



Lake Forest

HOME ASSOCIATION

LFHA Board of Directors Meeting 06/18/24 Minutes

Location: Lacey Fire Station 34, 8447 Steilacoom Rd SE, Olympia, WA

Board members present; David CdeBaca, Constance Kimmons, Beckie Weatherford

Member-at-Large; Christopher Lewis

Board members/Member-at-Large absent; Deanna Rocamora, Shannon Hildreth

Guests: 6

Time started: 6:32pm

Open Forum

Resident of lot 2052 presented pictures of a tree she believes to be on her property that she would like to have removed. The tree's roots have been a problem and caused damage to her property. She is seeking approval from the board to remove the tree at her expense. This item will be added to New Business and discussed later in this meeting.

Minutes

May Minutes were sent to the board via email 6-3-24. No corrections were received.

A motion was made and seconded to approve the May Minutes as presented.

Discussion: None

A call to vote was made and passed unanimously.

Executive Meeting Summary and Motions (Addendum A)

An Executive Meeting was held on 6-4-24, the summary and the motions made were presented by Vice President Kimmons.

A motion was made and seconded to approve the Executive Meeting Summary and Motions as presented.

Discussion: None

A call to vote was made and passed unanimously.

Treasurer's Report (Addendum B and C)

The reports were presented and reviewed by Treasurer Weatherford. No further discussion or questions.



Lake Forest

HOME ASSOCIATION

CC&R's (Addendum D)

The report was presented and reviewed by President CdeBaca. Discussion occurred regarding an elderly neighbor who appears to not be able to keep up with their landscaping as their bushes/trees are beginning to grow over the sidewalk. A resident guest, Sharon Himmel, and Treasurer Weatherford volunteered to cut the overgrowth back for them. Discussion continued about whether the Volunteer Maintenance Committee has ever done this in the past and disposing of the yard waste if the volume is too large for the resident's yard waste bin. Jeff Heard also volunteered to assist in removal of the waste if needed.

Contract Maintenance (Addendum E)

The report was presented and reviewed by Member-at-Large Lewis. RMR Landscaping had fallen behind with some of the maintenance but is back on track and has completed the necessary item of the landscape contract. Clarity of the title of the reports was discussed.

ARC (Addendum D)

The report was presented and reviewed by President CdeBaca. A guest asked for clarification about the requirement for an ARC when replacing a fence. An ARC is needed if the material of the new fence is different than that of the existing fence. An ARC is also necessary if the fence is new construction (never been fenced before) and if adding a gate. Discussion occurred about chain link fencing. CC&R's do not allow chain link fencing, therefore, if a resident was to replace their fence, it would have to be with an approved material (no like for like in this scenario).

Events

Vice President Kimmons announced multiple events that were reserved at Hearing Park. There are no reservations for the park in July. The subject of vehicles being allowed in the park was discussed and will be added to the next Executive Meeting agenda. Also discussed was the amount of trash generated by the reservations and that extra cans may be necessary in the future. A guest in attendance of this meeting stated the garbage can is currently over full. Resident Sharon Himmel volunteered to donate a recycle bin for Hearing Park if needed.

Old Business

- Results of vote to waive the Audit- President CdeBaca reviewed the reason for the vote to the attendees. Treasurer Weatherford announced the results. A quorum was reached with 126 votes in favor of a special committee to perform the audit and 19 against. The measure passes by a 2/3 majority of total votes received. The total votes needed for the second vote was 34% or 129 votes. The first vote failed due to not reaching a quorum (67%). The audit committee was announced, it's usually 4-5 people and does not include the Treasurer or the Bookkeeper.
- Sound Urban Forestry Report presentation- Tabled until next meeting for clarity

Volunteer Maintenance (Addendum F)

Report presented and reviewed by Jeff Heard. Discussion occurred about having more than one tree removed at a time to possibly bring costs down. The reserve funds can be used for tree removal as stated by the Reserve Study. Any tree removal companies presenting bids need to be licensed and insured. The efforts of RMR landscaping were noticeable by the VMC and they are thankful for his efforts. The irrigation at the SE entrance has had a leak which is fixable by the VMC.



Lake Forest

HOME ASSOCIATION

A motion was made and seconded to use line #28 (water/irrigation) of the budget to fix the irrigation at the SE entrance.

Discussion: Jeff Heard reports it can be fixed within a week and will cost no more than \$50.

A call to vote was made and passed unanimously.

