



September 19, 2023

Minutes

Location: Fire Station 33, Mullen Rd

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

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

Others/Guests: Jeff Heard (maintenance), /David CdeBaca, Crystal Spencer, Paul Perz, Constance Kimmons, Diane and Richard Oliver, Nick Cherreski, Anna Greider-Shelton, Catherine Buchalski Smith, William Charles, Sharon Himmel, and Janet Lubach.

Time Started: 6:35 PM

Welcome, Introductions, and Call to Order:

Review/Approval of July 28 Minutes: Draft minutes were sent to Board members by email, hard copy available at meeting. Alex moved to accept the July 28 Minutes with addendum reports submitted, Kathleen seconded, approved by voice vote.

President's Report (Special Assessment Vote): Kathleen Emmett

- Special assessment meeting to replenish the Reserve Fund was held in Hearing Park on September 12. The Board answered questions from residents.
- Kathleen presented the mailed-in assessment ballots and 4 letter ballots that had been brought to the special meeting. These were not tallied, and a count will be made and reported at the end of tonight's meeting. Alex reported the tally from Election Buddy (emailed) ballots: of 306 email ballots sent out, only 136 ballots submitted. The e-votes FOR the special assessment totaled 71. The e-votes AGAINST the special assessment totaled 62. There were 3 Abstentions. [Ed. The end of meeting count of mailed-in and hand delivered ballots are included here: 113 ballots mailed out, only 39 votes returned by mail. Four letter ballots were hand delivered. These votes FOR the assessment totaled 19. These votes AGAINST the assessment totaled 24.] We did not reach a quorum, so we will have to do a second vote.
- There were guest questions about why so few votes were cast and what was a quorum. Alex explained that 2/3 of eligible voters (excludes those lots that are in dues arrears or fine status) must vote and passage requires a majority of those votes. Kim said there are about 30 Lots that owe dues or fines. There are 419 homes in Lake Forest; a quorum would be 259 votes.

Treasurer's Report: Kim Busenbark

- Book Budget (addendum A) not submitted by email or presented.
- Treasurer's Report (addendum B) was not submitted.

- Kim said she did not have a spreadsheet because the bookkeeper did not provide one. Alex responded that the bookkeeper asked for and was waiting for our Treasurer's updates, e.g., two deposits not tracked and checks that have been written and was unable to finish reconciling the month without data.
- Kim gave a verbal report of nothing out of the ordinary for the treasurer's report.
- Kim reported that the charges for water service at the SE Entrance went up exponentially.
- Kim has not been sending out monthly invoices. Alex noted that this used to be done by the bookkeeper, Shantel, but Kim had opted to do it herself. Not sending them out creates a problem because anyone we gave a CCR fine to is not getting a monthly notice showing that their fines are doubling every month that a violation remains uncorrected. The CCR fine notice we send does contain a statement that the fines will double without further notice, but their monthly bill should show it. Kim replied that she has never been given any invoices to mail out, that Shantel generates the invoices from QuickBooks and if Kim doesn't get a copy of it to print and mail out it doesn't get sent. Alex replied that Kim now needs to notify Shantel that she needs them. If the Board/treasurer notified the bookkeeper that we will send out the invoices and we are not doing it, then we are wrong. If we are not doing what needs to be done to manage our finances, then we are not doing our job.
- Alex noted that we do not have a record of our monthly billings to the people that owe the Association money. We cannot go back and correct this. We do know what people owe the Association. We do keep the monthly Book Budget and accounts receivable lists on file in our Google drive. We need to follow our procedures. Kathleen replied that we will just have to go forward. We need invoices to go out every month. Kim will ask Shantel to provide her with the invoices and she will mail them out with a letter containing a 10 day notice.

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

- Addendum C. Alex read the report to the Board and guests.
- Regarding paragraph 8 of his report: The request for an assessment to replenish the Reserve Fund had a cover letter for the ballots sent out that explained why the assessment had to be done. The Board established the amount and a two-year time period to pay it to lessen the impact to homeowners. This is a key item to our Association's financial well-being and homeowner security. Yet the homeowner voting failed to reach a quorum and a second vote will be necessary.
- Alex received the USPS mailed copies of the 2021 Audit ballots that were delivered at the July 2023 meeting. He filed them in the storage shed. The electronic ballots from Election Buddy are stored "in the Cloud." A .pdf record from Election Buddy is available.

