



**Lake Forest Board of Directors Meeting  
August 18, 2020  
Minutes**

Location: Hearing Park

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

Board members absent: None

Guests: 11

Time started: 6:35pm

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**Welcome by President**

Welcome to all the guests and new faces in attendance at this month's meeting.

**Secretary Report- Deanna Rocamora**

July minutes were reviewed by board members via email with 1 correction noted and made. Motion to approve July minutes was made, seconded, and carried.

Social media and email report attached. Addendum A

**Treasurer Report – Update by Beckie Weatherford**

Reports brought to meeting and submitted via email for inclusion with minutes. Addendum B and C.

Due to COVID19 state mandates; the HOA is still not allowed to charge late fees or interest on overdue accounts until further notice.

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

4 architectural requests received, and approval letters sent.

Lot 1122 is painting the house

Lot 3146 is painting the house

Lot 3629 is replacing a fence and doing some deck repair

Lot 3115 is building an addition

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

Report submitted via email for inclusion with minutes. Addendum D

Alex thought a survey of the greenbelt border along lot 1001 might cost \$1300.

A motion was made, seconded, and carried to move forward with scheduling a survey of the greenbelt that borders lot 1001.

Discussion by one of the guests ensued regarding safety in the neighborhood and concerns regarding activity at a residence within the neighborhood. The board was aware and already took action to correct the situation.

Discussion about dry yards and the responsibility of homeowners to keep them trimmed vs HOA volunteers trimming them occurred. One of the guests suggested HOA volunteers could keep these areas tidied however it was made known we have limited volunteers and these areas are not in the scope for the HOA to maintain as they are on residences personal property.

### **Maintenance -Update by Jeff Heard**

Our community has 10 ponds that require annual inspection by the county. They have all been inspected and passed.

The volunteer work party has been watering the islands on Mondays.

Jeff contacted a contractor to move rocks around at the SE entrance and received a quote of \$1000.  
Action Item (Deanna): Suggestion was made to post to social media in the neighborhood looking for a resident who may have access to such equipment in lieu of using monetary resources.

Action Item (Kathleen): Suggestion was made to call the county to see if they have any resources for HOA's to obtain machinery that will allow us to move these rocks.

One of the dead trees in the greenbelt by the SE entrance has been removed at a cost of \$350.00

\*\*\* MEETING INTERRUPTED FOR 2019 CPA AUDIT VOTE UPDATE AND BOARD VOTE\*\*\*

Beckie announced we did not receive enough response by residents to waive the 2019 CPA audit. Lake Forest has 419 home of which 25 could not vote due to overdue HOA dues/fines. The first vote requires 67% participation (281 votes) to reach a quorum and if not received a second vote is required with 34% participation (141 votes). The first election resulted in only 188 votes.

Motion was made, seconded and approved to move forward with a 2<sup>nd</sup> vote in September in which 141 votes are needed to reach a quorum.

\*\*\* MEETING RESUMED\*\*\*

### **Events**

No Events

### **SE Entrance Project (Jeff/Beckie/Keith)**

No update from Jayden on when electricity will be installed at the SE entrance.

Action Item (Deanna): Suggestion was made to ask for a volunteer in the neighborhood with electrical installation knowledge to wire lights for flood lighting and the brick wall.

### **Waterfront/Shoreline Project -Update by Kathleen Emmett**

We are in the construction phase and did not find any volunteers within the neighborhood to head up this phase of the project. Kathleen and Jeff will request bids from contracting companies.

To have SCJ provide the construction documents would cost \$18,000.

### **Old Business**

#### **Vote to waive 2019 financial audit**

See above.

A guest suggested to incorporate "Car Stop" voting. His previous experience with this would have volunteers situated at the entrances, asking for residents to stop and vote as they enter the neighborhood. The Board will take this suggestion under advisement and seek further information about administration and logistics as we have 3 entrances.

#### **Gate Codes**

Beckie contacted Kevin at Guardian Security to assist the HOA further with resolving the software issue. The software was updated but the lock itself was not. Beckie keyed in Division 2 & 3 codes into laptop. A volunteer is still needed to take over the maintenance and issuing of gate codes.

Action Item: Deanna will reach out to residents who offered to volunteer in the past to see if anyone is interested in taking over the gate code maintenance.

