



Lake Forest HOA Board Meeting

August 21, 2018

Meeting Minutes

Location: Lacey Fire Station #34, 8407 Steilacoom Dr., Lacey, WA

Board members present: Chase Turner, Chris Sherin, Lorna Stewart, Nan White, Judi Denney, Beckie Weatherford

Board members absent: Greg Lander

Guests: 1

Time started: 6:30 PM

President's Welcome

Secretary Report:

- July 2018 Board minutes were approved

Treasurer Report

- Waive the CPA audit for the 2017 books? *continue to verify email addresses for electronic voting.*
- Vote - to reimburse Nan White for roll of stamps and registered letter - \$57.90 - *Approved*
- Money received for water easement (\$1500) and is not in the August financial report - a journal entry will be done to add - *what are we to do with it?*
- VF Collection Company - not receiving good communication from them regarding the 12 accounts we have sent to them for collections. Lorna (with Shantel's help) to look into the contract we currently have with them and get back to the board regarding the collection process and supporting documentation.
- Community Collection Resolution on the website - page 4 is missing. Chase to ask Michelle Underwood, former board member, for original.
- 8 have not paid dues for this year - we have contacted them and cannot get them to pay - do we send to collections? -
- Lot 3026 - working with to get past due dues paid up.
- Storage unit has gone up to \$106.00 per month.

Treasurer report
August 2018

Dues:

- Money coming in is very slow. Have 2 people making some payments not in collections
- One from VF is making payments got another payment this week for lot 3138,
- Have send a dozen to VF have not gotten any communication from home owners or VF on any of these except above lot 3138, I'm not sure how good they are we are not getting any money?
- One form Grimm's collection-past owner get check from every once in a while.
- Got the money \$1,500 for the water right in green belts, got no paper work with check- Chase said will check into this they were supposed to send paperwork with check.

Vote:

- Reimburse Nan White for roll stamps \$50 and postage for registered CCR fine letters 7.90
For total of \$57.90
- OK to get a second phone Nan for CCR \$185.00

Misc. votes and notes

- Storage unit when up to ~~1400~~^{\$}106.00
- Change hours a park to 8 pm?
- Need arch approval to get pool or spa?
- Charge homeowner to change gate code at their request?
- Storage of doc in shed? See lawyer and insurance opinion

ARC Report:

- lot 2075 move fence forward 6 feet
- 3 new ones received for review
- Is an ARC approval necessary to put in a pool or spa? *it was agreed that approval is not necessary for an pool or spa.*

C C & R Report

- Angled lots - backyards - part of backyard overgrown. send a letter to ensure they are aware they own the entire lot.
- Submit non operational vehicles that meet the criteria to Thurston County Junk Vehicle program? - Yes
- Several lots with CCR infractions were discussed (extensions of deadlines, non operational vehicles).
- If cars have not moved in 60 days and have not been washed, will be deemed as non-operational and letters will be sent.

- See below report

CC&R REPORT AUGUST 2018

1. TOTALS FOR JULY 2018

- Division 1 - 19 #1 letter, 3 #2 letters, 13rd letter with fine, 1 response letter
- Division 2 - 20 #1 letters, 1 #2 letter, 0 #3 letters, 1 response letter
- Division 3 - 25 #1 letters, 5 #2 letters, 1 #3 letter, 0 response letters
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2. AUGUST UP TO AUGUST 21, 2018

- Division 1 - report just turned in
- Division 2 - 2 #1 letters, 3 #2 letters, 2 #3 letters, 3 response letters
- Division 3 - no report yet, 7 response letters
- Lot 2033, non-op truck parked on graveled weedy area, brown tarp for garage door, increase in things being stored in front of the home. Trashcan visible from street.
- Lot 2052 - Broken gate, loose dogs - has been addressed, owner aware and working to fix problem, temporary fix in place, renters aware of problem and keeping dogs secure
- Former complaint about house on Reed St running a business. Driven by a few times, lot of cars but didn't see what I would consider a business.

3. REQUESTING APPROVAL FROM BOARD

- Approval of updated guidelines with minor changes suggested after July 2018 meeting.
- What about angle lots? There are 2 that I know of in the neighborhood. The homeowners care for part of the lot, the other part goes wild.
- Submit non-operational vehicles to Thurston County Junk Vehicle program after 30 days from 3rd letter?
- New email for CC&R issues directly lfhaccr@gmail.com No cost, does not identify sender

4. PLANS FOR THE REST OF THE SUMMER

- Checking "screen fencing" around neighborhood, including homes with back fencing on Kyro Road.
- Sending letters for excess fir needles, branches, leaves, etc. on roofs.

