, waste bags will be purchased, and the volunteer will be given the supply of bags and keys for the waste stations.

The City of Lacey is hosting the South Sound HOA Academy March 30<sup>th</sup>, 9:15am-3:15pm and costs \$35 per person.

The City of Lacey offers a grant program to HOA's, the application is due 3-31-2024.

Bill ESSB 5796 passed the WA State Senate and is moving through the House. It is slated to sunset the current RCW 64.38 which governs HOA's created prior to 2018. The Secretary will forward information about the Bill to the board members for review.

Meeting adjourned at 8:30pm



## January 2024 Treasurer's Report

February 17, 2024

- **Communication**
  - Phone - 32 Calls regarding gate codes, account status, CCRs, home sales
  - Texts - 10 Text messages
  - Email - 25 Emails - HOA demands for homes selling in the neighborhood, account status, gate codes, new contact information.
  - Website - 6,784 visits total
  
- **VF Accounts accounts for collections - Correspondence about foreclosing - sent email to board for review**

### ACCOUNTS PAYABLE

6442	01/01/2024	\$2,200.00	RMR Lawn Service	December 2023 Invoice per contract
ACH	01/08/2024	\$6.57	Google	Cloud Storage
ACH	01/09/2024	\$59.46	Goebel Septic	Monthly Restroom pumping at Hearing Park
6443	01/16/2024	\$784.30	Shantel Jones	Nov Dec Books@\$360.17/month; postage\$25.84; office supplies \$38.12
ACH	01/17/2024	\$37.06	Consumer Cellular	Monthly Cell Phone Bill
ACH	01/19/2024	\$100.00	Fred Meyer	Four - \$25 Gift Cards for 2023 Holiday Decor Contest
ACH	01/22/2024	\$26.00	City of Lacey	Water bill for SE Entrance
ACH	1/22/2024	\$26.00	City of Lacey	Water bill for NE Entrance
ACH	1/24/2024	\$12.46	PSE	front entrance
ACH	1/24/2024	\$698.62	PSE	street lights
ACH	1/25/2024	\$12.23	PSE	front entrance
ACH	1/25/2024	\$13.08	PSE	Phase 2 street lights
6444	01/31/2024	\$2,200.00	RMR Lawn Service	January 2024 invoice per contract

### ACCOUNTS RECEIVABLE

2022 - 6 unpaid properties - 1st letter to be sent week of Feb 20th  
 2023 - 18 unpaid properties - 1st letter to be sent week of Feb 20th  
 2024 - 80 unpaid properties - Shantel will send out invoices March 1st

