



Lake Forest Board of Directors Meeting  
December 14, 2021  
Minutes

Location: Lake Forest Elementary Library

Board members present; Kathleen Emmett, Gregg Langer, Jeff Heard, Deanna Rocamora

Board members absent: 2

Guests: 5

Time started: 6:30 pm

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**Welcome by President**

Happy Holidays!

**Secretary Report- Deanna Rocamora**

November minutes were distributed by email and corrections made. A motion was made, seconded and carried to approve the amended minutes.

The annual newsletter has been sent to the printer and will be ready for pick up later this week. The residents with email addresses on file will receive an email with a PDF of the newsletter, those without email addresses will receive the mailed version.

**Treasurer Report – Update by Beckie Weatherford and Shantel Jones**

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

The ballots to waive the 2020 professional audit went out via email and postcard however, we did not receive enough resident response to reach a quorum. The 2nd vote has been sent to residents with a deadline of December 14th. The vote needs 34% of the total residents to reach a quorum. Although Beckie was unable to attend this meeting, she sent the results via text. We received 171 votes, enough to reach a quorum. The vote passed to waive the audit, 141 for waiving the audit, 30 against.

The treasure’s report was reviewed with no questions.

2022 Budget was reviewed, and one date correction noted. Addendum B.

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

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

Alex was unable to attend the meeting in person. However, he did call in to briefly deliver his report. Details included in his report.

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

Gregg directed the only inquiry received to the website for submitting an ARC form. No other business to report.

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

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

The streetlights were changed to LED in the past, but some streetlights were unable to be upgraded. A suggestion was made to address this project with the 2022 budget as the upgrade to LED lights has saved the HOA money on monthly utility charges.

Jeff talked with Public Works about converting the rest of the streetlights in the neighborhood to LED. This would be a capital expenditure to be included in the 2022 budget. More information regarding cost and timeline to follow.

### **Events – Judi Denney**

The Annual Holiday House decorating contest will take place on 12-20-21. There has already been 1 reservation made in May for the park.

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

We have received 2 bids for phase 1 of the project with another on the way. No action has been taken to choose a contractor as we have yet to receive enough bids to choose from.

### **Old Business**

The annual meeting will be held at 7pm on 1/17/22 at the Lake Forest Elementary Library. The regular monthly board meeting will start at the normal time of 6:30 pm.

### **New Business**

None

Motion made, seconded, and carried to adjourn @ 7:25pm



## Treasurer's Report

December 14, 2021

- VF Accounts - 2 accounts with VF
  - 1 bankruptcy and now trying to collect dues that are after the bankruptcy date.
  - received a judgement, now trying to collect
  
- Past due accounts 2021
  - 7 assessments not paid. Several with small balances due to paypal fees
  
- 2022 Assessment
  - Invoices going out this week
  
- Fines
  - 1 account house sold and fines paid
  - 1 account with fines has gone up for sale and the owner has contacted us regarding payment of fines and dues - check is "in the mail"
  - 1 account still has fines doubling each month
  
- Past due accounts 2020

1 making payments -for 2020 & 2021

- Petty Cash Disbursements
  - No disbursements
  
- Checks Written

Check #	Date	Amount	Whom	Description
ACH	11/18/2021	\$29.01	Consumer Cellular	monthly cell phone
ACH	11/22/2021	\$43.03	City of Lacey	water for sprinkler
ACH	11/22/2021	\$35.56	City of Lacey	water for sprinkler
ACH	11/23/2021	\$119.36	PSE	Electric
ACH	11/23/2021	\$657.09	PSE	street lights
ACH	11/23/2021	\$11.76	PSE	electric at north entrance
ACH	11/23/2021	\$12.43	PSE	electric at south entrance
ACH	11/23/2021	\$9.83	Olympia Colored Copies	welcome letters
6353	11/20/2021	\$32.35	Jeff Heard	maintenance supplies

6354	11/20/2021	\$141.85	Alex Broman	CCR office supplies
ACH	12/6/2021	\$6.56	Google	google workspace
6355	11/20/2021	\$1,478.68	Shantel Jones	bookkeeping
6356	12/6/2021	\$1,854.54	RMR Lawnservice	November services
6357	12/6/2021	\$48.60	Goebel Septic Services	port-a-pot

- 2019 Audit-
  - Postponed due to pandemic restrictions
- 2020 Audit-
  - First vote failed to reach a quorum
  - Second vote ballots have been mailed/emailed - need 34% to pass
- Communication
  - Phone - gate codes, CCRs, HOA documents,
  - emails - HOA demands, HOA documents,
  - website -1.714 hits

