



Lake Forest Board of Directors Meeting
June 15th , 2021
Minutes

Location: Hearing Park

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

Board members absent: 0

Guests: 2

Time started: 6:30 pm

Welcome by President

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

Secretary Report- Deanna Rocamora

Beckie and Kathleen took notes at the May meeting as Deanna was not present. They will forward them to Deanna to format with the reports. The May minutes will be sent out via email for review and voting.

Treasurer Report – Update by Beckie Weatherford and Shantel Jones

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

The state proclamation that waives fees during the COVID-19 pandemic will be in effect thru June. Once the state of emergency is lifted by Governor Inslee, we can resume charging fees. Beckie will send appropriate letters at that time.

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

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

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

Maintenance -Update by Jeff Heard

See attached report- Addendum D

Events – Update by Judi Denney

There has been 1 park reservation in May and 2 reserved for June. There are currently no reservations for July.

SE Entrance Project (Jeff Heard)

The bid has been revised to reflect moving the rocks and fill the sink hole.

Waterfront/Shoreline Project -Update by Kathleen Emmett

Bids have been requested from 4 companies. Kathleen will follow up with the companies for an update.

Old Business

New Business

Parking concerns on 34th Ct. – The board and Mr. Woods discussed his concerns about where visitors are parking and how they block residents' entryways and create a potential blockage for emergency vehicles. Alex will continue to monitor the situation and send a letter to the residents.

Construction landscape liners in street drains on Lake Forrest Drive- Jeff called the county and city of Lacey and neither would take responsibility for removing the liners. Kathleen will follow up with a call to Public Works.

Opening Hearing Park for July 4th- The Park hours will be extended until 11 pm to allow residents to enjoy the fireworks display put on by the lake front residents.

The Board suggested having a summer welcome picnic in August to welcome new residents and encourage volunteering and participation on the board.

Next meeting will be at Hearing Park on July 20th.

Adjourned @ 7:48pm



Treasurer's Report

June 15, 2021

- VF Accounts -
 - 1 making payments
 - 2 turned over in April received payment
 - 1 filed bankruptcy - account was adjusted
 - 1 was to make payments but did not, VF has received a judgement against the homeowners.

- Past due accounts 2021
 - 20 assessments not paid. Once Proclamation 20-51 is lifted will institute late fees and interest..
 - 1 making payments
 - Several with small balances due to paypal fees

- Past due accounts 2020

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

- Checks Written

Check #	Date	Amount	Whom	Description
6328	5/18/2021	\$123.17	Jeff Heard	Maintenance supplies
debit	5/21/2021	\$20.20	Olympia Colored Copies	new resident welcome letters and envelopes
debit	5/23/2021	\$198.90	Wix.com	yearly website fee
debit	5/21/2021	\$300.00	CAU	volunteer liability insurance
debit	5/21/2021	\$6,977.00	CAU	home association insurance
6329			VOID	
6330			VOID	
6331	6/3/2021	\$1,854.85	RMR Lawnservice	May Services
debit	6/2/2021	\$48.54	Goebel Septic Services	Port a pot

- 2019 Audit-
 - Postponed due to pandemic restrictions - working with Diane Rigby to schedule
- 2020 Audit
 - working with Shantel to schedule the vote
- Communication
 - Phone - gate codes, CCRs, HOA documents,
 - emails - invoices, HOA demands, HOA documents,
 - website -995 hits

