



**Lake Forest Board of Directors Meeting
December 15th, 2020
Minutes**

Location: Zoom Meeting

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

Board members absent: 0

Guests: 2

Time started: 6:34pm

Welcome by President

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

Secretary Report- Deanna Rocamora

November minutes were reviewed by board members via email with one correction made. Motion to approve November minutes was made, seconded, and carried.

Treasurer Report – Update by Beckie Weatherford and Shantel Jones

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

A typo was noted in the allocation for Williams Flowers and Gifts. It should be listed as \$87.13 not \$887.13. The report will be corrected and resubmitted.

No invoice has been received from MTN2COAST LLC from October 8th as of this meeting. Alex will contact the company to inquire.

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

A request was received to place a garage/shipping container behind a carport in a backyard. The shipping container is 8x8x25.

The board reviewed the CC&R's and determined that the shipping container does not blend in harmony with the architecture of the homes of the neighborhood and will decline the request. Gregg will send the letter of decline to the owner.

The board discussed a provision in Article IX of the violation codes of the CC&R's and how it applies to homeowners that have non-compliant structures on their property or other violations that have gone unnoticed for an extended period of time.

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

Report submitted via email for inclusion with minutes. Addendum C

Letter's will be late going out this month.

A residence was noticed that has a rectangular welded wire fence. No known ARC request was submitted. Alex will research the CC&R's to determine if this is a type of fencing that follows the guidelines of the CC&R's.

Discussion occurred regarding metal carports being installed behind a resident's fence line. The homeowner submitted an ARC which was approved as it was a replacement to one he already had. Beckie stated we should refer to the CC&R's as to what can/can not be built to establish the guidelines for approval of the ARCs.

A storage container which looks like a shipping container is present on a resident's property. Alex has left a message with the owner to discuss whether it is intended to be a permanent structure or for moving purposes. The container has been on the site for 6 weeks or more.

A typo was noted in the CCR&R report. It is dated November but should be dated as December.

Beckie mentioned a flatbed trailer noticed on Oxford Loop. Alex is aware of it and will follow up.

Alex will follow up with homeowners whose fence lines are encroaching on the greenbelt which was surveyed back in October after the first of the year.

Maintenance -Update by Jeff Heard

Jeff contacted 5 tree services and has received 4 bids to remove approximately 62 trees that are not viable or are a potential threat to homes within the neighborhood.

Ron's Tree service	quoted \$28k-\$29k
Dead or Alive	quoted \$17,500
Sonrise	quoted \$14,000
Malloy's	quoted \$13,500

All the companies that bid are bonded, licensed, and insured and can start the work in February.

After discussion, a motion was made, seconded and carried to select Malloy's tree service for the removal of the trees. It will take Malloy's approximately 3-4 weekends to complete the project. The Malloy's will chip branches and clean the debris created but will leave the large logs.

The LFHA grounds maintenance provider, Ryan, has removed about 3500 lbs of leaves and debris. The grass has not been mowed as its not needed currently. If the number of leaves and debris exceeds the amount declared in his contract, he can email the board to be reimbursed.

Events – Update by Judi Denney

There will be a Christmas house decorating contest on 12-22-2020. A notice will be posted on the sign boards.

SE Entrance Project (Jeff Heard)

Electricity is available it just needs the lights to be wired in. The person who did wiring in the past no longer lives in the neighborhood. Jeff suggested we post it to Nextdoor to see if anyone in the neighborhood would volunteer.

The board discussed moving forward with removing the flower bed and moving the rocks around. Beckie announced there is approximately \$9k rolling over into the 2021 budget. Jeff has been short on time due to the tree removal project but can move forward with the Boards approval.

Waterfront/Shoreline Project -Update by Kathleen Emmett

SCJ is drawing up the construction documents and should be ready in December. Kathleen will forward documents to Jeff for review and they will provide the board with a summary.

Kathleen has been working with Long Lake Management on the treatment options available to combat the algae blooms.

Old Business

2019 financial audit

The 2nd vote received enough votes to reach a quorum and was in favor of having a committee perform the audit rather than a professional service. The committee was unable to meet to perform the audit due to the new COVID 19 recommendations by Governor Inslee. The committee will perform the audit as soon as public health recommendations allow for such activities to resume.

Carnegie Entrance Sign

The posts to the sign are failing but were reinforced in Oct/Nov 2020. The posts or the whole sign will need replacing soon. This item will be discussed again at the next meeting as a project and 2021 budget item.