Communication Report:

- Phone - see below
- Facebook - 76
- lfha.net - 360
- Next Door - 344

Phone calls July 18-August 21 2018

CCR Letters-18 verbally abusive language- most a lot of FU in message
Gate code-5
Arch question-2
Events-1
HOA demand/ new owners- 4
Misc-5

Events Report:

- Need a new volunteer Event Coordinator as current coordinator is moving out of the neighborhood.

Events

One big event 2 group but separates times (2 baseball end of season barbeque) left it very tidy

One other cancelled because of the heat,

Lucky we have had so few events this year, thank you to Alex, Cindy & Diane for helping clean before and check in and out of events. Alex and Cindy both have park drive in gate keys- the last 2 in key box

Still need somebody to take over events- I will have a how to book to pass along

- Book the event request in park- set up time for unlock gate to drive in and unload and pack out after event, and clean before event, put up sign and put out 2 trash cans with 2 bags each.
- Store the 2 trash cans and cleaning supplies, extra TP and trash bags.
- Easter egg hunt Saturday before Easter at park 12 noon
- Get signs up early for garage sale the 3rd Friday and Saturday of May.
- Halloween and Christmas decorating contest Nan has been doing

Long Lake Management Report: no report as we have no representative. Lake Forest is allowed 2 volunteers for the Long Lake Management committee.

Maintenance Report:

- Need more volunteers to help with the maintenance committee as well as a Maintenance Co-Chair.
- Roberto Maanao has agreed to take over petty cash and keeping up with volunteer hours when Lorna leaves as the Maintenance Co-Chair.

Maintenance Report

August 2018

Petty cash:
2 containers of 7 to kill wasp and hornets in park—13.68
They were in rioted wood on stairs to dock and by playground and on path to canoe
Gas for Jeff t55.67

Balance: \$ 185.32

Hours volunteers worked: 50 ½ hours

Projects:

Water entrances, weed, pick up trash, and trim bushes, dead head
Clean up pond drains of weeds and sediment, we have the county reports due august 31 for the pond maintenance. Have 7 done 3 to go.

Will need replacement for partial maintenance co-chair

- Will have note book of who to contact, etc. to pass along. Already given Jeff the contacts
- Roberto will be taking over petty cash and keeping hours and projects for the reports. But somebody need to attend the board meeting and write the reports, which Roberto is not willing to do, Jeff comes most times but would be nice if board member is chair.
- Still need home for the maintenance stuff in my garage 10 containers of preen, weed wacker, assorted paint, chemicals, paint supplies,

Old Business:

- Waterfront Bulkhead Repair - *Hire contractor, start permit process - tabled to December*
- CC&R Guideline Project update: - *new guidelines were approved by the board. These will be sent to residents via newsletter.*

- Permanent storage shed on LFHA property to store supplies & records - *an 8x10 shed was approved by board estimated \$2,425.80 which includes set up. Nan White to work with vendor for purchase and installation of the shed in the park. It was discussed to borrow the money from the reserve fund and be paid back by using the \$106 storage payment over 23 months once the storage unit has been vacated. This will be decided at the September meeting. It was moved and approved to put the storage shed to the left upon entering the park.*
- New LFHA Website Project - *tabled to September so email hosting capability can be verified. Also need to discuss layout of the new website and who will be responsible for the updates.*

New Business:

- Using "late fee" funds to build off-leash dog park on Oxford Loop - *Tabled until other issues can be completed*
- Thurston County Crime Reports for July - *1 suspicious individual*
- Requests for new gate codes - *discussion was held regarding charging residents for voluntary requests for gate code changes. it was moved that a \$25 fee be charged for voluntary requests to change gate codes - Approved*
- Park Manager Volunteer - *need a volunteer to fill this position.*
- 2nd LFHA phone - *a request was made by Nan White, CCR chair, for an additional cell phone to be used exclusively by the CCR chair. this was tabled to September in order for other options to be reviewed.*
- LFHA Newsletter - *it was agreed by the board to send a newsletter to the homeowners with updates from the Board. updated to be included:*
 - *Charge for changing gate code*
 - *vulgar language left in messages on LFHA phone as well as to CCR volunteers*
 - *Borrow money from reserve fund to purchase shed.*
 - *online vote for CPA audit 2017*
 - *Volunteers*
 - *3 board members go off in January*
 - *CCR Guidelines*

End Time : 8:48 PM