



July 18, 2023

Minutes

Location: Hearing Park pavilion

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

Board Members not present: Secretary (position vacant),

Others/Guests: Jeff Heard (maintenance), Shantel Jones (paid Bookkeeper), David CdeBaca, and Corri Lewis.

Time Started: 6:37 PM

Welcome, Introductions, and Call to Order:

Alex will record tonight’s meeting.

President’s Report: Kathleen Emmett

- We need volunteers.
- Introduced new Board member to fill the vice-president position, Chris Lewis.
- Introduced Corri Lewis as events coordinator volunteer (not a designated Board position),
- These positions were voted on via email by the existing Board members to fill vacant positions until the January 2024 Annual General Meeting elections IAW the LFHA By-Laws.
- There was a discussion about two members of a family being on the Board and voting for Board decisions. There is no restriction for more than one member of a household to hold a Board position in the By-Laws. The “one per household” restriction only applies to voting for candidates for the Board, or owner assessments. Specifically, if two members of the same household serve on the Board, each can vote on board related business.
- Kathleen asked if the Board wanted to invite Corri to be a Board member, then asked, without a stated motion, for a Second. Kim seconded and the Board voted approval. She will be designated as Member-at-Large. Kathleen then suggested that Corri might help Beckie Weatherford with social media and then asked, without a motion or a second, “All in favor?” Two voted yea, Alex abstained and then went along noting that it was like a “wholesale hey you” decision. Kathleen noted that it was ok and would only last until January.
- Kathleen is very happy with the shorefront project. Work is 90 % completed. She will take the Board later in the meeting to view and decide what needs to be done during the project completion. She wants to do an event for the whole neighborhood. Kim noted that Misty Brown was already planning such an event and Kathleen acknowledged that she was coordinating with her for an event to be held on August 20.

Minutes: Alex had presented the minutes from June 20. 2023 meeting to the Board members via email with edits furnished in responses from the Board . Report attachments were provided and are being

formatted by Beckie Weatherford for inclusion on the website. Alex moved that the minutes be accepted, Kathleen seconded, and the Board voted approval.

Treasurer's Report: Kim Busenbark

- Book Budget (addendum A) submitted by email and presented.
- Treasurer's Report (addendum B) was not submitted.
- We are still owed lots of money. Kathleen asked if she needed to go out to their houses and talk to them?
- Kim sent out statements in May, she will send out 10-day notices.
- She is talking with VF, our collections agency, about the foreclosure process they are going through with two houses on lots 3120 and 1134 and Kim wants the Board to discuss actions. Should we request foreclosure? The costs are high for VF - between \$6000 and \$8000 in attorney fees alone. LFHA is owed \$6000 from lot 3120 and \$1069 from lot 1134. We already have liens established on the properties for the amounts owed. Shantel and David CdeBaca advised that the owners cannot transfer the properties until the liens are paid. So the Association has nothing to gain by pursuing foreclosure.
- Shantel noted that there are 28 lots that have not paid their full dues/assessments. Right now, we are only charging \$1.60 per month when they do not pay their dues. We used to charge \$25 per month late fees and had better success collecting monies owed the Association. The Board is unsure of what are now considered reasonable late fees by State law, and we need to find out what our options are. David suggested contacting our attorney. Corri volunteered to research the late fee options. (Later in the meeting she reported that the Governor had retracted the Covid state of emergency that had limited the late fees. The Association can go back to charging its reasonable fees.)
- Alex suggested that Kim needs an assistant that is knowledgeable in financial matters to help her. She would still be responsible as treasurer, but someone like David could be instrumental providing expert help and advice. David will think about it. Alex asked David to consider writing a succinct statement about the issue that might be entered into the minutes of a later Board meeting.

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

- We don't have a secretary and we need someone to fill that position.
- Alex has the USPS mailed copies of the 2021 Audit ballots that were delivered at last months' meeting. He will take those and file them in the storage shed. The electronic ballots from Election Buddy are stored "in the Cloud." A .pdf record is available.

CCR Report: Alex Broman

- Alex did not prepare a CCR written Report for July
- Only one fine letter went out. It was for lot 3028 which has been a source of complaints about yard appearance. The owner has not responded to any courtesy letters previously sent to her.
- 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.
- There is a plethora of lots which are not keeping weeds/dandelions under control. In these dry conditions the grass does not grow but the dandelions do. I would like a volunteer to

make a sign for the entrances to remind everyone to “mow the weeds”. Next month I will send out violation courtesy letters for the longer, more egregious violators.