2020 Holiday Newsletter

Holly Harmon provided the proof for review. Beckie and Deanna will proofread and send to the board members for review. We need to have a final to the printer by Thursday/Friday to meet the deadline for distribution.

Annual Meeting

2021 Annual meeting will be January 19th and will be conducted through Zoom. Kathleen will provide overview of 2020 and the Waterfront Project and Beckie will provide treasury and Reserve Study overview. The end of year reports will be submitted at this meeting. We will have the regular monthly board meeting at 6:30pm and the Annual Meeting at 7:00pm.

2021 HOA Dues

The invoices have been sent out. If we decided to go to monthly or biannual billing, we would need to upgrade our QuickBooks account which would be an additional \$100-\$200 per year.

New Business

Volunteer Safety Procedures

A volunteer was injured during a work party and taken to the hospital. The Board met on December 12th to discuss, review, and update current safety protocols.

The result of that meeting is included as Addendum D.

The board discussed the provided protocols in detail with many suggestions.

- a) How to maintain and keep emergency information for the volunteers on hand at each volunteer event. Suggestions ranged from storing it on the Google Drive and printing it out

for each event to having blank forms carried by the volunteer lead and either reviewed or filled out at each event. Deanna will create a draft form to present at next meeting.

- b) The lead volunteer needs to be CPR certified. The LFHA HOA will pay for the lead volunteer to be certified. No further suggestions made.
- c) All maintenance operations that include the use of power equipment will have at least 2 people attending and with maintenance lead coordination.
Discussion about having homeowners cut and haul their own logs (as a result of downed trees) as a liability resulted in mandating there are to be 2 people and have HOA approval to do so. Which would require a safety equipment check list to make sure the homeowners are prepared.
- d) Discussion regarding the wording of item # 4 occurred. Alex and Jeff will provide a draft of the safety policy and procedure at the next meeting.
- e) Discussion regarding #5 included L&I safety standards as it pertains the LFHA HOA volunteers when performing maintenance in the neighborhood. The board supports purchasing safety equipment for volunteers as recommended by L&I. A recommendation was made to create a checklist of required safety equipment needed by volunteers to ensure they are properly outfitted before performing any maintenance tasks.

A waiver releasing the HOA from liability was suggested and will be followed up with by Beckie.

It was suggested to add an additional listed item to include
"a safety briefing before any maintenance operations".

Conclusion of Safety Procedures discussion:

Alex and Jeff will review the document presented at this meeting and provide comments and/or edits at the January meeting. Additionally, it was suggested to work on the document as a group to provide a final draft by the January meeting.

2021 Maintenance Activities

A suggestion was made to have maintenance work parties one weekend a quarter to encourage more participation of homeowners. The HOA would provide snacks and drinks.

Next meeting will be through Zoom on January 19th as the Fire Station is still closed due to COVID-19 restrictions.

Adjourned @ 8:18pm



Treasurer's Report

December 15, 2020

- VF Accounts 5 accounts for collections
 - 1 account has asked for a payment plan and account to be paid off when house sells in March - board agreed
- 2020 Dues

1	started the lien process for judgement awarded in 2019. waited to send demand letter until invoices mailed
1	is making payments
3	waited to send demand letter until 2021 invoices mailed

- Petty Cash Disbursements
 - No disbursements
- Checks Written

Check #	Date	Amount	Whom	Description
6308	11/30/2020	\$1,049.04	Shantel Jones	September, October and November
6309	11/30/2020	\$100.45	Jeff heard	maintenance supplies
6310	11/30/2020	\$1,800.81	RMR Lawnservice	November Services
Debit	12/1/2020	\$87.13	Williams Flowers & Gifts	Fruit Basket for Volunteer
Debit	12/11/2020	\$78.80	USPS	postage for invoices
Debit	12/11/2020	\$32.73	Olympia Copies	windowed envelopes with return address

- Communication
 - Phone - mailing of invoices, HOA documents
 - emails - mailing of invoices, HOA demands, HOA documents
- 2019 Audit-
 - Postponed due to pandemic restrictions
- 2021 invoice
 - all invoices have been emailed or mailed

