



Lake Forest Board of Directors Meeting
November 16th, 2021
Minutes

Location: Lake Forest Elementary Library

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

Board members absent: 1

Guests: 2

Time started: 6:30 pm

Welcome by President

Kathleen thanked everyone for the time and effort they put forth for the good of the community.

Secretary Report- Deanna Rocamora

The revised September minutes were reviewed. No further corrections were made. A motion was made, seconded and carried to approve the September minutes.

The revised October minutes will be emailed to board members and voted on before the December meeting.

Treasurer Report – Update by Beckie Weatherford and Shantel Jones

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

The ballots to waive the 2020 professional audit went out via email and postcard however, we did not receive enough resident response to reach a quorum. The 2nd vote has been sent to residents with a deadline of December 14th. The vote needs 34% of the total residents to reach a quorum.

The 2019 audit was approved by the residents but has yet to take place due to COVID-19 and restrictions/concerns on gathering. Beckie and Diane are making plans to complete the 2019 audit.

The audit votes have been sent by postcard to residents without email addresses on file. For those that have an email address, Shantel has used Election Buddy to create and distribute the voting process. A suggestion was made that we may need to find another volunteer to coordinate the voting process. Deanna has agreed to take over the process starting January 2022 or earlier if needed. Beckie reported that the voting process cost the HOA approximately \$520 in total. This includes the postcards, postage and the Election Buddy service.

A recommendation was made that a professional audit should be performed every 5 years if the HOA has voted and approved a committee to perform the yearly audits. The cost to perform a professional audit has been reported by a board member to be approximately \$5,000.00. At the time of this meeting, it was unclear when the last professional audit by a CPA was performed.

A guest asked about the location and accessibility of the HOA reserve funds. It was reported that the reserve funds are in a type of an account that is accessible to the board if/when needed at a local bank.

Beckie reported that the majority of the payments for the HOA have been set up as automatic payments. The only checks being distributed are for board member/volunteer reimbursement and landscaper payments.

Maintenance -Update by Jeff Heard

Report submitted via email for inclusion with the minutes. Addendum C.

Irrigation has been shut off for the winter and the entrances have been winterized.

There has been flooding at the southeast entrance. After investigation, it looks like the cloth nets have been removed which is what was thought to be the problem. There have been multiple calls to the county by different people to address the issue.

A resident has volunteered to plant trees in the neighborhood. Jeff has confidence in his experience and suggestions. A motion was made, seconded and carried to allow the resident to plant trees under Jeff's supervision.

Discussion about the services provided by our landscaper occurred. There is some concerns about the level of service and scope of service being completed by our landscaper. Jeff and Gregg will discuss the concerns with our landscaper and perform a walk around of the neighborhood.

Architectural Review Committee (ARC) Report -Update by Gregg Langer Nothing to report.

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

Report submitted via email for inclusion with minutes. Addendum D.

Progress report was given on a particular lot which has had numerous complaints. One of the complaints is the installation of a culvert located in the LFHA green belt area. The board has restated the need to remove the culvert. The maintenance crew can move forward with the project when able.

Discussion occurred regarding the residents whose fence lines/and or property are encroaching into the greenbelt adjacent to lot 1001. The 5 residents have been notified and 3 have replied. The board suggests that Alex discuss the issue with an attorney before issuing due dates to residents for corrections to be made.

Events –

It was great to see all the houses that participated in the Halloween House Decorating Contest. There were 3 winners in this year's contest that received gift cards to Home Depot.

Waterfront/Shoreline Project -Update by Kathleen Emmett

Another bid was received for phase I of the waterfront project. That brings us to 2 bids received thus far amongst many requests for bids from different companies. Kathleen has responded to this bidder with thanks and a request for clarification of the scope of work described in their bid. She has noted some inconsistencies and has questions that need to be answered for the board.

Discussion occurred about having the bidding company sit with the board to go over the questions and inconsistencies. However, there was disagreement about having the company meet with the board about these items in the immediate future vs after getting the clarification. Kathleen will proceed with acquiring the clarification and will report during the month or at the next meeting the outcome.

A resident requested the decision to proceed with the Waterfront Project be voted on by the residents of the neighborhood. The board heard the request and after discussion stated that the decision to move forward with the project does not require a vote of the residents.