#### **New Business**

A guest arrived late to inquire about placing a radio antenna on his home and was seeking information from the Board. Alex will make a note in his records and advise him further.

Next meeting will be September 15th at Hearing Park provided the regulations set forth by Governor Inslee are followed.

Adjourned @ 7:20pm

Addendum A



Report August 15, 2020

**Social Media:**

Nothing new to report

**Email:**

Forwarding emails to the volunteers as they are received. Thank you to Beckie and Alex for also checking emails and replying to residents needs.



Treasurer's Report

July 21, 2020

- VF Accounts 5 accounts for collections
  - 1 filed bankruptcy - spoke with VF should write off \$\$ within the bankruptcy and start a new ledger.
  - 1 We received judgement and VF is trying to collect - same as above
  - 3 actively working
  
- 2020 Dues

2	payment plans
1	lot 1001 has emailed regarding account - responded 7/27. mailed 2nd warning letter, will mail 10 day notice (certified mail) and then place the lien.
1	lot 3137 paid 1/2 bal September
1	lot 3035 has started making payments
1	lot 1109 called has mailed check
1	lot 1025 house is pending sale - will collect when house closes
5	no response - will be sending 3rd notice

- Petty Cash Disbursements
  - No disbursements
  
- Checks Written

Check #	Date	Amount	Whom	Description
6290	7/21/2020	\$111.63	Jeff Heard	maintenance supplies
6291	7/21/2020	\$38.63	Judi Denney	Events supplies
6292	8/18/2020	\$48.56	Goebel Septic	port-a-pot
6293	8/18/2020	\$277.60	Guardian Security Group	reset & program codes for electronic park gate

Addendum B

6294	8/18/2020	\$1,800.81	RMR Lawnservice	August Services
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- 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, reserve study, gate codes, new contact information.
  
- Reserve Study
  - All information has been submitted to Matthew at Reserve Study.