		Apr 21	May 21	Jun 21	TOTAL		
Projected 2021 Budget		Actual	Actual	Actual	Budget Bal Left	2021 Budget	
Ordinary Income/Expense							Accts Rec
Income							6/14/2021
2021 Association Dues (\$164.52 & \$82.27 Dues with		-2,156.43	-1,573.22	-2,172.10	10,033.88	69,551.33	\$4,666.16
2021 Special Assessment(\$40.00 & \$20.00 Reserve with		-480.00	-320.00	-200.00	3,035.40	16,920.00	
Credits Prepaid for 2021 in Dec 2020 \$12870.81		0.00	0.00	0.00	-12,870.81	0.00	
Total Income		-2,636.43	-1,893.22	-2,372.10	-12,672.34	86,471.33	
Expense							Banking
							5/28/2021
2 Tax Preparation Fee/IRS/Property Taxes		0.00	0.00	0.00	-233.00	150.00	\$78,190.98
3 Insurance (April)		0.00	-7,277.00	0.00	-1,267.00	6,010.00	Reserve Fund
4 Licenses & Fees (May)		-10.00	0.00	0.00	0.00	10.00	\$195,233.87
Maintenance							Reserve Paid
Reserve Fund Contribution Special Assessment (\$40 &		-1,060.00	-400.00	0.00	1,135.40	17,000.00	\$15,864.60
5 Fence/Signage Repairs-Maint.		0.00	0.00	0.00	400.00	400.00	
6 Common Area Maint/Mowing (at \$1,854.83)		-1,854.84	-1,854.84	0.00	12,591.82	22,257.96	Grimm
7 Volunteer Projects/Petty Cash/Garbage		0.00	-123.17	0.00	-117.05	600.00	12/31/2019
8 Hearing Park Maintenance/Waterfront		2,421.15	0.00	0.00	1,225.25	1,500.00	\$1,083.10
10 Other Landscaping/Trees		0.00	0.00	0.00	11,500.00	11,500.00	
12 Theft & Vandalism		0.00	0.00	0.00	50.00	50.00	VF Collections
* Total Maintenance		-493.69	-2,378.01	0.00	26,785.42	36,307.96	5/17/21
Office Expenses							\$3,019.10
15 PO Box Rental (Due in February)		0.00	0.00	0.00	-75.00	275.00	
16 Postage		0.00	0.00	0.00	1,575.80	1,600.00	0
17 Sched for 15th Each Month AutoPay. Ends Jan		0.00	106.00	0.00	-49.96	56.04	
18 Supplies		0.00	-20.20	0.00	977.30	1,000.00	
19 Telephone (at \$50.00 per month)		-29.01	-29.04	0.00	215.02	360.00	
20 Website/Email		-6.56	-203.48	-6.56	23.72	260.00	
* Total Office Expenses		-35.57	-146.72	-6.56	2,666.88	3,551.04	
21 Community Events		0.00	0.00	0.00	300.00	300.00	
Professional Fees							
22 Legal Fees		0.00	0.00	0.00	500.00	500.00	
23 Accounting Fees/Reserve Study		0.00	0.00	0.00	2,500.00	5,000.00	
24 Bookkeeping (at \$360.17 per month)		0.00	0.00	0.00	2,911.52	4,322.04	
* Total Professional Fees		0.00	0.00	0.00	5,911.52	9,822.04	
Utilities							
26 Electricity (at \$850.00 per month)		-795.94	-795.95	0.00	6,216.48	10,200.00	
27 Port-a-potty (at \$40.00 per Service at 15		-48.56	-48.56	-48.56	260.08	600.00	
28 Water - Irrigation		0.00	0.00	0.00	500.00	500.00	
* Total Utilities		-844.50	-844.51	-48.56	6,976.56	10,800.00	
Total Expense		-1,383.76	-10,646.24	-55.12	41,140.38	84,451.04	
Net Ordinary Income						2,020.29	
Other Income							
Interest Income (at \$25.00 per month aprox)		68.60	61.99	0.00	-81.82	300.00	YTD Interest
Total Other Income		68.60	61.99	0.00	-81.82	300.00	\$381.82
Net Other Income		68.60	61.99	0.00	-81.82	300.00	
Total Net Income						2,320.29	
1st Qtr	Totals				1st Qtr	2nd Qtr	3rd Qtr
	2021 Assessments	1,926.22	\$1,357.89		\$50,930.14	3,284.11	0.00
	Previous Assessments	100.00	\$3.43		\$1,624.88	103.43	0.00
	Finance Charges/CC&R Fines	2.75	\$10.90		\$178.49	13.65	0.00
	Late Charges	56.89	\$25.00		\$485.58	81.89	0.00
	Reserve Payments	480.00	\$320.00		\$12,884.60	800.00	0.00
	Credits	70.57	\$175.00		\$396.66	245.57	0.00
	Total Paid	2,636.43	\$1,892.22	\$0.00	\$66,500.35	4,528.65	0.00

CCR Report for June 2021

1. Inspections made on 5, 9, and 15 June 2021. Courtesy letters sent or due out for violations still existing on June 15.
2. Letters sent as of 11 June: 5 #1 for greenbelt intrusions
3. Letters still due out in June 2021:
 - a) #1: 3
 - b) #2: 3
 - c) #3: 1
4. Breakdown by violation types:
 - a) #1: 2 for cans in view, 1 for lawn/weeds
 - b) #2: 2 for cans in view, 1 for trailer
 - c) #3: 1 for greenbelt
5. Homeowner corrections 19 May thru 15 June (12): 1 for greenbelt, 1 for parking/trailer on the lawn, 1 for cans in view, 5 for lawns, and 4 for Christmas deco.
6. Pending Turn over to Treasurer in June: 1
7. Fine (Letter #3) status: none.
8. Report Notes:
 - a) Repair of fence damage by snowplow – owner will patch until he can afford lumber to rebuild fence.
 - b) The existing fence construction correction plan from 2020 still not executed by owner and may not be necessary.
 - c) Many owners are behind on yard maintenance due to rains. I will wait to the end of June before sending out new violation letters.
9. CCR report on June 15, 2021 by Alex. Copies of Courtesy Letters sent to homeowners placed on file on LFHA BOD Google drive.