CCR Report: Alex Broman

- Addendum D submitted for August and September.
- Lot 3178 is still in fine status for cans in view and the owner has not responded. That lot is also delinquent in dues payment.
- A meeting guest asked if all three Divisions had the same CCRs. Alex explained that the initial CCRs did not allow storage of trailers and RVs on any lot. Divisions 2 and 3 have bigger lots and had voted to change their CCRs to allow storage of trailers and RVs under certain conditions. Division 1 has smaller lots with little or no room for RVs. The Division developers did not provide a planned lot for their storage. An early attempt to vote for a

change to their CCRs failed. Previous boards determined that the “no RV” provision in Division 1 was unenforceable. It is a regrettable situation.

Maintenance Chair Report: Shannon Hildreth

- Addendum E (lower portion) submitted.
- Shannon answered a guest’s question about whether we had a paid maintenance contractor.

Architectural Review Report: Shannon Hildreth

- Addendum E (top portion) submitted.
- Six requests submitted, two approved, four pending.
- There was a request sent asking about replacing a wood fence with an 8’ high brick wall. Alex had talked with the owner and advised him that such a wall would not fit in with the visual appearance of the house and neighborhood and should be denied. Alex recommended that the ARC approvals be done via a committee of volunteers, not just the Board members.

Hearing Park Gate Code Requests: Shannon Hildreth

- Addendum E (lower portion) submitted.
- Two requests for codes, 2 blocked codes were restored.

Volunteer Maintenance Lead Report: Jeff Heard

- (Addendum F submitted for detail)
- Noted that the SE entrance has continuing incidents of damage caused by vehicles running over the curb and damaging our plantings and watering system. Jeff thought that the County was going to discuss the issue with us, but we had not heard from them, so we filled that area with gravel and placed some barrier rocks, painting several of them with orange markings.
- Jeff alerted the Board about hazardous dead trees in the greenbelt near the SE entrance that need to be taken down and out. Kathleen suggested having these trees added to the harvest list and at least having our maintenance folks do an assessment.
- Reviewed a copy of the notice from Puget Power concerning the removal of cherry trees growing in the vacant area of Oxford Loop. Jeff believes those trees provide some sound barrier to the residents and asked the Board what to do about them. Shannon responded that she met with the Asplund folks who said that it wasn’t a problem now, but they were putting it on their maintenance schedule, probably this Winter or early Spring while they are dormant. Jeff hoped that they would be topping and not removing the trees.
- Volunteers are working to cut back blackberries along the Walthew Avenue fences and sidewalks. This action temporarily reduces the infestations but does not remove them. Alex had offered volunteer assistance to two homeowners to help cut the blackberries from their side of the fence.
- Among the expenses was fuel to run the crews 2-stroke machines. Expenses for dump runs are higher because we can’t mix the noxious plants with the other waste material.
- A guest asked about removing hazardous trees or branches in greenbelts near property lines. Jeff asked for the address so we could look at it (behind Creighton Ct.).

Events: No volunteers to coordinate and schedule events at the present time.

- No events scheduled.
- Kim noted that it was time to do the Fall /Halloween home decorating. Kathleen asked the guests if anyone was interested in judging a home decorating contest. Guests made suggestions to use social media or our website to advertise such an event. Kathleen asked for volunteers. Catherine Buchalski Smith volunteered. She also does the signs at the entrances.
- Alex asked about the neighborhood potluck that was talked about in the July meeting. Kathleen will send him the information and he will put it in these minutes. [Misty hosted a potluck at her house because our park was under construction. About 30 people attended and shared food dishes and homemade brews. The Association provided hamburgers and hot dogs. Thank you, Misty! Russell Hickey volunteered to be an LFHA representative to the Long Lake Management District at the event.]

Waterfront and Bulkhead Repair Project: Kathleen Emmett

- This project has been years in the making.
- The handrails, custom measured, are going in tomorrow. After that they will put in the seed and grass. Alex asked where we decided the location of the handrail installations would be and whether they were going to be installed at each step. Kathleen answered that they were along the steps that go down to the dock and that we may need more handrails. They also corrected the off-center position of the ramp to the dock.