- Kathleen announced that she has found a volunteer to do the signs. Alex asked for her name to publish it in the next month’s minutes.
- Shantel asked what we are doing about the amount of fines that lot 3178 has accumulated. That amount is now \$900. Our procedures call for starting the accumulation over once it hits \$300. We may have to start the process for small claims court. Alex asked what the procedures were and who was supposed to do it? Kim said that Lorna (previous Board member) had a document binder with that information. Shantel had an original SOP when she was LFHA Treasurer.

Volunteer Maintenance Lead Report: Jeff Heard

- (Addendum D submitted for detail)
- Asked if Kim had called the County about the damage incidents occurring to the SE entrance by vehicles driving over the curb and breaking the sprinkler system. Jeffs recommended solution is to have the County pave that area with paving stones like those already present at the roundabout. Kim talked to “Linda” about the situation and will follow up on their solution plans. Jeff recommended following up in writing using email.
- Emphasized the need for monitoring our maintenance contractor performance to address shortcomings noted in Jeff’s written report (see addendum D). The volunteers are spending many hours doing things to correct contractor shortcomings that are not in the volunteer mission and take away the time available to do their own mission.
- Volunteers serviced all ten retention ponds, and the ponds are in compliance with County requirements.
- Fifty-three manhours expended and \$149.62 in reimbursable costs for this period.
- There is free firewood available to residents from tree fallings contracted by the Association. If that wood is advertised to our residents on social media, list Jeff as the point of contact for location and access.

Maintenance Chair Report: Shannon Hildreth

- Addendum E (lower portion) submitted.

Architectural Review Report: Shannon Hildreth

- Addendum E (top portion) submitted.
- Four requests submitted, four approved.
- Alex advised the Board that there was an addition to the back of the house on lot 2043 that would not meet building codes and probably never sought nor received ARC approval.

Hearing Park Gate Code Requests: Shannon Hildreth

- Addendum E (lower portion) submitted
- 5 requests for codes, 1 request for new code, 3 blocked codes were restored.

Events: Corri Lewis

- Asked what information the Board wanted in a newsletter. She presented a suggested graphic form/outline to use. Kathleen answered that she sent an earlier draft to Deanna Rocamora, but it became lost in a computer crash. She will try to forward the email with that draft to Corri.

- Kathleen stated that we will do our first newsletter announcing a beach party for August 20, 3 to 6 PM at Hearing Park. The Board needed to approve some of the budget for food, Shantel pointed out that there was \$900 in the events budget line for the rest of the year. Some of the members volunteered their personal grills to do the barbequing.
- Alex cautioned that information presented in the newsletter needed to be reviewed and approved by the Board. We want to ensure that the information presented in the newsletter accurately reflects the purpose of the waterfront/bulkhead replacement project.
- Corri said she could put the newsletter on the LFHA website, or Facebook, or whatever the Board decided. Scanning the QR codes she put on the sample newsletter would take you to either the website or Facebook to register.
- There is money in the budget for a newspaper, but we could save expenses by publishing online. Kathleen suggested putting a hard copy in front of the park entrance.
- Corri also presented the Board with a sample copy of a magnetic LFHA info (business) card we could use. She had a copy of the previous one the Association used and solicited ideas for a new replacement card.

Waterfront and Bulkhead Repair Project: Kathleen Emmett

- Kathleen wanted Board input on several items of the project.
 - Did we want to keep the benches that were removed and put them elsewhere? The benches were damaged and would take considerable volunteer effort to put in another area of the park.
 - Did we want to keep and reuse the bark that the contractor used to protect the ground from his heavy equipment? Opinions were varied but the bark was substandard and filled with rocks. The consensus was to have the contractor remove the bark.
 - Handrails were part of the contract, but where should they be placed? The most direct and largest steps to the waterfront dock.
 - What type of plantings? We do not want shrubs in walking areas. The contractor offered two types of grass cover: a mixed with micro clover, and a “let it be no mow”. There is no water supply in the park to maintain grass. Some preference to the mixed version was expressed, but we have until the Fall to decide.

Old Business:

- **CPA Audit waiver:** The vote is completed. Now we need to form the audit committee and complete the audit.
- **Reserve Fund Special Assessment:**
 - Shantel reported that at the beginning of the year the Association started out with \$333,000 in the Reserve Fund. After we pay for the waterfront bulkhead replacement project, we will be down to \$79,000. Have you started the process of a special assessment to replenish the Reserve fund yet? It must be done by the end of October.
 - The Board discussions about this started in April and the Board voted then to ask for a special assessment to replace the money expended in the project. The Board also discussed it during the June meeting and the amounts of the assessments request were repeated.