The remaining steps at the park need the remaining 3 timbers replaced with concrete at a cost of approximately \$200. This project will be completed after the remaining retention ponds are cleaned up.

Old Business Continued

- Long Lake Management committee openings- Member-at-Large Lewis had volunteered to be on this committee and another homeowner sent an email stating they were interested. President Cdebaca is waiting to hear back from that person.

New Business

- Resident of lot 2052 requested to cut down a tree that is on her property and wants to confirm it is not a greenbelt tree. She brought pictures of the tree, which is very close to a corner of the fence by Hearing Park's gate. Discussion occurred and it was determined that the tree is on her property, is not a heritage tree and therefore does not need Board approval. The Board thanks the resident for bringing this to our attention prior to her removing the tree.
- Treasurer Weatherford proposed a VMC volunteer BBQ event and a community potluck event. This will be discussed at the next Executive Meeting.
- 4th of July at Hearing Park- The gate to Hearing Park is usually opened for residents to visit the park and watch fireworks on the lake. Treasurer Weatherford volunteered to close the park on July 4th.

A motion was made and seconded to keep the park open late on July 4th 2024.

Discussion: A suggestion was made to have more than one person locking up the gate.

A call to vote was made and passed unanimously.

- July/August Board Meetings will be held at Hearing Park under the pavilion starting at 6:30pm.

Adjournment

A motion was made and seconded to adjourn the meeting.

Discussion: None

A call to vote was made and passed unanimously.

Adjourned at 7:44pm



Lake Forest

HOME ASSOCIATION

Executive Meeting Summary and Approved Motions

6-4-24

- Tree risk report from Sound Urban Forestry and discussion about how to move forward with the Tree Survey provided by the Volunteer Maintenance Committee (VMC)
 - The board selected 3 trees from the tree survey provided by the Volunteer Maintenance Committee to be assessed by Sound Urban Forestry. Although the VMC is very knowledgeable and skilled, there is no arborist on the committee and the survey was not reviewed by an arborist. To act in the best interest of the community, the board voted to select 3 trees from the survey (one from each category provided) to be assessed by Sound Urban Forestry. The board will then compare the results of the assessment with the suggestions provided by the VMC in the tree survey as to which trees should be removed and the urgency of which they should be removed.
 - Sound Urban Forestry completed the assessment and submitted the report for board review. The results and recommendations were aligned with those provided by the VMC in the tree survey report.
 - There is a tree on Walthew Drive which is leaning toward the road and is considered a hazard and is recommended to come out ASAP.
 - The plan is for the board to use this information to move forward with a plan to remove dangerous trees as deemed necessary by the Survey. There is 1 tree on the list that is recommended to be removed ASAP and 7 are recommended to be removed due to rot.
 - There is money in the budget, and we can also use the Reserve Study funds.
 - The VMC cannot take down any trees but we can pay a contractor to fell the tree and the VMC can limb them and cut them up which could save the HOA money in the long run.

A motion was made and seconded to obtain 3 quotes to remove tree #29, Area 6. Discussion: As part of discussion with the contractor ask for pricing to remove additional trees from the survey.

A call to vote was made and passed unanimously.



Lake Forest

HOME ASSOCIATION

- Volunteer Maintenance
 - Concrete Steps completed
 - 3 steps have been completed and they look very nice. The board is unclear if these were the only steps with rotted timbers and if the VMC is going to concrete any other steps. There is additional wood on the outer edges of the steps but does not appear rotted.

Motion was made and seconded to replace the timbers on the remaining steps with concrete and ask the VMC to do it.

Discussion: Lewis will talk with Heard and ask the VMC to complete it over the summer. The funding will come from the Hearing Park Maintenance /Waterfront budget.

Call to vote made and passed unanimously.

- ARC Form revision
 - Discussion occurred regarding the wording of the form to clarify the categories Paint, Fence and Other.

A Motion was made and seconded to revise the ARC form for more clarity.

Discussion: Secretary Rocamora volunteered to revise it the form.

A call to vote was made and passed unanimously.



