



**Lake Forest Board of Directors Meeting
September 20th, 2022
Minutes**

Location: Evergreen Forest Elementary School

Board members present; Kathleen Emmett, Nan White, Kim Busenbark, Deanna Rocamora

Member-at-Large; Alex Broman, Shannon Hildreth

Board members absent: 0

Guests: 9

Time started: 6:36 pm

Called to Order

Welcome guests!

Announcements

None

Minutes

The board acknowledged an amendment to the ARC report in the July minutes.

Stated in the July minutes: "1 ARC form has been received for lot 3066 for gravel on the lawn".

Correction: "The ARC chair was asked to look into Lot 3066 for putting gravel in a lawn area for parking. The gravel area was neat and well done. No ARC form submitted. Did not pursue".

The August minutes were sent via email to board members for review. Corrections were made and discussed. A motion was made, seconded and carried to approve the revised August minutes.

President Report

On August 19th a Forest Specialist from the Department of Natural Resources (DNR) toured LFHA with members of our board to make recommendations on what we can do to care for our 24 acres of forested neighborhood. He provided resources on how to manage English Ivy, Himalayan Blackberries and Holly. He also provided information on how to create a Forest Stewardship Program for LFHA. A Forest Stewardship Plan would help the LFHA guide the management of the forested property by providing direction with identifying goals and setting priorities for the large area we live in. Since LFHA owns more than 20 acres, we qualify for a cost sharing benefit of a hiring a consulting forester to help us write the plan.

Discussion occurred about the benefits of creating a Stewardship Plan for LFHA and it was agreed to pursue the resources provided and recommended by Forest Specialist from the DNR.

A hornet's nest located at Hearing Park was reported to the board. Cascadia Venom Collection was called and was able to extract the hornets safely and effectively.

Vice President Report

Operating budget has been created and emailed to the board for review (Addendum A). Any comments, revisions, additions, questions etc need to be addressed by the November board meeting so a final draft can be presented and voted on at the December board meeting. The provided draft of the operating budget includes an allocation for volunteer training which is a new item and shows that 58% of the budget is for general maintenance of the neighborhood.

Treasurer Report – Kim Busenbark/Shantel Jones

The Treasures Report and Book Budget were presented and discussed (Addendum B and C).

Letters were created and mailed to residents that still had annual balances owing. It has been discovered there are many discrepancies in the record keeping of who owes and who has paid. Mailing out paper notices has proven to help identify these discrepancies rather than relying solely on email notifications. Efforts continue to identify and correct these discrepancies.

Discussion about using a product called Autobooks occurred. Autobooks is a financial software tool that provides digital payment acceptance, accounting and bookkeeping, online invoicing, and financial reporting. The monthly cost of this product is \$9.95 and could streamline and improve the accuracy of the financial tracking/processes currently in place. More information is to be gathered and presented by the VP and Treasurer at the October board meeting.

Annual Audits

Diane Rigby has been a valued and appreciated volunteer as the Audit Committee Chairperson. Amy Grothe will be the new chairperson going forward starting with the 2021 audit. Amy Grothe presented the 2019 and 2020 Audit results. Performing annual audits with a group of volunteers from the neighborhood saves the residents an estimated \$5,000.00.

The 2019 audit was performed June 27th, 2022, with 4 auditors present. The 2019 treasurer was also present for the audit. The 2019 financial books were reviewed, and the statement of income and expenditures was approved. The signed document was shown to the board members and given to the Secretary for filing and inclusion with the minutes.

The 2020 audit was performed September 1st, 2022, with 4 auditors present. The 2020 treasurer was also present for the audit. The 2020 financial books were reviewed, and the statement of income and expenditures was approved. The audit committee found the following discrepancies: "Accounts receivable print outs (Google Pay and PayPal) were missing for several months. In the past, we received print outs for every month which we prefer." The signed document was shown to the board members and given to the Secretary for filing and inclusion with the minutes.

The 2021 electronic and post card audit ballots have been emailed to the board for proof reading. No changes were suggested at this meeting. Ballots will be distributed soon.

Maintenance -Update by Jeff Heard

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

A tree located at the rear of the Oxford Loop retention pond is reported as compromising the chain link fence. The tree trunk is pushing on the fence and could cause damage/failure of the fence in the future.