The response to request for bids has resulted in 2 responses. The original bidder has been emailed to request a bid on just phase I rather than the entire project.

Old Business

The December board meeting has been moved to December 14th at 6:30pm. This is due to the availability of the meeting location.

A resident inquired about a water pipe project from a few years ago. The LFHA board sold an easement to the county to install a freshwater pipe into the existing system. This was done prior to COVID-19. The current board believes the project has yet to be started or finished by the county. The board has no action to take as the financial transaction was completed already.

New Business

The 2022 preliminary budget will be distributed at the December meeting.

The streetlights were changed to LED in the past but some streetlights were unable to be upgraded. A suggestion was made to address this project with the 2022 budget as the upgrade to LED lights has saved the HOA money on monthly utility charges.

The yearly newsletter will be formatted by Deanna. It will be distributed as a New Year newsletter instead of an end of year holiday newsletter. The deadline for articles is ASAP or before the December meeting.

The Holiday House Decorating contest will be 12-20-21.

Motion made, seconded, and carried to adjourn @ 8:05pm



Treasurer's Report

November 16, 2021

- VF Accounts - 2 accounts with VF
 - o 1 bankruptcy and now trying to collect dues that are after the bankruptcy date.
 - o received a judgement, now trying to collect
- Past due accounts 2021
 - o 10 assessments not paid. Several with small balances due to paypal fees
- Fines
 - o 3 accounts with CCR fines. Fines are doubling every month until corrected. 1 house with fines is pending sale so we will be paid when house closes
- Past due accounts 2020

1	making payments -for 2020 & 2021
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- Petty Cash Disbursements
 - o No disbursements
- Checks Written

Check #	Date	Amount	Whom	Description
6351	10/19/2021	\$19.05	Jeff Heard	maintenance supplies
ACH	10/22/2021	\$117.76	PSE	Electric
ACH	10/22/2021	\$653.87	PSE	street lights
ACH	10/22/2021	\$11.66	PSE	electric at north entrance
ACH	10/22/2021	\$12.09	PSE	electric at south entrance
ACH	10/25/2021	\$23.47	Lemay Waste	
ACH	10/28/2021	\$103.74	Olympia Colored Copies	2nd audit vote letters, postcards, and envelopes
ACH	10/28/2021	\$139.50	USPS	postage for audit vote
6352	11/2/2021	\$1,854.54	RMR Lawnservice	October Services

- 2019 Audit-
 - Postponed due to pandemic restrictions
- 2020 Audit-
 - First vote failed to reach a quorum
 - Second vote ballots have been mailed/emailed - need 34% to pass

- Communication
 - Phone - gate codes, CCRs, HOA documents,
 - emails - HOA demands, HOA documents,
 - website -1,599 hits