June 2024 Treasurer's Report

June 18, 2024

ACCOUNTS RECEIVABLE

- VF Accounts accounts for collections - VF is currently working on foreclosure proceedings for the 2 accounts we currently have with them.
- Sending out 2nd past due letters to 21 homeowners and 1 first past due letter
- Account Balances May 30th:
 - checking account \$73,013.88
 - reserve account \$57,899.04
 - 7 month CD \$44,000.00
 - Total **\$174,912.92**

ACCOUNTS PAYABLE

Date	Amount	To Whom	Description
5/4/2024	\$7.90	Google	drive storage
5/6/2024	\$930.00	Association Reserves	Annual reserve study
5/6/2024	\$150.00	Constance Kimmons	banners for yard sale
5/6/2024	\$2,266.00	RMR Lawnservice	Monthly common area upkeep
5/8/2024	\$122.64	Minuteman Press	postcards & letters for 2nd audit vote
5/8/2024	\$52.32	WIX.com	domain name lfha.net
5/9/2024	\$155.10	USPS.com	stamps for audit mailings
5/10/2024	\$122.64	Minuteman Press	2nd vote for CPA audit letters, postcards and envelopes
5/17/2024	\$37.06	Consumer Cellular	Monthly Cell phone bill
5/20/2024	\$27.36	City of Lacey	water bill for NE entrance
5/20/2024	\$27.36	City of Lacey	water bill for SE entrance
5/20/2024	\$3,942.00	Treewalker LLC	tree trimming on 35th CT
5/21/2024	\$59.57	Goebel Septic Svc	monthly port-a-pot cleaning
5/21/2024	\$61.76	PSE	Streetlights
5/21/2024	\$715.20	PSE	Streetlights
5/22/2024	\$11.45	PSE	NE Entrance
5/22/2024	\$12.20	PSE	SE Entrance

5/28/2024	\$298.60	Wix.com	yearly webpage charge
Void	void	void	void check 6458 - check destroyed
5/21/2024	\$720.34	Shantel Jones	April & May bookkeeping
6/4/2024	\$416.75	Sound Urban Forestry LLC	tree risk assessment
6/4/2024	\$2,266.00	RMR Lawn Service	May service
6/5/2024	\$7.90	Google	drive storage
6/5/2024	\$82.10	Office Depot	printer ink treasurer (printing invoices & letters)