- Kathleen asked what date do we want to set for the special assessment meeting and vote and who was going to send out the notification? Did we have to have a whole HOA meeting? Did we have to vote at that meeting? Shantel affirmed that it was the same process as the request to waive the CPA audit and it had to start now. You have to start the process, you have to set the date, you have to write and send out the notification to let the membership know, you have to hold the meeting and the vote.
- Shantel asked if anyone had gone into Election Buddy (the electronic process the Association uses to perform and record elections). Kathleen replied that she didn't know what Election Buddy was. Shantel explained that it is a certified election process. You can't just send out an email. You can use email if it goes out through Election Buddy because it is a certified election service. Election Buddy sends out the email to the voters the Association identifies from the LFHA contact lists. It requires the contact lists to be current, complete, and properly formatted. About 126 notices must be printed and go out by USPS mail. There are also proxy ballot procedures.
- Kathleen asked who was going to work on this and who was going to do what pieces? Who was going to do post cards? Kim and Corri would not be available. Deanna is no longer the secretary. All the people who were doing these procedures are no longer here.
- Shantel has the ability to do Election Buddy but does not have the time. It's simple to do but it's time consuming. The contact list must be updated and correctly formatted.
- Shantel warned that if we don't get the assessment notice out now for an early September vote, there would not be enough time for her to get the December membership dues and assessment billings out by the end of December. This is important and if we don't do this we will run out of money. She noted that LFHA has never passed a vote on the first attempt. It's not that people vote against a proposal, it's because not enough people vote so we never reach a quorum the first time. The quorum threshold decreases on a second vote IAW the By-Laws.
- Dave suggested that in preparing the notifications and mail outs for the first attempt at a quorum decision, we duplicate the notices in anticipation of a second attempt at acquiring a quorum. If a quorum is reached on the first ballot and the result is approval of the special assessment, we send it out as a thank you.
- Kim announced that she would not be treasurer next year if the Association does not set up something with automatic payments for people and eliminate the old school methods of bill payments. If we don't move into something electronic or electronic based with recurring or automatic payments or web-based payments it becomes too much to administer. Shantel advised that when you push that, the HOA or member is paying those fees. Kim acknowledged that we would have to announce the fees up front. Not everyone is willing to pay the fees.
- Returning to the task of the assessment notice, Shantel asked if anybody had the template for the post cards. Kim said it's on our Google drive. Shantel said that all that needs to be done then is update the date, change the verbiage, and send it to print. Our Google contacts needs to be updated. Kathleen did not know how to do that. Shantel offered to do it tonight and send the information we need to Kathleen, but she can not be in control of the process, that is the Board's job.

- Shantel can set up Election Buddy but she needs someone to format the MS Excell spreadsheet correctly.
- Dave asked a question as a concerned homeowner viewing the chaos he witnessed in tonight's assessment process attempts.: Why doesn't LFHA hire a management company? That stirred up a hornets nest of stories from LFHA history about a Board attempting to do that. It had resulted in a homeowner revolt about the costs, replacement of the Board members that made that decision, and the firing of the management company.
- Alex brought the Board back to what day we are going to start and who is going to do it. Shantel will look at the files to see what is there and email what she finds to the Board, and copy furnish Alex. Kathleen repeated that we don't have anyone to do it to which Shantel replied that we needed to **find** somebody to do it. Kathleen replied that Shantel gets paid. Shantel retorted that doing this action is not in her contract.

The meeting ended at that point, without adjournment, at approximately 9 PM.

This minutes draft is complete without attached addendums and respectfully submitted for review and comments before final approval.