		Aug 21	Sep 21	Oct 21	Nov 21	TOTAL					
Projected 2021 Budget		Actual	Actual	Actual	Actual	Budget Bal Left	2021 Budget				
Ordinary Income/Expense								Accts Rec	2021	2022	
Income								11/15/2021	Dues	\$164.52	\$169.46
2021 Association Dues (\$164.52 & \$82.27 Dues with Credits Applied \$69,551.33)		-381.05	0.00	-1,776.92	-563.20	6,675.38	69,551.33	\$3,586.95	Vacant	\$82.27	\$84.74
2021 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$16,920.00)		-80.00	0.00	-320.00	-120.00	2,395.40	16,920.00		Special	\$40.00	\$40.00
Credits Prepaid for 2021 in Dec 2020 \$12870.81		0.00	0.00	0.00	0.00	-12,870.81					
Total Income		-461.05	0.00	-2,096.92	-683.20	-16,670.84	86,471.33				
Expense								Banking			
								10/31/2021			
2 Tax Preparation Fee/IRS/Property Taxes		0.00	0.00	0.00	0.00	-233.00	150.00	\$50,257.59			
3 Insurance (April)		0.00	0.00	0.00	0.00	-1,267.00	6,010.00	Reserve Fund			
4 Licenses & Fees (May)		0.00	0.00	0.00	0.00	0.00	10.00	\$195,911.91			
Maintenance								Reserve Paid			
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$17,000 with Credits Applied)		0.00	0.00	0.00	-520.00	255.40	17,000.00	\$16,744.60			
5 Fence/Signage Repairs-Maint.		0.00	0.00	0.00	0.00	400.00	400.00				
6 Common Area Maint/Mowing (at \$1,854.83) for 12 months)		-1,854.84	0.00	-1,854.84	0.00	3,317.62	22,257.96	Grimm			
7 Volunteer Projects/Petty Cash/Garbage		-568.81	-76.10	-42.52	0.00	-1,100.18	600.00	12/31/2019			
8 Hearing Park Maintenance/Waterfront		-86.33	-196.97	-302.77	0.00	639.18	1,500.00	\$1,083.10			
10 Other Landscaping/Trees		-14,000.00	0.00	0.00	0.00	-3,031.20	11,500.00				
12 Theft & Vandalism		0.00	0.00	0.00	0.00	50.00	50.00	VF Collections			
* Total Maintenance		-16,509.98	-273.07	-2,200.13	-520.00	530.82	36,307.96	10/18/21			
Office Expenses								\$1,402.08			
15 PO Box Rental (Due in February)		0.00	0.00	0.00	0.00	-75.00	275.00				
16 Postage		0.00	0.00	-7.95	0.00	1,301.85	1,600.00				
17 Storage Shed (\$106 per month to Reserve) Sched for 15th Each Month AutoPay. Ends Jan 2021. Original \$2600.04		0.00	0.00	0.00	0.00	-49.96	56.04				
18 Supplies		0.00	-105.99	0.00	-103.74	640.35	1,000.00				
19 Telephone (at \$50.00 per month)		-29.01	-29.01	-29.01	0.00	69.89	360.00				
20 Website/Email		-6.56	-6.56	-6.56	0.00	-2.52	260.00				
* Total Office Expenses		-35.57	-141.56	-43.52	-103.74	1,884.61	3,551.04				
21 Community Events		0.00	-110.31	0.00	0.00	189.69	300.00				
Professional Fees											
22 Legal Fees		0.00	0.00	0.00	0.00	500.00	500.00				
23 Accounting Fees/Reserve Study		0.00	-850.00	0.00	0.00	1,650.00	5,000.00				
24 Bookkeeping (at \$360.17 per month)		-1,800.85	0.00	0.00	0.00	1,110.67	4,322.04				
* Total Professional Fees		-1,800.85	-850.00	0.00	0.00	3,260.67	9,822.04				
Utilities											
26 Electricity (at \$850.00 per month)		-793.83	-794.38	-795.38	0.00	2,253.31	10,200.00				
27 Port-a-potty (at \$40.00 per Service at 15 Services)		0.00	-48.60	0.00	0.00	211.48	600.00				
28 Water - Irrigation		-84.13	-103.30	-79.22	0.00	118.35	500.00				
* Total Utilities		-877.96	-946.28	-874.60	0.00	2,583.14	10,800.00				
Total Expense		-19,224.36	-2,321.22	-3,118.25	-623.74	6,948.93	84,451.04				
Net Ordinary Income								2,020.29			
Other Income											
Interest Income (at \$25.00 per month aprox)		64.35	64.38	66.55	0.00	-409.86	300.00	YTD Interest			
Total Other Income		64.35	64.38	66.55	0.00	-409.86	300.00	\$709.86			
Net Other Income		64.35	64.38	66.55	0.00	-409.86	300.00				
Total Net Income								2,320.29			
1st Qtr	Totals					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
	2021 Assessments	\$323.27	\$0.00	493.56		\$50,930.14	4,106.71	481.56			
	Previous Assessments	\$57.78	\$0.00	781.27		\$1,624.88	559.44	57.78			
	Finance Charges/CC&R Fines	\$0.00	\$0.00	338.90		\$178.49	1,386.18	0.00			
	Late Charges	\$0.00	\$0.00	163.19		\$485.58	81.89	0.00			
	Reserve Payments	\$80.00	\$0.00	320.00		\$12,884.60	1,080.00	120.00			
	Credits	\$0.00	\$0.00	0.00		\$396.66	245.57	0.00			
	Total Paid	\$461.05	\$0.00	2,096.92	-	\$66,500.35	7,459.79	659.34	0.00		
						74,619.48					

Addendum C

Submitted by Jeff Heard

#1. Irrigation systems: Water at both NE & SE entrances turned off. Systems drained & winterized. Island weeded, down branches, trash & debris removed, Leaves blown off.