A motion was made, seconded and carried to remove the tree. The method of removal will be discussed and decided on later.

A communication was received from a resident about low hanging branches from trees along Lake Forest Drive and Marquette Dr. This will be discussed with RMR Lawn Service to address the needed pruning.

A report of a resident falling on an uneven sidewalk was received. The sidewalk maintenance has recently been discussed. The county will be contacted again for follow up on repair of the sidewalks.

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

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

One correction was noted on the report and will be amended when emailed to the Secretary.

Fines for Lot 1055 were received from the sale of the property. The new owners are working on the eviction of the squatters that continue to violate CC&Rs.

Architectural Review Committee (ARC) Report -Nan White, Kathleen Emmett, Shannon Hildreth

Nan resigned as ARC chairperson as of 9-12-22. Kathleen and Shannon remain on the ARC committee.

Shannon will take lead on the ARC requests. A resident submitted a request via email but did not include an ARC form. A typed approval was sent to the owner without any indication which person sent the approval. Going forward, anyone who replies to a resident, should sign off with their name and position. Additionally, the resident that sent the email will be asked to send an ARC form.

Events

The Halloween House Decorating Contest will be 10-29-22. Nan and 2-3 other volunteers will drive around the neighborhood and vote on the best decorated house. The top winners will receive Home Depot gift cards.

Waterfront/Shoreline Project

No update provided

Old Business

Newsletters- The secretary is working on a proof and will email the board for revisions when it's ready.

Long Lake Management Committee- A meeting is scheduled for 9/22/22, an update will be provided in October.

Monthly Crime Report- 2 reports in August for suspicious car/persons

Streetlight Conversion to LED- Nan is waiting on an update from Lars for timeline.

New Business

Vote to increase HOA annual dues by 3%- A motion was made, seconded and carried to increase the 2023 annual dues by 3%.

2023-2025 Lawn Service Contract- The new contract was provided for review. This will be tabled until the October board meeting due to lack of time.

Providing IT support to board members- This is tabled until the next meeting due to lack of time.

Communication/Social Media Volunteer Position- A recommendation was made to introduce a volunteer position that would make general announcements on Facebook/Nextdoor and communicate announcements to the website volunteer. Kaylan Rocamora has volunteered for this position.

Motion made, seconded, and carried to adjourn @ 8:27pm

Addendum A

LFHA 2023 Operational Budget Draft

Expected income:

Annual Assessment of Developed Lots		\$174.54 x 419 = \$73132.26
Annual Assessment of Undeveloped Lots		\$87.29 x 7 = \$611.03
Working Capital	Total	\$73743.29