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

		2023 Budget	May 23 Actual	Jun 23 Actual	Jul 23 Actual	TOTAL Budget Bal Left	Deficit 2023 Budget	\$4,583.83			
Projected 2023 Budget								\$4,206.07			
Ordinary Income/Expense								Accts Rec	2022	2023	
Income								5/31/2023	\$169.46	\$174.54	
2023 Association Dues (\$174.54 & \$87.29 Dues with Credits Applied \$0.00)	72,919.01	-3,856.65	-1,195.09	0.00	3,105.80	72,919.01		\$84.74	\$87.28		
2023 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$0.00)	16,880.00	-320.00	-160.00	0.00	1,820.00	16,880.00	10% Possible Unpaid	\$40.00	\$40.00		
Credits Prepaid for 2023 in Dec 2022 \$		0.00	0.00	0.00	0.00	0.00	\$8,979.90				
Total Income	89,799.01	-4,176.65	-1,355.09	0.00	4,925.80	89,799.01					
Expense								Banking			
								6/30/2023			
2 Tax Preparation Fee/IRS/Property Taxes	250.00	0.00	0.00	0.00	29.12	250.00	\$90,040.79				
3 Insurance (April)	8,000.00	-7,510.00	0.00	0.00	490.00	8,000.00	Reserve Fund				
4 Licenses & Fees (May)	10.00	0.00	0.00	0.00	-10.00	10.00	\$134,307.58				
Maintenance								Reserve Paid			
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$0 with Credits Applied)	16,880.00	-320.00	0.00	0.00	3,660.00	16,880.00	\$13,220.00				
5 Fence/Signage Repairs-Maint.	2,000.00	0.00	-2,040.56	0.00	-40.56	2,000.00					
6 Common Area Maint/Mowing (at \$2,300) for 12 months)	27,600.00	-4,400.00	-2,200.00	-2,200.00	12,395.16	27,600.00	Grimm				
7 Volunteer Projects/Petty Cash/Garbage	600.00	-103.39	-30.63	0.00	102.46	600.00	12/31/2019				
8 Hearing Park Maintenance/Waterfront	500.00	0.00	0.00	-40,375.00	-40,025.60	500.00	\$1,083.10				
10 Other Landscaping/Trees	9,000.00	0.00	0.00	-4,645.25	4,084.50	9,000.00					
12 Theft & Vandalism	50.00	0.00	0.00	0.00	50.00	50.00	VF Collections				
* Total Maintenance	56,630.00	-4,823.39	-4,271.19	-47,220.25	-19,774.04	39,750.00	10/31/22				
Office Expenses											
15 PO Box Rental (Due in February)	375.00	0.00	0.00	0.00	-13.00	375.00					
16 Postage	800.00	0.00	0.00	0.00	549.00	800.00					
18 Supplies	800.00	-114.70	-40.00	0.00	-293.21	800.00					
19 Telephone (at \$40.00 per month)	480.00	-36.02	-36.02	0.00	237.05	480.00					
20 Website/Email	350.00	-31.84	-6.57	0.00	285.34	350.00					
* Total Office Expenses	2,805.00	-182.56	-82.59	0.00	765.18	2,805.00					
21 Community Events	900.00	0.00	0.00	0.00	900.00	900.00					
Professional Fees											
22 Legal Fees	300.00	0.00	0.00	0.00	300.00	300.00					
23 Accounting Fees/Reserve Study	4,500.00	0.00	-485.00	0.00	3,199.60	4,500.00					
24 Bookkeeping (at \$360.17 per month)	4,322.04	-720.34	0.00	0.00	2,161.02	4,322.04					
* Total Professional Fees	9,122.04	-720.34	-485.00	0.00	5,660.62	9,122.04					
Utilities											
26 Electricity (at \$825.00 per month)	9,900.00	310.44	-713.09	0.00	6,300.88	9,900.00					
27 Port-a-potty (at \$60.00 per Service at 15 Services)	900.00	-59.46	-59.46	0.00	602.70	900.00					
28 Water - Irrigation (\$60 per Month & Backflow 2@\$110)	940.00	-172.00	-55.29	0.00	507.51	940.00					
* Total Utilities	11,740.00	78.98	-827.84	0.00	7,411.09	10,800.00					
Total Expense	89,457.04	-13,157.31	-5,666.62	-47,220.25	-4,528.03	89,457.04					
Net Ordinary Income	341.97						341.97				
Other Income											
Interest Income (at \$50.00 per month aprox)	600.00	71.13	57.50	0.00	181.58	600.00	YTD Interest				
Total Other Income	600.00	71.13	57.50	0.00	181.58	600.00	\$418.42				
Net Other Income	600.00	71.13	57.50	0.00	181.58	600.00					
Total Net Income	941.97						941.97				
1st Qtr	Totals				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr			
	2023 Assessments				\$59,340.40	-	0.00				
	Previous Assessments				\$1,110.68	-	0.00				
	Finance Charges/CC&R Fines				\$468.65	-	0.00				
	Late Charges				\$748.50	-	0.00				
	Reserve Payments				\$14,220.00	-	0.00				
	Credits				\$575.70	-	0.00				
	Total Paid		\$0.00	\$0.00	\$76,463.93	0.00	0.00	0.00			
					76,463.93						

Addendum D

July 2023 LFHA Maintenance Report

6/26 Pruned Fir tree obstructing stop sign at intersection of Oxford Dr & Carnegie. Pruned ornamental tree obstructing traffic & street sweeper near intersection of Oxford Dr & Carnegie. Serviced annual pond inspection of Duke Ct collection point and both ponds on Gonzaga N and S removed sediment, removed down branches.