Projected 2020 Budget		Projected 2020 Budget		2020 Budget	Oct 20 Actual	Nov 20 Actual	Dec 20 Actual	TOTAL		
Projected 2020 Budget		Projected 2020 Budget		2020 Budget	Oct 20 Actual	Nov 20 Actual	Dec 20 Actual	Budget Bal Left	2020 Budget	
Ordinary Income/Expense		Ordinary Income/Expense								Accts Rec
Income		Income								12/15/2020
2020 Association Dues (\$159.73 & \$79.87 Dues with Credits Applied \$67,151.36)		2020 Association Dues (\$159.73 & \$79.87 Dues with Credits Applied \$67,151.36)		67,151.36	-378.14	-94.37	0.00	-650.71	67,151.36	\$2,970.72
2020 Special Assessment(\$40.00 & \$20.00 \$16,840.00)		2020 Special Assessment(\$40.00 & \$20.00 \$16,840.00)		16,840.00	-80.00	0.00	0.00	1,240.00	16,840.00	
Total Income		Total Income		83,991.36	-458.14	-94.37	0.00	589.29	83,991.36	
Expense		Expense								Banking
										11/30/2020
2 Tax Preparation Fee/IRS/Property Taxes		2 Tax Preparation Fee/IRS/Property Taxes		125.00	0.00	0.00	0.00	-21.19	125.00	\$42,197.10
3 Insurance (April)		3 Insurance (April)		6,010.00	0.00	0.00	0.00	187.00	6,010.00	Reserve Fund
4 Licenses & Fees (May)		4 Licenses & Fees (May)		10.00	0.00	0.00	0.00	0.00	10.00	\$193,080.23
Maintenance		Maintenance								Reserve Paid
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$16,840.00+ 2 \$40 Credits to Apply to Reserve)		Reserve Fund Contribution Special Assessment (\$40 & \$20 \$16,840.00+ 2 \$40 Credits to Apply to Reserve)		16,920.00	-120.00	0.00	0.00	960.00	16,920.00	\$15,960.00
5 Fence/Signage Repairs-Maint.		5 Fence/Signage Repairs-Maint.		400.00	0.00	0.00	0.00	400.00	400.00	
6 Common Area Maint/Mowing (at \$1,800.81 for 12 months)		6 Common Area Maint/Mowing (at \$1,800.81 for 12 months)		21,609.72	-1,800.81	-1,800.81	0.00	0.00	21,609.72	Grimm
7 Volunteer Projects/Petty Cash/Garbage		7 Volunteer Projects/Petty Cash/Garbage		1,000.00	-91.74	0.00	0.00	357.09	1,000.00	12/31/2019
8 Hearing Park Maintenance/Waterfront		8 Hearing Park Maintenance/Waterfront		1,500.00	-1,800.00	1,800.00	-87.13	218.85	1,500.00	\$1,083.10
10 Other Landscaping/Trees		10 Other Landscaping/Trees		9,000.00	-33.56	-487.17	0.00	8,304.53	9,000.00	
12 Theft & Vandalism		12 Theft & Vandalism		50.00	0.00	0.00	0.00	50.00	50.00	VF Collections
* Total Maintenance		* Total Maintenance		50,479.72	-3,846.11	-487.98	-87.13	10,290.47	33,559.72	12/15/20
Office Expenses		Office Expenses								\$4,481.34
15 PO Box Rental (Due in February)		15 PO Box Rental (Due in February)		275.00	0.00	0.00	0.00	275.00	275.00	
16 Postage		16 Postage		750.00	-33.00	0.00	-155.80	-74.85	1,500.00	
17 Storage Shed (\$106 per month to Reserve) Sched for 15th Each Month AutoPay. Ends Jan 2021 Original \$2600.04.		17 Storage Shed (\$106 per month to Reserve) Sched for 15th Each Month AutoPay. Ends Jan 2021 Original \$2600.04.		1,272.00	-106.00	-106.00	-106.00	0.00	1,272.00	
18 Supplies		18 Supplies		1,300.00	0.00	0.00	-32.73	558.45	1,300.00	
19 Telephone (at \$50.00 per month)		19 Telephone (at \$50.00 per month)		360.00	-28.90	-28.91	0.00	42.96	360.00	
20 Website/Email		20 Website/Email		225.00	-6.56	-6.56	-6.56	-50.64	225.00	
* Total Office Expenses		* Total Office Expenses		4,182.00	-174.46	-141.47	-301.09	750.92	4,932.00	
21 Community Events		21 Community Events		300.00	0.00	-100.00	0.00	200.00	300.00	
Professional Fees		Professional Fees								
22 Legal Fees		22 Legal Fees		500.00	0.00	-20.00	0.00	480.00	500.00	
23 Accounting Fees/Reserve Study		23 Accounting Fees/Reserve Study		5,000.00	0.00	0.00	0.00	4,150.00	5,000.00	
24 Bookkeeping (at \$349.68 per month)		24 Bookkeeping (at \$349.68 per month)		4,196.16	0.00	-1,049.04	0.00	-699.36	4,196.16	
* Total Professional Fees		* Total Professional Fees		9,696.16	0.00	-1,069.04	0.00	3,930.64	9,696.16	
Utilities		Utilities								
26 Electricity (at \$850.00 per month)		26 Electricity (at \$850.00 per month)		10,200.00	-721.77	-754.60	0.00	2,313.30	10,200.00	
27 Port-a-potty (at \$40.00 per Service at 15 Services)		27 Port-a-potty (at \$40.00 per Service at 15 Services)		600.00	-48.56	0.00	0.00	103.63	600.00	
* Total Utilities		* Total Utilities		10,800.00	-770.33	-754.60	0.00	2,416.93	10,800.00	
Total Expense		Total Expense		81,602.88	-4,790.90	-2,553.09	-388.22	17,754.77	81,602.88	
Net Ordinary Income		Net Ordinary Income		2,388.48					2,388.48	
Other Income		Other Income								
Interest Income (at \$25.00 per month aprox)		Interest Income (at \$25.00 per month aprox)		300.00	113.11	101.07	0.00	-971.42	300.00	YTD Interest
Total Other Income		Total Other Income		300.00	113.11	101.07	0.00	-971.42	300.00	\$1,271.42
Net Other Income		Net Other Income		300.00	113.11	101.07	0.00	-971.42	300.00	
Total Net Income		Total Net Income		2,688.48					2,688.48	
1st Qtr	Totals	1st Qtr	Totals					1st Qtr	2nd Qtr	3rd Qtr
	2020 Assessments		2020 Assessments		320.99	44.73		\$53,008.94	4,760.58	3385.36
	Previous Assessments		Previous Assessments		0.00	50.00		\$603.69	378.71	173.07
	Finance Charges/CC&R Fines		Finance Charges/CC&R Fines		7.15			\$980.75	171.58	117.24
	Late Charges		Late Charges		50.00			\$1,941.44	814.88	846.26
	Reserve Payments		Reserve Payments		80.00			\$13,280.00	1,300.00	760.00
	Credits		Credits		0.00			\$227.35	169.91	0.00
	Total Paid		Total Paid		458.14	94.73	-	\$70,042.17	7,595.66	5,281.93