Website - May 142 hits

		2024 Budget	Apr 2 Actual	May 24 Actual	Jun 24 Actual	TOTAL Budget Bal Left	Deficit 2024 Budget				
Projected 2024 Budget								-\$4,054.33			
								-\$13,351.02			
Ordinary Income/Expense								Accts Rec	2022	2023	2024
Income								5/31/2024	\$169.46	\$174.54	\$179.78
2024 Association Dues (\$179.78 & \$89.89 Dues)	76,046.94	-4,474.71	-2,836.39	-1,553.97	-1,613.43	76,046.94	\$9,539.71	\$84.74	\$87.28	\$89.90	
2024 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$0.00)	16,920.00	-840.00	-480.00	-320.00	500.00	16,920.00	10% Possible Unpaid	\$40.00	\$40.00	\$40.00	
Credits Prepaid for 2024 in 2023	-1,359.86	0.00	0.00	0.00	-1,359.86	-1,359.86	\$9,296.69				
Total Income	92,966.94	-5,314.71	-3,316.39	-1,873.97	-1,113.43	92,966.94					
Expense								Banking			
								5/31/2024			
2 Tax Preparation Fee/IRS/Property Taxes	250.00	-144.46	0.00	0.00	105.54	250.00	\$73,013.88				
3 Insurance (April)	8,000.00	0.00	-6,738.00	0.00	1,262.00	8,000.00	Reserve Fund				
4 Licenses & Fees (May)	20.00	-20.00	0.00	0.00	0.00	20.00	\$57,899.04				
Maintenance								Reserve Paid			
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$0 with Credits Applied)	16,920.00	-3,880.00	-840.00	-480.00	620.00	16,920.00	\$16,300.00				
5 Fence/Signage Repairs-Maint.	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00	7mth CD				
6 Common Area Maint/Mowing (at \$2,200) for 12 months)	27,600.00	-2,266.00	-2,266.00	0.00	16,402.00	27,600.00	\$44,000.00				
7 Volunteer Projects/Petty Cash/Garbage	1,000.00	0.00	0.00	0.00	667.36	1,000.00					
8 Hearing Park Maintenance/Waterfront	500.00	-39.27	0.00	0.00	460.73	500.00	VF Collections				
10 Other Landscaping/Trees	9,000.00	-427.47	-3,942.00	0.00	4,630.53	9,000.00	4/30/24				
12 Theft & Vandalism	50.00	0.00	0.00	0.00	50.00	50.00	\$3,410.01				
* Total Maintenance	57,070.00	-6,612.74	-7,048.00	-480.00	24,830.62	40,150.00					
Office Expenses								Grimm			
15 PO Box Rental (Due in February)	400.00	0.00	0.00	0.00	400.00	400.00	12/31/2019				
16 Postage	600.00	-68.00	-155.15	0.00	-210.79	600.00					
17 Quickbooks Annual Fee	350.00	-351.04	0.00	0.00	-1.04	350.00					
18 Supplies	850.00	0.00	-122.64	0.00	441.08	850.00					
19 Telephone (at \$40.00 per month)	480.00	-37.06	-37.06	0.00	294.70	480.00					
20 Website/Email	250.00	-34.42	-349.82	0.00	-153.95	250.00					
* Total Office Expenses	2,930.00	-490.52	-664.67	0.00	770.00	2,930.00					
21 Community Events	900.00	0.00	-150.00	0.00	650.00	900.00					
Professional Fees											
22 Legal Fees	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00					
23 Accounting Fees/Reserve Study Bookkeeping (at \$360.17 per month) +\$350 Year End/Taxes	4,500.00	0.00	-930.00	0.00	3,570.00	4,500.00					
24	4,672.04	0.00	0.00	0.00	2,754.96	4,672.04					
* Total Professional Fees	11,172.04	0.00	-930.00	0.00	8,324.96	11,172.04					
Utilities											
26 Electricity (at \$666.67 per month)	8,000.00	-807.09	-800.61	0.00	3,839.46	8,000.00					
27 Port-a-potty (at \$62.00 per Service at 12 Services)	744.00	-59.46	-119.14	0.00	446.48	744.00					
28 Water - Irrigation (\$60 per Month & Backflow 2@\$110)	940.00	-54.72	-54.72	0.00	669.12	940.00					
* Total Utilities	9,684.00	-921.27	-974.47	0.00	4,955.06	8,744.00					
Total Expense	90,026.04	-8,188.99	-16,505.14	-480.00	40,898.18	90,026.04					
Net Ordinary Income	2,940.90						2,940.90				
Other Income											
Interest Income (at \$50.00 per month aprox)	600.00	18.11	20.70	0.00	493.49	600.00	YTD Interest				
Total Other Income	600.00	18.11	20.70	0.00	493.49	600.00	\$106.51				
Net Other Income	600.00	18.11	20.70	0.00	493.49	600.00					
Total Net Income	3,540.90						3,540.90				
1st Qtr	Totals					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
	2024 Assessments		2,842.09	\$2,046.83		\$64,099.33	4,888.92	0.00	0.00		
	Previous Assessments		909.70	\$144.83		\$2,271.26	1,054.53	0.00	0.00		
	Finance Charges/CC&R Fines/Transfer		142.07	\$239.80		\$742.25	381.87	0.00	0.00		
	Late Charges		500.00	\$275.00		\$935.00	775.00	0.00	0.00		
	Reserve Payments		840.00	\$480.00		\$14,780.00	1,320.00	0.00	0.00		
	Credits		5.85	\$129.93		\$737.18	135.78	0.00	0.00		
	Total Paid		5,239.71	3,316.39		\$83,565.02	8,556.10	0.00	0.00		
						92,121.12					

June 2024 HOA Meeting

CCR Violations

- Lot 1001 – Inoperable cars
- Lot 1029 – Inoperable cars
- Lot 1016 – Grass – Residence being sold
- Lot 1024 – Roof
- Lot 1025 – Grass
- Lot 2010 – Grass
- Lot 2033 – Grass
- Lot 2055 – Camper
- Lot 2085 – Grass
- Lot 3028 – Grass
- Lot 3068 – Grass
- Lot 3132 – Grass
- Lot 3163 – Grass
- Lot 3178 – Fence
- Lot 3193 – Inoperable cars
- Lot 3185 – Grass – Residence being sold
- Lot 3198 - Grass

Architectural Review Committee Report

- Lot 1046 – Replace shed - Approved
- Lot 3164 – Fence - Approved

Contract Lawn Maintenance Report

On going per contract

May 2024 Maintenance Chair report

May 17th – 18th

Contractor mowed common areas and parking strips

May 28th – 29th

Contractor mowed common areas and parking strips

June 6th

Mowed all parimeters and weed wacked under trees

June 10th – 11th

Mowed and weed eated common areas and parking strips

June 15th

Pruned and weed wacked entrance

Trimmed all bushes on side walks

June 18th – 19th

Mowed and weed whacked Park

Blew off trail and pavilion roof

June 2024 LFHA Maintenance Report

5/27

Removed rotted timbers from walkway to dock. Prepped forms for concrete, marked project with safety tape. Ran out of time to pour cement.