						TOTAL			
Projected 2020 Budget		2020 Budget	Jun 20 Actual	Jul 20 Actual	Aug 20 Actual	Budget Bal Left	2020 Budget		
Ordinary Income/Expense								Accts Rec	
Income								7/31/2020	
2020 Association Dues (\$159.73 & \$79.87 Dues with Credits Applied \$67,151.36)		67,151.36	-4,993.86	-1,895.69	-1,989.12	458.92	67,151.36	\$4,452.36	
2020 Special Assessment(\$40.00 & \$20.00 \$16,840.00)		16,840.00	-1,020.00	-400.00	-280.00	1,400.00	16,840.00		
Total Income		83,991.36	-6,013.86	-2,295.69	-2,269.12	1,858.92	83,991.36		
Expense								Banking	
								7/31/2020	
2	Tax Preparation Fee/IRS/Property Taxes	125.00	-146.19	0.00	0.00	-21.19	125.00	\$51,600.03	
3	Insurance (April)	6,010.00	0.00	0.00	0.00	187.00	6,010.00	Reserve Fund	
4	Licenses & Fees (May)	10.00	0.00	0.00	0.00	0.00	10.00	\$198,078.81	
Maintenance								Reserve Paid	
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$16,840.00+ 2 \$40 Credits to Apply to Reserve)		16,920.00	-640.00	-1,020.00	-360.00	1,080.00	16,920.00	\$15,840.00	
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)	21,609.72	-3,601.62	-1,800.81	-1,800.81	5,402.43	21,609.72	Grimm	
7	Volunteer Projects/Petty Cash/Garbage	1,000.00	-204.04	-140.74	0.00	574.92	1,000.00	12/31/2019	
8	Hearing Park Maintenance/Waterfront	1,500.00	-861.83	0.00	-277.60	360.57	1,500.00	\$1,083.10	
10	Other Landscaping/Trees	9,000.00	-42.78	-89.01	0.00	8,868.21	9,000.00		
12	Theft & Vandalism	50.00	0.00	0.00	0.00	50.00	50.00	VF Collections	
*	Total Maintenance	50,479.72	-5,350.27	-3,050.56	-2,438.41	16,736.13	33,559.72	7/31/20	
Office Expenses								\$70,111.64	
15	PO Box Rental (Due in February)	275.00	0.00	0.00	0.00	275.00	275.00		
16	Postage	750.00	-55.00	-98.75	0.00	287.95	1,500.00		
17	Storage Shed (\$106 per month to Reserve) Sched for 15th Each Month AutoPay	1,272.00	-106.00	-106.00	0.00	530.00	1,272.00		
18	Supplies	1,300.00	-105.05	-38.63	0.00	700.74	1,300.00		
19	Telephone (at \$50.00 per month)	360.00	-28.76	-28.76	0.00	158.57	360.00		
20	Website/Email	225.00	-203.48	-6.56	0.00	-17.84	225.00		
*	Total Office Expenses	4,182.00	-498.29	-278.70	0.00	1,934.42	4,932.00		
21	Community Events	300.00	0.00	0.00	0.00	300.00	300.00		
Professional Fees									
22	Legal Fees	500.00	0.00	0.00	0.00	500.00	500.00		
23	Accounting Fees/Reserve Study	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00		
24	Bookkeeping (at \$349.68 per month)	4,196.16	-699.36	0.00	0.00	1,049.04	4,196.16		
*	Total Professional Fees	9,696.16	-699.36	0.00	0.00	6,549.04	9,696.16		
Utilities									
26	Electricity (at \$850.00 per month)	10,200.00	-720.57	-720.18	0.00	5,233.85	10,200.00		
27	Port-a-potty (at \$40.00 per Service at 15 Services)	600.00	-91.72	-48.56	-48.56	200.75	600.00		
*	Total Utilities	10,800.00	-812.29	-768.74	-48.56	5,434.60	10,800.00		
Total Expense		81,602.88	-7,506.40	-4,098.00	-2,486.97	31,120.00	81,602.88		
Net Ordinary Income		2,388.48					2,388.48		
Other Income									
Interest Income (at \$25.00 per month aprox)		300.00	122.48	133.76	0.00	-544.84	300.00	YTD Interest	
Total Other Income		300.00	122.48	133.76	0.00	-544.84	300.00	\$844.84	
Net Other Income		300.00	122.48	133.76	0.00	-544.84	300.00		
Total Net Income		2,688.48					2,688.48		
1st Qtr	Totals					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
	2020 Assessments		\$3,997.23	\$1,526.25		\$53,008.94	4,760.58	1526.25	
	Previous Assessments		\$218.95	\$55.83		\$603.69	378.71	55.83	
	Finance Charges/CC&R Fines		\$80.20	\$77.39		\$980.75	171.58	77.39	
	Late Charges		\$527.57	\$236.22		\$1,941.44	814.88	236.22	
	Reserve Payments		\$1,020.00	\$400.00		\$13,280.00	1,300.00	400.00	
	Credits		\$169.91	\$0.00		\$227.35	169.91	0.00	
	Total Paid		\$6,013.86	\$2,295.69	\$0.00	\$70,042.17	7,595.66	2,295.69	0.00
						79,933.52			

## Addendum D

### CCR Report for August 2020

1. Inspections made on 29 July, 4, and 10 August. Courtesy letters sent for violations still existing on August 10.
2. Letters sent on Aug 12:
  - a) #1: 11
  - b) #2: 0
  - c) #3: 0
3. Breakdown by violation types:
  - a) #1: 6 for cans in view, 3 for yard weeds, 1 for nuisance, and 1 for greenbelt intrusion
  - b) #2: none
  - c) #3: none
4. Homeowner corrections from July 21 to 10 August: 1 for appearance
5. Pending Turn over to Treasurer in August: 0
6. Fine (Letter #3) status: No fines levied.
7. Report Notes:
  - a) Lot 1062 has been parking an RV on the West side of his lot and has recently placed a gravel bed there. It was brought to my attention that a portion of that area is actually Association greenbelt (common) area. The greenbelt runs along the lot's West side. The Division I survey shows a 9.24 feet width of the greenbelt where it meets Lake Forest Drive. I. Greenbelt is 9' along the side of the owner's property. Therefore this parking area intrudes on the greenbelt. Owner responded and would like to discuss the issue with the Board.
  - b) Some corrections made were a result of personal calls to owners rather than courtesy letters.
  - c) On behalf of the Association I welcomed several new homeowners that I met during my drive around CCR inspections.
8. CCR report on August 18, 2020 by Alex. Copies of Violation Inspection Spreadsheets and Courtesy Letters Sent to homeowners are on file on Alex's home computer and may be transferred to the LFHA Google Drive at a later date or upon Board demand.