Addendum C

CCR Report for December 2020

1. Inspections made on 24 November and 5 and 14 December. Courtesy letters sent for violations still existing on December 14.
2. Letters due out on 16 December:
 - a) #1: 9
 - b) #2: 0
 - c) #3: 0
3. Breakdown by violation types:
 - a) #1: 4 for cans in view, 2 for trailers, 1 for car tarp, 1 for parking on grass, and 1 for appearance (stack of tires)
 - b) #2: none
 - c) #3: none
4. Homeowner corrections (10) from 24 November to 14 December 2020: 4 for cans in view, 2 for greenbelt violations, 2 for trailers, 1 for dog nuisance, and 1 for parking on grass/possible business.
5. Pending Turn over to Treasurer in December: 0
6. Fine (Letter #3) status: No fines levied.
7. Report Notes:
 - a) Welded wire fence for referral to ARC.
 - b) Metal RV parking structure built for referral to ARC.
8. CCR report on November 17, 2020 by Alex. Copies of Courtesy Letters sent to homeowners are on file on LFHA BOD Google drive.

Addendum D

Saturday, December 12, members of the Board met with our maintenance crew Lead to discuss safety protocols we need to adopt for our volunteers, especially our maintenance volunteers.

Present: Jeff Heard, Maintenance Lead, and Board Members Alex Broman, Beckie Weatherford, Deanna Rocamora and Kathleen Emmett

Draft Safety Practices and Procedures

1. Volunteers must provide emergency medical contact information to the maintenance Lead. A form will be provided and/or the volunteer can carry a medical emergency card with contact information.
2. The LFHA will pay for CPR and First Aid Certification for the Maintenance Lead as well as crew members who want it. The Maintenance Lead must keep the certification current.
3. All maintenance operations that include the use of power equipment will have at least two people attending.
4. The Maintenance Lead and crew will assess risks of tree removals and other hazardous tasks and determine maintenance operations for the crew and contacted professionals.
5. The LFHA will abide by applicable L& I safety standards for tree removal and use of power tools in the greenbelt areas and park.