June 2021 Maintenance Report

Expenses:

Capital Tree Service consult	\$100
Lacey Backflow, irrigation inspection	\$100
Home Depot, lumber, stain, hardware & cement to reinstall entry sign	\$ 54.57
Replacement weather cover for park keypad	\$ 35.69
total	\$290.26

Admin:

Contacted Melloy's Tree Service. Toured tree removal project. Identified 5 trees remaining on contract. Melloy estimates two weeks to contract completion

Contacted Jon Osborne construction for revised bid on moving rocks & filling sink hole in park lawn. Jon responded & will get us revised figures

Consulted with Capital Tree Service certified Arborist for consult concerning residents complaint on big fir tree in greenbelt behind Creighton. Tree in question has multiple tops from old weather damage, such damage diverts energy to branches resulting in abnormally large, heavy branches. This particular tree and the adjacent maples have been a persistent problem. It's in a particularly tight spot and while the tree is robust it routinely sheds large, heavy branches. Residents' fences are in shambles. We have safety pruned this spot at least two times maybe three. Capital tree rates this fir as a three out of ten, other than total removal not much can be done to mediate the situation Melloy's Tree Svce estimates \$3500 to remove, Capital Tree estimates \$7000 to \$10,000 and would decline contracting the job.

Met with Capital tree for consult on woodpecker tree in Park, adjacent to trail to the dock. Woodpecker activity is because Tree is infested with insects and heart rot. Arborist rates this tree as a three out of 10 and proposed three solutions: #1. Leave it as it is and let nature let it fall, when and where? could be ten years or the next weather event. #2. Top the tree 15 or 20 ft up to reduce the hazard and preserve woodpecker and insect habitat. #3. remove the tree and haul the bug infested wood out of the park. Tree is within range of picnic tables and play area, my opinion the best long term economic and safety route is to remove the tree.

Met with Lee Lambert, Lacey Backflow & Irrigation reference City of Lacey mandatory testing of our irrigation systems. New system at the SE entrance roundabout passed 100% As suspected, the old, recently reactivated system at NE entrance failed. It has no backflow hardware and requires service. Lacey backflow charged \$100 to test the systems and \$450 to install required backflow valves. We have no choice, either we deactivate the system or bring it up to code. Activating the system has produced a night and day improvement in the NE entry island landscaping, it will die without water and volunteers are weary of hauling water to entry islands. I left Lacey Backflow with the understanding he will get to the replacement within a week or ten days providing board approval.

Maintenance Committee had eight known active volunteers so far in June.:

Keith & Michelle Underwood adopted the rock flower bed at the SE entrance. Planted, weeded and watered the plantings.

Steve & Barb Zacharczyk adopted the SE entry roundabout landscaping, weeded and policed the persistent litter.

Roberto Maanao, in addition to regular participation in Monday work parties, adopted the triangle at Marquette & Lake Forest Dr a while back. Single handed, Bob has expanded plantings, pruned, watered & done a fine job keeping the weeds under control. It's a beautiful feature, enjoyed, & silently appreciated by everyone.

Regular Monday volunteers; Alex Broman, Roberto Maanao, Greg Langer, Rich Oliver completed the following projects. Pics of projects attached

- a. Reinstalled the entry billboard sign at SE entrance, Nan White, our dedicated sign servant wasted no time posting up to date info.
- b. Volunteer crew weeded turnaround islands on Harvard Dr, removed brush & down branches. Five volunteers, approx 12 man hours not including dump run. Would be nice if residents on Harvard would pitch in & help.
- c. Replaced broken weather cover on park keypad. Note: Keypad on sanikan has been vandalized. Cost of replacing keypad is upwards of \$800 _ \$1000, I suggest we remove the keypad.
- d. Cleared shed roof in park of forest debris, treated for moss. While they were at it they cleared brush overhanging the road into the park allowing unhindered access of Sanikan pump truck. Remainder of macadam back trail is severely overgrown and needs to be cleared.
- e. Weeded NE entry island & treated with pre-emergent weed control, approx 8 man hours.

f. Weeded Carnegie entry island & landscaping at park gate, 4 volunteers & 12 man hours.

g. Watered the fir trees recently transplanted in the field between Dartmouth pond and Marvin Rd. Hauled about 50 gallons twice. Water bladders installed seem to be helping the new trees establish. Planting trees in common areas with no running water is challenging, With luck and continued attention these trees may survive.

We are in receipt of the annual County retention pond inspection requirement with an August deadline. We have ten ponds, mostly well maintained. Historically, it takes our volunteers four or five Mondays to perform the inspections and required maintenance.

Jeff