New Business:

- **Communication Plan/Volunteer Recruitment:** Kathleen Emmett
 - Not sure who is in charge of recruitment. We put out signs at entrances requesting volunteers. Catherine asked for more information about what was involved in the various positions advertised.
 - Kathleen is waiting for Corri to provide more information about updating our newsletter. In the last newsletter we announced the vacancies we had. Suggestions were made that we make lists of what things we are asking volunteers to do, the time commitments needed, and what each entail.
 - A guest noted that we send out the bills and the assessment requests by emails: why aren't we sending out the newsletters by email? Kathleen answered that that is a really good idea, that she doesn't know who updates our email information. Alex noted that any newsletter that has Board approval can go right to our website at lfha.info. Guests wanted the email with the newsletter to come right to them without having to go to a website to see it.
 - A guest asked where they should respond to the requests for volunteers. Kim answered they can text or call the LFHA phone number or send an email to lfhabod@gmail.com. Kathleen suggested a sign that says "Contacts - if you want to receive emails, send your email to the Board at lfhabod@gmail.com."
 - Kim suggested making the LFHA website easier to navigate and include the LFHA phone number on it.
 - Alex noted that is another issue with our Board procedures – we have to ensure the initial opportunity/procedure to get the right contact information and opting in for email distribution is well known to everyone because that information is essential to

our administration, communications and utilization of systems like Election Buddy. Once that is known, the only issue is keeping that information up to date.

- **Fiscal Management Options:** Kathleen Emmett
 - Kathleen is looking at hiring a management company that would help manage LFHA fiscal needs such as maintaining and reconciling bank statements, to take some of the pressure off the treasurer and do stuff that our bookkeeper, Shantel, does right now. She reached out to a company which offered to meet with the Board if any of the Board members were interested in talking to them. Alex responded that is a matter to put before the new Board that will be elected in January 2024. A guest asked if that would be a Board specific decision or was it an HOA wide thing for decision? Kathleen answered that it is a Board decision. A guest asked if a cost is associated with the decision, wouldn't it have to be put in the annual budget and the homeowners vote on it? Kathleen answered yes. The homeowner had a concern of what the cost would be. Kathleen answered that this would replace the bookkeeper and cost \$100 more than the bookkeeper is being paid. Alex pointed out that the company info she provided listed additional costs for mailings, copies, etc., so the price will actually be higher. Kathleen reverted to the question if anybody was interested in meeting with the company representative. [affirmative answer was undeterminable by Alex's listening; David will set it up]. Kim was interested, but at a later date. Kathleen will set it up after a couple of weeks to be held at her house.
- **Newsletter:** Kathleen Emmett
 - Waiting for additional input, but we need to update it and use it to announce things like the assessment results and annual meeting.
- **Nominating Committee:**
 - Asked if there were any volunteers to serve on the nominating committee for the election of officers.
 - Alex noted that we have not formed a nominating committee for the last six years and elected officers from whoever showed up at the annual meeting and volunteered. This year we want to do it right, appoint a nominating committee. We need to canvas the neighborhoods. We may have to go house to house to find them. He suggested making a point paper to outline what we are looking for in each position. We also need to look for volunteers to help those filling Board positions. He asked those present to talk to their neighbors and get them to come and participate in Board meetings.

Old Business:

- **Vote to Waive the CPA Audit for 2022-2023:**
 - On March 21, 2023 the Board voted to present to the Association by November 21, 2023, a request to hold in house audits for the years 2022 and 2023. In house audits save the Association the estimated cost of \$8000 per year for a CPA audit. Kathleen asked for volunteers to serve on the audit committee. (Paul Perz [?] volunteered to be on the committee. Russell Hickey had also volunteered to be on the committee by phone today. The committee normally consists of three people. The Board needs to conduct a vote to waive the CPA audits by November 21. To get the 2/3 quorum for the vote requires 251 voters.
- **Second Vote to Replenish the Reserve Fund**

- Since the September 12, 2023, vote to replenish the reserve fund failed to meet the required 2/3 quorum, a second vote is necessary. The quorum for the second vote is 1/3 of the eligible Association membership (116). Alex made a motion to hold a second vote to Replenish the Reserve Fund. Kathleen seconded; the motion passed. Kim recommended that the letter accompanying the notification include the explanation of why we are holding a second vote. This will avoid confusion from people who think they had already voted on the assessment. Alex requested Board members get together to prepare the Notice so he does not have to do everything by himself.
- A guest asked why this assessment was necessary. This question is answered by the notification letter. Alex added that the initial assessment was not sufficient to cover increased costs over the initial replacement estimates. The actual costs brought our reserve fund below safe limits. The guest then asked what happens if it is voted down? Kathleen answered that if there is a catastrophic problem without a sufficient reserve to cover it, each homeowner would be immediately assessed the amount needed to pay the cost. The guest noted that, even if this assessment passes, it will still not meet the Reserve Fund requirements. The Reserve fund is separate from our operating fund and is calculated to cover only projected costs of items specified as covered.
- David noted that the annual fee we all pay the Association is just to cover our operating expenses. How does this compare to our actual operating expenses? Can somebody put together a report that illustrates what our annual fee means to our budget? If it is too little, we will always be tapping into something else. We have those comparisons in our BookBudget Report. David is willing to work with Shantel on this report.