Note to Shannon ref RMR Landscape performance. Perimeters of ponds have been neglected and brush is encroaching, compromising ponds. Maintenance contract specifies regular weed eater service on perimeters and picking up occasional branches, neither of which is being done.

5 volunteers, 15 man hrs.
\$9.00 dump run

6/30 Replaced lights at NE Entrance. Bulbs were not the problem, fixture contacts corroded. Cleaned contacts with deoxit contact cleaner & wire brush. Replace bulbs anyway. Fixture will likely need replacement in the future.

1 volunteer, 2 man hrs.
\$13.03, two 15,000 hour LED bulbs

7/3 Serviced Oxford Loop pond. Cleared back fence line, removed multiple black berry brambles and ivy. Removed down branches and three small, dead cherry saplings, pulled some sort of persistent climbing vine from trees. Contractor RMR lawn service is not servicing perimeters as specified in contract.

2 volunteers, 7 man hrs. \$18 dump run.

7/5 Met with Summit Fence soliciting bid for park fence repair.

1 volunteer, 1.5 man hrs.

7/10 Serviced Dartmouth & Oxford Ave ponds. Removed sediment, removed down branches and a couple hanging widow makers. Removed dead cedar sapling that didn't survive trans planting. Pulled persistent vine overtaking trees in Oxford Ave pond. Cut back brush encroaching into ponds.

It's becoming increasingly evident that RMR Landscape is assuming the volunteer committee will perform services specified and paid for in his contract (some \$2,200 per month). It's also evident those in charge of supervising RMR's performance are not checking his work in comparison to contract specs. He does not remove the occasional down branches as specified, he does not maintain the perimeters (6 ft overhang), resulting in weeds and brush encroaching into ponds He does not routinely weed the splash pad outflows. He typically mows around such obstacles. The volunteer

Addendum D

committee mission is to perform common area maintenance not included in our paid maintenance contract with RMR

4 volunteers. 14 man hrs. \$13 dump run.

7/12 Tree jobs completed by Bram Granger, Tree Walker Tree Service. Multiple firewood logs down in greenbelts I recommend advertising on website or next door.

Received correspondence from Summit Fence regarding repair of collapsed chain link fence section at canoe launch. Summit cannot repair fence due to in-water construction restrictions. Conversation with canoe launch neighbor, Dan Vaughn, Dan doesn't think fence needs to be repaired. Blackberry and brush thicket is enough to restrict unauthorized entry or exit.

7/17 Serviced Radcliffe, Stanford, and Fordham ponds. Weeded outflows, removed sediment, removed blackberry brambles, tansy and thistle. Removed down branches. Cut back perimeters. Removed dead conifer at school entrance gate on Marquette, removed branches overhanging right of way near yield sign at intersection of Marquette & Lk Forest Dr

Again, it's obvious RMR Landscape is assuming volunteers will perform pond maintenance requirements detailed in maintenance contract. RMR is not picking up down branches, is not weed whacking outflows, is not maintaining perimeters, is not cutting back the 6 ft clearance. and is leaving large sections unserviced.

Completed 10 pond inspection reports as required by Thurston County Storm Water Utility. Copied and forwarded to County.

4 volunteers, 14 man hrs
Dump run. \$9.00

Total volunteer man hrs 53.5

reimbursable expenses:

6/5 dump run: 35.00

6/19 dump run: 10.00

6/26 dump run: 9.00

7/3 dump run: 13.00

7/10 dump run: 13.00

7/17 dump run: 9.00

6/28 13.03 Crescent Lighting NE entry Light bulbs

6/21 Costco

10.4 gal

fuel 47.59

total: \$149.62

July 18, 2023 HOA Meeting

Architectural Review Committee Report

Lot 3141 – New Cedar fence - **Approved**

Lot 3147 – Paint house – **Approved**

Lot 3147 – New Cedar Fence – **Approved**

Lot 3158 – Solar panels - **Approved**

Contract Maintenance Report

On going

Hearing Park Gate:

5 Lots needed to know gate code

1 Lot needed a new gate code

3 Lots had their gate code unlocked