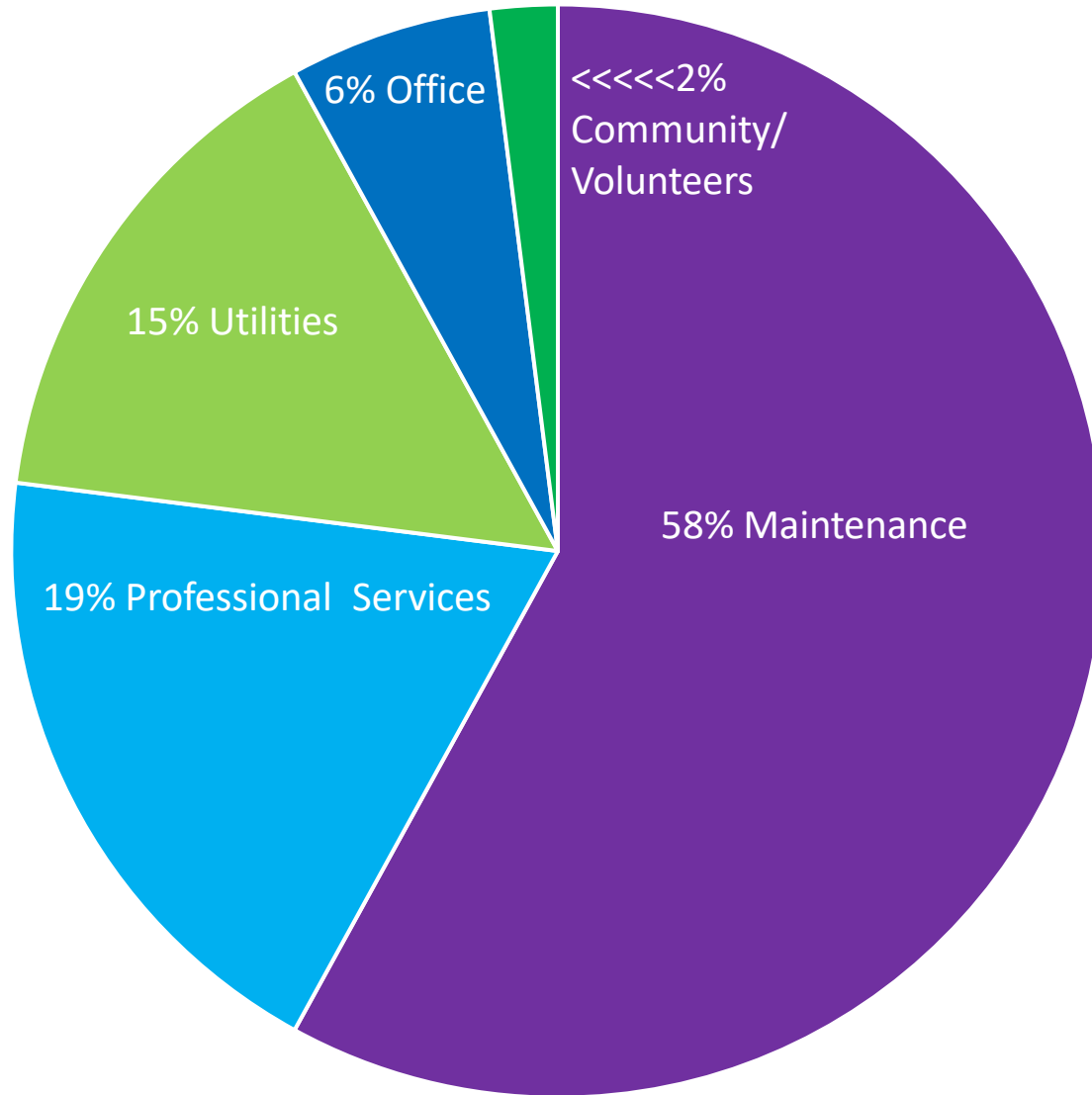
Unexpected Income:

(Credits/prepaid dues)	Unknown
Left over from 2022 Budget	Unknown
Late Fees/Fines	Unknown

Reserve Fund

Balance as of May 31, 2022	\$214136.10
Estimated amount owed to LFHA as of Sept 15, 2022	\$1800.00
Special Assessment – Reserve Fund – developed lots	\$40.00 x 419 = \$16760.00
Special Assessment - Reserve Fund – undeveloped lots	\$20.00 x 7 = \$140.00
Total Working Estimate for Reserve Fund 2023	Total \$231076.10

Pie Chart of the LFHA 2023 Operational Budget



Addendum A

Lake Forest 2023 Operational Budget	Monthly	Yearly							
Maintenance									
Professional Lawn Service	\$ 2,300.00	\$ 27,600.00							
Hearing Park/Waterfront		\$ 400.00							
Fence/Pavilion/Shed/Signage		\$ 2,000.00							
Trees/Landscaping/Ponds	\$ 1,061.00	\$ 12,732.00							
Theft/Vandalism		\$ 200.00							
	Total	\$ 42,932.00							
			58%	Maintenance	\$	42,932.00			
			19%	Professional Services	\$	13,910.00			
			15%	Utilities	\$	11,420.00			
			6%	Office	\$	4,581.29			
			2%	Community/Volunteers	\$	900.00			
			100%	Total	\$	73,743.29			
Professional Services									
HDA Insurance (April)		\$ 8,000.00							
License (May)		\$ 10.00							
Legal Fees		\$ 500.00							
Reserve Study/Audit Fee		\$ 5,000.00							
Tax Prep/IRS		\$ 400.00							
	Total	\$ 13,910.00							
Utilities									
Electricity	\$ 825.00	\$ 9,900.00							
Water		\$ 600.00							
Trash (seasonal)		\$ 200.00							
Portable Toilet Service		\$ 720.00							
	Total	\$ 11,420.00							
Office									
PO Box Rental (February)		\$ 350.00							
Cell Phone Service	\$ 50.00	\$ 600.00							
Website Hosting		\$ 350.00							
Postage		\$ 1,500.00							
Supplies		\$ 1,781.29							
	Total	\$ 4,581.29							
Community/Volunteers									
Volunteer Appreciation (April)		\$ 100.00							
Easter Egg Hunt (March/April)		\$ 100.00							
Annual Yard Sale Promotion (May)		\$ 100.00							
Halloween Lights Contest (October)		\$ 100.00							
Holiday Lights Contest (December)		\$ 100.00							
Annual Neighborhood Potluck		\$ 200.00							
Volunteer Development/Training		\$ 200.00							
	Total	\$ 900.00							