Kathleen adjourned the meeting ended at 8:45 PM.

This minutes draft is complete with attached addendums and respectfully submitted for review and comments before final approval.

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

Secretary's Report for August – September 2023

1. Monthly meeting minutes. Since the February 2023 Board meeting, Alex Broman has recorded and composed the minutes of the monthly LFHA Board meetings and presented them for Board approval. With her approval, he coordinated the continued remote presence and participation of Secretary Deanna Rocamora in Board meetings and decisions. Since the April Board meeting, Alex has filled in as Secretary *Pro Temp* and is so indicated in the approved minutes.
2. Board Position Volunteer Recruitment. Upon Deanna's official resignation from the Board on June 18, 2023, Alex has been performing the secretary duties in the absence of any other volunteers for the position. The Board position is listed as "Vacant". Recruitment plans are as yet unspecified. Since this is a required position by our By-Laws, the Board needs to take action to fill the position. Who is in charge of recruitment?
3. Special Assessment. The results of the voting for the Special Assessment to Replenish the Reserve Fund that are shown thus far in the Election Buddy system records are not looking favorable to the needs of LFHA: of 296 electronic ballots sent, there were 136 votes submitted. The vote was 71 For and 62 Against with three abstentions. I don't know why the system allows abstentions. The Board needs to understand why they are allowed and what we can do to remove that choice in the voting software. I don't believe we can change the software. Do they count as a "vote" towards the quota? I believe they become an actual NO vote or, at best, another instance of homeowner apathy. It may be that they want more information.
4. Election Buddy program. All Board members need to become familiar with the program, where it is, what it does for us, and how to use it. And who is the responsible board member to use/direct it? Presently we pass that responsibility to our bookkeeper as a job that is unspecified in her contract with us.
5. SOPs. Early in her service as secretary, Deanna asked us to list our assigned responsibilities and operating procedures. Most procedures are on our website, but not our individual responsibilities and procedures. How are we managing? Are we aware of and following already established procedures and rules?
6. LFHA Documents and Records Repository. All of our documents and procedures and communications and official emails should be on our Goggle drive. All Board members need to know how to see, place, remove, and use the documents stored there. Everyone needs training. All Board members need to review the emails to the board at lfhabod@gmail, recognize which are in "their lane", and respond accordingly and officially or seek the advice of the other board members before responding. Don't add to a string with non-essential communication (like "thank you") or unrelated subject matter. There are important historical records and communications stored in the Park shed. Who has responsibility for and who is responsible for organizing them and adding files? (Right now it appears to be

Addendum C

- Alex). Write it down. These are available for viewing and use by Board members.
7. Financial Procedures and Records and Reports. I'm still unsure where we are here. Are we following the procedures, communications, records and assets that the association already established and were working? I am sure the legal bookkeeping is keeping us on the straight and narrow. But members ask questions like "How many people still owe the association money and how much do they owe? Why should I vote for another assessment when these people haven't paid? What is being done about them now?" I would like to see a monthly report that would give us more specific information to answer questions like these. I would like to see a monthly list of financial action items that are key to our remaining solvent. I believe it would be helpful for Kim to have an assistant.
 8. Budget Planning. It is time to plan next year's budget for member approval. It needs to have realistic planning numbers based on current costs and anticipated needs. It needs to be completed before the end of November. It must take into account the effect of the low Reserve Fund financial status. We need to know the legal implications of not being able to meet our operating and/or reserve fund requirements. Without a sufficiently funded Reserve fund, how would the inability of the Association to pay the costs of a major, un-forecast or forecast event affect the individual home owner's obligation to pay his share of costs that would become immediate? We need to communicate this to the homeowners.

Secretary report on September 19, 2023 by Alex Broman.