#2. Creighton Ct; Weeded turnaround, removed down branches, trash & general debris. Leveled muddy ruts from Garbage Truck traffic, reinforced soft traffic areas with crushed rock. Resident at 3722 pitched in with cleanup & donated rock. Consulted with resident at 3722 regarding persistent flooding of property during heavy weather events. Alex B has forwarded correspondence & pictures to Thurston County

#3. Hearing Park; removed large down branches from park lawn, blew heavy accumulation of leaves from lawn and new grass planted over sink hole repair. New grass is germinating slowly but it appears deer are frequenting the spot.

#4. Harvard Ct; responded to correspondence from resident at 8414 regarding roots compromising street and driveway. Doubtful driveway damage is caused by common area tree roots, small asphalt damage in street is probably result of fir roots in turnaround. Street is maintained by County, reported similar concerns elsewhere to the County a month ago, no response.

Volunteer crew weeded turnaround, removed down branches, trash & debris. Leveled muddy ruts from garbage truck traffic, reinforced soft traffic areas with crushed rock. Resident at 8414 pitched in with cleanup & donated her yard waste container

#5. 37th Ct; removed down branches, trash & debris, leveled muddy ruts from garbage truck traffic. Reinforced soft traffic area with crushed rock, nice improvement but job could benefit from another yard of rock.

#6. Inspected retention ponds after recent weather event. Annual inspections and maintenance performed by volunteer crew pays off in spades. All 10 ponds performing as designed, no evidence of erosion or flooding with the exception of a spot-on Stanford. Storm drain grate on Stanford plugged with leaves resulting in a small lake in the street. Cleared leaves from the grate and water disappeared into the retention pond in under 3 minutes.

#7. Flooding at SE entrance; previously diagnosed as fabric filters left in drains after new roundabout construction. Upon inspection, fabric filters have been removed, but spot still floods. I suspect the drain system here is under engineered and incapable of handling heavy weather events making this a county issue. Nan White has pictures of most recent flooding.

#8. August Kersten, 3514 Dartmouth Dr, is requesting permission to plant some trees & ornamentals in the field between Dartmouth & Marvin Rd, with the objectives of noise reduction & beautification

August works in the landscape & nursery industry & has access to a large selection of trees and shrubs, including multiple Redwood seedlings. To the best of my knowledge,

he is willing to donate the plants and labor free. First priority would be to replace a dying crab apple tree across the street from his house.
Replacing the sick crab apple is a no brainer

Addendum D

CCR Report for November 2021

1. CCR inspections were made on October 27, and November 2, 10, and 16. Courtesy letters were written for violations still existing on November 16.
2. Letters sent November 9 or due out November 17, 2021:
 - a) #1: 3
 - b) #2: 1
 - c) #3: 0
3. Breakdown by violation types:
 - a) #1: 1 for cans in view, 1 for lawn/weeds, 1 for trailer
 - b) #2: 1 for multiple (business, nuisance, poultry, inop RVs, appearance)
 - c) #3: 0
4. Homeowner corrections (10) October 20 – November 16:
 - a) 7 for cans in view
 - b) 1 for parking on the lawn
 - c) 1 for appearance
 - d) 1 for lawn.
5. Turned over to Treasurer in November: 0
6. Fine (Letter #3) status:
 - a) Lot 1055 No observed vehicle activity on greenbelt but no removal of culvert and restoration No written response.
 - b) Lot 2068 fine letter sent regular mail on August 13. No written response from homeowner and boat/trailer still parked on lawn on front part of property.
7. Report Notes:
 - a) The Board has not established compliance dates for resolution of the five greenbelt incursions yet. These dates should be sent to affected lot owners before the Board elections scheduled for January 2022.
 - b) Attorney advice is available from firm which assumed the LFHA files from Strickland Law Firm.
 - c) Problem Report sent to Thurston County Public Works on November 13 for flooding and water diversion at the end of Creighton Ct. No response yet. Memo and pictures regarding the situation sent to Board Gmail. Pictures placed on our Goggle Drive file.
 - d) Receipts for CCR supplies (paper, stamps, labels, printer ink) submitted to Treasurer reimbursement and total \$ 141.85.
8. CCR report on November 16, 2021 by Alex. Copies of Courtesy Letters sent to homeowners placed on file on LFHA BOD Google drive.