Checks Written

Check #	Date	Amount	Whom	Description
6387	8/01/2022	136.75	Lacey BackFlow	Repairs and parts for NE Ent
Debit	8/05/2022	\$6.55	Google	Cloud Storage
Debit	8/08/2022	48.65	Goebel Septic	Porta Potty
Debit	8/16/2022	35.42	Consumer Cellular	HOA Phone
6388	8/16/2022	108.96	Jeff Heard	Fuel & Dump fees
6389	8/19/20212	2004.84	RMR Lawn Services	August 2022 Services
ACH	8/19/2022	25.27	City of Lacey	Water at entrance
ACH	8/19/2022	31.72	City of Lacey	Water at entrance
ACH	8/20/2022	119.20	PSE	Streetlights
ACH	8/20/2022	655.02	PSE	Streetlights
ACH	8/20/2022	11.16	PSE	Streetlights
ACH	8/20/2022	12.11	PSE	Streetlights
ACH	8/20/2022	30.51	PSE	Streetlights
ACH	8/20/2022	48.65	PSE	Streetlights

- Communication
 - Phone - calls regarding gate codes, account status, CCRs, home sales, solicitation and speeding in the neighborhood.
 - Email - HOA demands for homes selling in the neighborhood, account status, gate codes, new contact information.
- Reserve Study
 - Have we contracted to do one this year?



Treasurer's Report

September 20, 2022

- VF Accounts accounts for collections
 - Lot 1134- \$696.90 Home in Foreclosure 12/23/2022
 - Lot 3120- Judgment for \$5,332.52 now owes add'l \$1,253.25
 - 5 that need to be turned over