3 volunteers 9 man hrs

5/28

Prepped forms for 2nd step. Mixed & poured concrete Marked project with safety tape, Removed trash & rotted timbers. Returned unused rebar to Lowes for refund.

4 volunteers, 12 man hrs

Reimbursable expenses Fifteen 60 lb bags cement; \$100.00

6/3

Removed forms from new concrete steps at dock access, cleaned up stray concrete waste, filled voids from digging forms with compost, hauled out construction trash.

Weeded park parking lot & Carnegie island

4 volunteers, 10 man hrs

6/5

Solicited bids for removing hazardous hemlock on Walthew; Diego Landscaping oral bid; \$450 to remove everything, I don't know if this company is licensed and insured.

Sanchez Tree Service \$500, including limb removal, \$100 less to leave branches, Sanchez to provide formal email bid (?).

6/6

Met with Bram Granger reference hemlock on Walthew, insignificantly less to leave branches. Will submit bid

Contacted Lacey Backflow reference annual certification of irrigation systems, Lee will get to us next week.

6/9

Received bid from Tree Walker ref removing tree on Walthew; \$930.75

6/10

Weeded NE entrance, pruned vegetation overhanging sidewalk & obscuring stop sign on both aprons, removed down branches tested & activated irrigation. Picked up branches along Walthew & Marvin. Aprons on either side of island have not been mowed,

\$9.00 dump run.

Met with Dead or Alive Tree Svc to solicit bid for hemlock on Walthew

5 volunteers 15 man hrs

06/11

Received bid for tree on Walthew, from Dead or Alive; \$1100.

6/12

Met with Lee from Lacey Backflow at SE entrance. Both irrigation systems passed backflow inspection. Lee tested SE irrigation for leaks, none obvious at least not at main valves. Timer was set for 5 days a week, Lee reset timer for 3 days, 10 minutes each zone. According to Lee current settings should not incur high water bills.

6/17

Weeded SE entrance, applied Preen, ran irrigation to water Preen as recommended by mfg. Identified broken sprinkler, will repair next Monday. Deactivated irrigation until repairs completed.

Man gate at park not closing properly, lubricated hinges, garbage cans in park overfull. 5 volunteers, 15 man hrs.

Total June Man Hrs 61

Reimbursable Expenses 15 bags cement \$100
dump run 15
total \$115

ESTIMATE

Dead Or Alive Tree Service LLC
900 East Bay Dr NE Apt 104
Olympia, WA 98506

care4yourtree@gmail.com
+1 (360) 951-9552
deadoralivetreeservices.com



Evergreen Forest H.O.A.

Bill to

Jeff
Evergreen Forest H.O.A.
3625 Oxford Loop Se
Lacey, Wa 98503

Ship to

Jeff
Evergreen Forest H.O.A.
3625 Oxford Loop Se
Lacey, Wa 98503

Estimate details

Estimate no.: 1476
Estimate date: 06/11/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Tree Removal	Remove 1 fir tree along Walthew Rd. Chip and haul away limb Logs and or firewood rounds will be left on site	1	\$1,000.00	\$1,000.00
					Subtotal	\$1,000.00
					Sales tax	\$95.00
					Total	\$1,095.00



Treewalker, LLC
 1727 Starview Lane Northwest
 (360) 481-5330

Proposal #241
 Created: 06/09/2024
 From: Bram

Proposal For

Jeffery Heard

mobile: 206-227-8986
jefferyheard@comcast.net

Location

Walthew St SE
 Lacey, WA 98503

ITEM DESCRIPTION

QUANTITY

1) Tree Removal

1

Western Hemlock - This tree is located on the east side of Walthew St SE. It is between Madora St SE and Lakeridge Dr SE. It is directly across from the only driveway on Walthew between these two roads. The tree is marked with a tag as shown in the picture. The limbs of the tree hang over the sidewalk. Climb and remove this tree in a safe and controlled manner. Chip all limbs and the top. Leave larger trunk wood in the woods.

All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.

SUBTOTAL	\$ 850.00
SALES TAX	\$ 80.75
TOTAL	\$ 930.75

Signature

x

Date:

Please sign here to accept the terms and conditions

Sales Reps

Bram

Photos



1) Tree Removal





ID	DESCRIPTION	COLOR
1	Hemlock - Remove	