CCR Report for August and September 2023

1. CCR inspections were made on July 18, August 1 and 8, and September 7 and 19.
2. Letters sent out on August 12 (19):
 - a) #1: 17
 - b) #2: 2
 - c) #3: 0 (1 sent on July 18)
3. Breakdown by violation types:
 - a) #1: 13 for lawn weeds, 1 for inop vehicle, 1 for cans and yard, 2 for poultry
 - b) #2: 1 for appearance, and 1 for yard
 - c) #3: 1 for home decorations and lot appearance
4. Homeowner corrections (20):
 - a) #1: 1 for cans, 1 for lawn and cans and appearance, 15 for yard weeds, 1 for inoperative vehicle
 - b) #2: 1 for appearance
 - c) #3: 1 for decorations and lot appearance (lawn)
5. Turned over to Treasurer: 1, (fine letter sent July 18.)
6. Fine (Letter #3) status:
 - a) Lot 3178 all cans are now in view again
 - b) Lot 3028 corrected, fines stopped.
7. Report Notes:
 - a) Many lots are not maintaining weed control. Letters sent for the more egregious violations. Almost all corrected by September 19
 - b) Lot 3137 – Fence falling. Work was started but is not progressing. I need to send another courtesy letter to correct yard and weed growth.
 - c) Lot 2043 eviction process completed, owner cleaning and fixing. Volunteers helped.
 - d) Lot 1055 – eviction completed; lot cleaned. House is for sale. Work in progress – siding repaired and painted, roofing replaced, yard landscaped. The interior is being remodeled and upgraded. This house may become a show place for the neighborhood!
 - e) I, Alex Bromen, announce my plans to NOT continue my position as CCR Chair and Member-at-Large on the LFHA Board of Directors beyond the LFHA annual meeting in January 2024. By that annual meeting I will have served in these roles for a total of eight years. It is time for someone else to step up to the tasks of citizenship in our community and keep LFHA a great place to live. I will continue to participate and support, as **all** community members should, in the affairs of **our association** to the

Addendum D

mutual benefit of all of us. I will be available to any prospective new Board member as an advisor/assistant. I will continue my weekly volunteer help on Jeff Heard's maintenance group.

CCR report on September 19, 2023, by Alex Bromen. Copies of Courtesy Letters and fine sent to home owners are filed on the LFHA BOD Google drive.

September 19, 2023 HOA Meeting

Architectural Review Committee Report

Lot 2013 – Cement slab in front and side of house - Pending

Lot 1116 – Paint house – Pending

Lot 2037 – Replace broken cement, place beauty bark on gravel/dirt area - Pending

Lot 2044 – Concrete slab and gazebo – APPROVED

Lot 2044 – Extend patio – APPROVED

Lot 1113 – Brick wall - Pending

Contract Lawn Maintenance Report

On going

Hearing Park Gate:

2 Lots needed gate codes

2 Lots had gate codes unlocked

Addendum F

September 2023, LFHA Maintenance report

8/20 Hearing Park, trimmed low hanging dead branches along Macadam back trail, Removed brush, down branches, & dead trees. Blew pine needle & leaf accumulation from trail.

4 volunteers, 12 man hrs
400 lb yard waste dump run; \$9.00

8/27 Removed firewood logs from green belt behind Harvard Dr, logs processed into firewood claimed by volunteer. Weeded three roundabouts on Harvard, removed brush, trash & down branches. Weeded aprons at Carnegie entrance, cut back low hanging dead branches & overhanging vegetation for line of sight along Carnegie, pruned dead rhododendron, removed blackberry tangles, down branches, weed whacked and removed trash from green belt entrance next to 3712 Carnegie. Returned down fence section in greenbelt to back yard of 8510 Oxford Dr.

520 lb dump run, combination of yard waste, blackberry tangles & trash; \$31.00
4 volunteers, 15 man hrs

9/11 Filled traffic damaged flower beds at SE entrance with crushed rock. Weeded roundabout landscape. Excess crushed rock distributed at park entrance and pathway to dock.

Removed one dead fir from green belt. Firewood claimed by volunteer member. Identified additional 4 dead trees in green belt requiring professional removal. One in particular in a bad spot, within range of road, resident's fences, bus stop, and Assn sign. Trees are marked with survey tape.

Removed large down cottonwood limb and fallen wind damaged cherry tree trunk from field on Oxford loop

5 volunteers, 15 man hrs

9/18 Trimmed wild cherry trees, removed dead branches in field on Oxford Loop, removed blackberry vines,

Removed small dead fir in Oxford Ave pond. Trimmed and removed dead branches, repaired outflows, removed about 50 lbs of loose rocks on the surface to save damage to RMR's mower.

Cleared black berry & ivy from sidewalk along Walthew

Dump run; 520 lbs blackberry & ivy, \$31.00

5 volunteers, 17 man hrs.

Addendum F

Total September volunteer man hrs: 59

total reimbursable expenses	:8/21 dump run	9.00
	8/28 dump run	31.00
	8/30 Fast Fuel	
	2.2 gallons	
	92 octane	
	gasoline	14.82
	9/11 ½ yd	
	crushed	
	rock	33.00
	9/18 dump run	31.00

Total: \$118.82