- 2022 Dues

47	TOTAL UNPAID AS OF August 31, 2022
14	Paid
15	Owe nominal amounts from online payment fees

		Jul 22	Aug 22	Sep 22	TOTAL	Deficit		
Projected 20212Budget		Actual	Actual	Actual	Budget Bal Left	2022 Budget	-\$3,384.95	
							-\$12,032.08	
Ordinary Income/Expense							Accts Rec	
Income							8/31/2022	
2022 Association Dues (\$169.46 & \$84.74 Dues with Credits Applied \$0.00)		-423.79	-899.80	-5,179.54	-727.08	69,551.33	\$12,525.24	
2022 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$0.00)		-80.00	-160.00	-161.54	1,918.46	16,920.00	10% Possible Unpaid	
Credits Prepaid for 2022 in Dec 2021 \$		0.00	0.00	0.00	0.00		\$8,647.13	
Total Income		-503.79	-1,059.80	-5,341.08	1,191.38	86,471.33		
Expense							Banking	
							8/31/2022	
2 Tax Preparation Fee/IRS/Property Taxes		0.00	0.00	0.00	-72.35	150.00	\$44,658.07	
3 Insurance (April)		0.00	0.00	0.00	-1,500.00	6,010.00	Reserve Fund	
4 Licenses & Fees (May)		0.00	0.00	0.00	-10.00	10.00	\$214,472.20	
Maintenance							Reserve Paid	
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$0 with Credits Applied		0.00	0.00	-401.54	-601.54	17,000.00	\$17,601.54	
5 Fence/Signage Repairs-Maint.		0.00	0.00	0.00	279.47	300.00		
6 Common Area Maint/Mowing (at \$1,854.83) for 12 months)		-2,004.84	-2,004.84	0.00	4,489.38	22,257.96	Grimm	
7 Volunteer Projects/Petty Cash/Garbage		-30.51	-188.27	0.00	-230.93	600.00	12/31/2019	
8 Hearing Park Maintenance/Waterfront		-576.70	0.00	0.00	3,229.01	1,500.00	\$1,083.10	
10 Other Landscaping/Trees		-4,400.00	-136.75	0.00	-10,916.75	10,000.00		
12 Theft & Vandalism		0.00	0.00	0.00	-91.35	50.00	VF Collections	
* Total Maintenance		-7,012.05	-2,329.86	-401.54	-3,842.71	34,707.96	5/15/22	
Office Expenses							\$1,950.15	
15 PO Box Rental (Due in February)		0.00	0.00	0.00	-89.00	275.00		
16 Postage		0.00	0.00	0.00	999.10	1,300.00		
18 Supplies		-6.54	0.00	0.00	370.40	800.00		
19 Telephone (at \$50.00 per month)		-29.53	-35.42	0.00	123.11	360.00		
20 Website/Email		-6.56	-6.56	0.00	-41.58	260.00		
* Total Office Expenses		-42.63	-41.98	0.00	1,362.03	2,995.00		
21 Community Events		0.00	0.00	0.00	200.00	300.00		
Professional Fees								
22 Legal Fees		0.00	0.00	0.00	-680.00	400.00		
23 Accounting Fees/Reserve Study		0.00	0.00	0.00	5,000.00	5,000.00		
24 Bookkeeping (at \$360.17 per month)		0.00	0.00	0.00	1,444.35	4,322.04		
* Total Professional Fees		0.00	0.00	0.00	5,764.35	9,722.04		
Utilities								
26 Electricity (at \$825.00 per month)		-796.86	-797.49	0.00	-82.71	9,900.00		
27 Port-a-potty (at \$40.00 per Service at 15 Services)		-97.20	-97.30	0.00	162.50	600.00		
28 Water - Irrigation		-49.40	-56.99	0.00	97.21	500.00		
* Total Utilities		-943.46	-951.78	0.00	177.00	10,500.00		
Total Expense		-7,998.14	-3,323.62	-401.54	2,078.32	81,895.00		
Net Ordinary Income						4,576.33		
Other Income								
Interest Income (at \$25.00 per month aprox)		72.83	72.85	0.00	-249.00	300.00	YTD Interest	
Total Other Income		72.83	72.85	0.00	-249.00	300.00	\$549.00	
Net Other Income		72.83	72.85	0.00	-249.00	300.00		
Total Net Income						4,876.33		
1st Qtr	Totals				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
	2021 Assessments	\$339.11	\$847.30		\$59,306.08	1,839.43	1186.41	
	Previous Assessments	\$0.00	\$0.00		\$832.40	56.23	0.00	
	Finance Charges/CC&R Fines	\$24.68	\$6.42		\$79.17	42.22	31.10	
	Late Charges	\$60.00	\$46.08		\$403.33	140.00	106.08	
	Reserve Payments	\$80.00	\$160.00		\$14,200.00	400.00	240.00	
	Credits	\$0.00	\$0.00		\$563.32	38.13	0.00	
	Total Paid	\$503.79	\$1,059.80	\$0.00	\$75,384.30	2,516.01	1,563.59	0.00
					79,463.90			

Addendum D

9/19/2022

September 2022 LFHA Maintenance Report
Submitted by Jeff Heard

8/22

Completed Annual County Storm Water Facility Inspection. (pond report)
Serviced Stanford & Gonzaga ponds. Cut back perimeters, cleared outflows.
Removed blackberry brambles; ivy, dead branches & brush.
5 volunteers, 15 man hrs.

9/6

Submitted pond reports to county. Our ponds are well maintained, kudos to the regular Monday crew. Watered Carnegie island 250 gal. Watered Marquette triangle, 250 gal.