		2024 Budget	Jan 24 Actual	Feb 24 Actual	TOTAL Budget Bal Left	Deficit Budget	\$28,380.52			
Projected 2024 Budget							\$19,083.83			
Ordinary Income/Expense							Accts Rec	2022	2023	2024
<b>Income</b>								\$169.46	\$174.54	\$179.78
2024 Association Dues (\$179.78 & \$89.89 Dues)	76,046.94	-50,545.52	0.00	25,501.42	76,046.94		\$84.74	\$87.28	\$89.90	
2024 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$0.00)	16,920.00	-11,100.00	0.00	5,820.00	16,920.00	10% Possible Unpaid	\$40.00	\$40.00	\$40.00	
Credits Prepaid for 2024 in 2023	-1,359.86	0.00	0.00	-1,359.86	-1,359.86	\$9,296.69				
<b>Total Income</b>	<b>92,966.94</b>	<b>-61,645.52</b>	<b>0.00</b>	<b>31,321.42</b>	<b>92,966.94</b>					
<b>Expense</b>							<b>Banking</b>			
							1/31/2024			
2 Tax Preparation Fee/IRS/Property Taxes	250.00	0.00	0.00	250.00	250.00	\$87,385.06				
3 Insurance (April)	8,000.00	0.00	0.00	8,000.00	8,000.00	Reserve Fund				
4 Licenses & Fees (May)	20.00	0.00	0.00	20.00	20.00	\$86,556.09				
<b>Maintenance</b>							<b>Reserve Paid</b>			
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$0 with Credits Applied)	16,920.00	-560.00	-10,540.00	5,820.00	16,920.00	\$11,100.00				
5 Fence/Signage Repairs-Maint.	2,000.00	0.00	0.00	2,000.00	2,000.00					
6 Common Area Maint/Mowing (at \$2,200) for 12 months)	27,600.00	-4,400.00	0.00	23,200.00	27,600.00	Grimm				
7 Volunteer Projects/Petty Cash/Garbage	1,000.00	0.00	0.00	1,000.00	1,000.00	12/31/2019				
8 Hearing Park Maintenance/Waterfront	500.00	0.00	0.00	500.00	500.00	\$1,083.10				
10 Other Landscaping/Trees	9,000.00	0.00	0.00	9,000.00	9,000.00					
12 Theft & Vandalism	50.00	0.00	0.00	50.00	50.00	VF Collections				
* Total Maintenance	57,070.00	-4,960.00	-10,540.00	41,570.00	40,150.00	10/31/22				
<b>Office Expenses</b>										
15 PO Box Rental (Due in February)	400.00	0.00	0.00	400.00	400.00					
16 Postage	600.00	-25.84	0.00	574.16	600.00					
17 Quickbooks Annual Fee	350.00	0.00	0.00	350.00	350.00					
18 Supplies	850.00	-38.12	0.00	811.88	850.00					
19 Telephone (at \$40.00 per month)	480.00	-37.06	0.00	442.94	480.00					
20 Website/Email	250.00	-6.57	0.00	243.43	250.00					
* Total Office Expenses	2,930.00	-107.59	0.00	2,822.41	2,930.00					
21 Community Events	900.00	-100.00	0.00	800.00	900.00					
<b>Professional Fees</b>										
22 Legal Fees	2,000.00	0.00	0.00	2,000.00	2,000.00	61181.66				
23 Accounting Fees/Reserve Study	4,500.00	0.00	0.00	4,500.00	4,500.00	\$30,590.83	← Amount to Reserve			
Bookkeeping (at \$360.17 per month) +\$350 Year End/Taxes	4,672.04	-720.34	0.00	3,951.70	4,672.04					
* Total Professional Fees	11,172.04	-720.34	0.00	10,451.70	11,172.04					
<b>Utilities</b>										
26 Electricity (at \$666.67 per month)	8,000.00	-736.44	0.00	7,263.56	8,000.00					
27 Port-a-potty (at \$62.00 per Service at 12 Services)	744.00	-59.46	0.00	684.54	744.00					
28 Water - Irrigation (\$60 per Month & Backflow 2@\$110)	940.00	-52.00	0.00	888.00	940.00					
* Total Utilities	9,684.00	-847.90	0.00	8,836.10	8,744.00					
<b>Total Expense</b>	<b>90,026.04</b>	<b>-6,735.83</b>	<b>-10,540.00</b>	<b>72,750.21</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	600.00	600.00	YTD Interest				
<b>Total Other Income</b>	<b>600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>600.00</b>	<b>600.00</b>	\$0.00				
<b>Net Other Income</b>	<b>600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>600.00</b>	<b>600.00</b>					
<b>Total Net Income</b>	<b>3,540.90</b>				<b>3,540.90</b>					
1st Qtr	Totals				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
	2024 Assessments		\$48,715.03		\$48,715.03	-	0.00	0.00		
	Previous Assessments		\$879.60		\$879.60	-	0.00	0.00		
	Finance Charges/CC&R Fines/Transfer		\$506.49		\$506.49	-	0.00	0.00		
	Late Charges		\$245.00		\$245.00	-	0.00	0.00		
	Reserve Payments		\$11,100.00		\$11,100.00	-	0.00	0.00		
	Credits		\$189.12		\$189.12	-	0.00	0.00		
	Total Paid		\$61,635.24		\$61,635.24	0.00	0.00	0.00		
			10.28		61,635.24					
			\$61,645.52							



February 2024 LFHA Maintenance Report  
Submitted by Jeff Heard

1/29/24 No work party due to personal commitments

2/5/24 Weeded parking lot & landscape at park entrance, removed invasive Shiny Geranium with burners. Removed small load of down branches. Treated parking lot with pre-emergent Preen.

4 volunteers  
12 man hrs

2/19/24 Plan was to cruise common area tree survey & mark high priority trees for removal. Alan B couldn't make it because of conflicting commitment. Alex & Rich surveyed the park, removed down brush & trash.

2 volunteers  
4 man hrs

2/19/24 Cleared fallen branches damaging resident's fence at 3523 Harvard Dr. Temporary repair of damaged fence, need a few parts to complete repair, will finish job next Monday. The approximate cost is less than \$50. Need to include pruning a couple adjacent trees along with trees already marked for removal.

5 volunteers  
10 Man Hrs

Monthly Totals:

Man Hours: 26

Reimbursable expenses: Home Depot; two rolls of fluorescent marking tape: \$17.45

## **February 2024 HOA Meeting**

### **CCRs**

No reports as of this time.

### **Architectural Review Committee Report**

Lot 2091 – Paint house - **Approved**

Lot 3164 – Fence – **Approved**

### **Contract Maintenance Report**

On going

### **Hearing Park Gate**

Nothing new this year yet.

Addendum E

Vice President-Constance Kimmons  
Report for Feb meeting.

Only HOA event being coordinated at this time is the Easter Egg Hunt on 23 March from 11am to 1 PM. I have a group willing to help with the event. My concern is how much should be spent for candy and prizes. Also age categories ( my thoughts are 4 and under, 5 - 8, and 9 and older), eggs will be hidden in 3 areas. I will start soliciting prizes and candy contributions from fellow homeowners.

CCR violations "inspections" have not been conducted by me yet, as I want an up to date list of previous violations in division III

Sign boards are going well, next one going up will be for the egg hunt.

End of report

Constance