9/7

Picked up brush piles left over from pond maintenance in Radcliffe, Stanford, Gonzaga ponds. Removed blackberry infestation dead branches & brush from Fordham pond.
Dump run; 540 lbs blackberry brambles & brush: \$32.00.
5 volunteers, 15man hrs.

9/12

Cleared N park fence line.
2 volunteers, 6 man hrs.

9/19

Cleared S park fence line. Removed ivy. Dead limbs & brush compromising fence. Also removed one 6 ft English Holly. Heavy ivy infestation in this spot, to the left inside the gate.

Neighbor lady took exception to removing ivy from park fence along her back yard, enjoys the greenery & privacy. We compromised and thinned out the ivy on our side of the fence. Without fairly aggressive maintenance ivy will eventually destroy the fence.

Same neighbor pointed out a hole in the fence in this spot. Blames it on her tenants when she had the place rented. Parts to fix it are in the shed.

Fence line ending down by the canoe launch is being destroyed by blackberry infestation and a grove of English Laurel. Fasteners are pulled loose and fence is weighed down by brush. Parts to fix it in the shed.

Addendum D

4 volunteers, 12 man hrs. Scotch broom cropping up at canoe launch.

Reimbursable expenses: 32.00 dump run

3.41 postage to mail pond report

35.41 total

Total volunteer man hours: 48

A. Tree in rear of Oxford Loop pond is compromising the fence. Maintenance has dealt with repeated fence damage from trees in this spot. Problem is, 30 years ago, along with being generally a weak & trashy species, trees were planted too close to the fence. Would seem good business to remove this particular tree now, before it destroys the fence.

B. Received correspondence from resident pointing out trees along Lake Forest Dr & Marquette need pruning. Point well taken. These trees are likely 30 years old, may be entering end of life cycle, several have died and many are sickly. They need to be pruned but will suffer less stress if the job is done in Winter when the trees are dormant. Page six of our contract with RMR addresses this issue.

C. Received report someone fell & was injured from sidewalk trip hazard. My neighbor tripped on one of these hazards a while back & had her wrist in a cast for a couple months

Tree roots along these sidewalks are the problem, Certain stretches of the sidewalk can be ground to temporarily meet safety standards. many spots are beyond repair, requiring replacement.

CCR Report for September 2022

1. CCR inspections were made on August 23, 30, and September 11 and 20..
2. Letters sent on September 12 (16):
 - a) #1: 11
 - b) #2: 5
 - c) #3: 0
3. Breakdown by violation types:
 - a) #1: 4 for cans, 1 for yard and cans, 1 for cans and trailer, 4 for yard and/or weeds, 1 for parking.
 - b) #2: 1 for yard and cans, 4 for yard and/or weeds
 - c) #3: 0 (corrected before July fine letter was sent)
4. Homeowner corrections (15) for September 2022 :
 - a) #1: 1 for cans in view, 3 for cans and weeds, 1 for appearance, 6 for weeds/lawn.
 - b) #2: 1 for cans, 2 for yard/weeds
 - c) #3: see fine status and report notes below
5. Turned over to Treasurer: 0
6. Fine (Letter #3) status:

Lot 1055 property sold at the end of August. Fines existent at time of sale should have been paid at closing. Power and water utilities were terminated by Executer of former owner (deceased). Former residents are squatting on the property and have violated greenbelt CCRs by driving vehicles and dumping mattresses there and built a pallet “corral” type fence on driveway It appears they obtained electric and water utilities connections and continued nuisance noise and activity violations. Board notified new owner (Evolution Real Estate LLC) via email about the squatters and continued CCR violations. The new owner is working to evict squatters. CCR inspection on 20 Sep found pallet fencing removed, but a trailer with junk, pallet debris, and an inop vehicle remain.

7. Report Notes: The recent survey of the greenbelt in Tract A, of Division 1, results were delivered to us and are on file on the Board’s Google documents. The survey verified the property lines of Lots 2009 and 2010 and confirmed that there were no greenbelt incursions from those lots. Therefore there are no CCR violations levied against those lots. The survey did, however, bring out incursions of other lots adjacent to that greenbelt.

CCR report on September 20, 2022 by Alex. Copies of Courtesy Letters sent to home owners are on file on the LFHA BOD Google drive.