## Addendum B

Projected 2021 Budget	2021 Budget	Budget Bal Left	2021 Budget	2022 Proposed Budget	Comments
2021 Association Dues (\$164.52 & \$82.27 Dues with Credits Applied \$69,551.33)	69,551.33	6,675.38	69,551.33	\$71,637.87	added 3% assessment increase
2021 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$16,920.00)	16,920.00	2,395.40	16,920.00	\$16,920.00	remains the same
Credits Prepaid for 2021 in Dec 2020 \$12870.81		-12,870.81			
	86,471.33	-16,670.84	86,471.33	\$88,557.87	
Expense					
Tax Preparation Fee/IRS/Property Taxes	150.00	-233.00	150.00	\$400.00	increased due to increased spend in 2021
Insurance (April)	6,010.00	-1,267.00	6,010.00	\$7,277.00	increased due to increased spend in 2021
Licenses & Fees (May)	10.00	0.00	10.00	\$10.00	
Maintenance				\$7,687.00	
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$17,000 with Credits Applied	17,000.00	255.40	17,000.00	\$17,000.00	
Fence/Signage Repairs-Maint.	400.00	400.00	400.00	\$1,000.00	increased to repair sign at walthew entrance
Common Area Maint/Mowing (at \$1,854.83) for 12 months)	22,257.96	3,317.62	22,257.96	\$22,257.96	
Volunteer Projects/Petty Cash/Garbage	600.00	-1,100.18	600.00	\$2,500.00	increased for volunteer work groups
Hearing Park Maintenance/Waterfront [1]	1,500.00	639.18	1,500.00	\$1,500.00	
Lightbulb Maintenance	0.00	0.00	-	\$0.00	
Other Landscaping/Trees	11,500.00	-3,031.20	11,500.00	\$10,000.00	
Retention Ponds	0.00	0.00	-	\$0.00	
Theft & Vandalism	50.00	50.00	50.00	\$50.00	
Total Maintenance	53,307.96	530.82	36,307.96	\$54,307.96	
Office Expenses					
PO Box Rental (Due in February)	275.00	-75.00	275.00	\$325.00	increased due to increased spend in 2021
Postage	1,600.00	1,301.85	1,600.00	\$1,600.00	
Storage Shed (\$106 per month to Reserve) Sched for 15th Each Month AutoPay. Ends Jan 2021. Original \$2600.04	56.04	-49.96	56.04	\$0.00	
Supplies	1,000.00	640.35	1,000.00	\$700.00	decreases every year
Telephone (at \$50.00 per month)	360.00	69.89	360.00	\$360.00	
Website/Email	260.00	-2.52	260.00	\$300.00	
Total Office Expenses	3,551.04	1,884.61	3,551.04	\$3,285.00	
Community Events	300.00	189.69	300.00	\$300.00	
Professional Fees				\$300.00	
Legal Fees	500.00	500.00	500.00	\$1,500.00	increased due to potential legal issues
Accounting Fees/Reserve Study	5,000.00	1,650.00	5,000.00	\$5,000.00	
Bookkeeping (at \$360.17 per month)	4,322.04	1,110.67	4,322.04	\$4,322.04	
Total Professional Fees	9,822.04	3,260.67	9,822.04	\$10,822.04	
Property Taxes	0.00	0.00	-	\$0.00	
Electricity (at \$850.00 per month)	10,200.00	2,253.31	10,200.00	\$10,700.00	increased as rates are increasing
Port-a-potty (at \$40.00 per Service at 15 Services)	600.00	211.48	600.00	\$700.00	increased due to potential rate increase
Water - Irrigation	500.00	118.35	500.00	\$750.00	increased due to adding irrigation to north entrance
Total Utilities	11,300.00	2,583.14	10,800.00	\$12,150.00	
Total Expense	84,451.04	6,948.93	84,451.04	\$88,552.00	
				\$5.87	

### CCR Report for December 2021

1. CCR inspections were made on November 23, and December 7 and 14. Courtesy letters were written for violations still existing on December 14.
2. Letters due out December 15, 2021:
  - a) #1: 8
  - b) #2: 2
  - c) #3: 2
3. Breakdown by violation types:
  - a) #1: 7 for cans in view, 1 for parking on lawn
  - b) #2: 1 for lawn/weeds, 1 for cans
  - c) #3: 1 for multiple (nuisance, poultry, inop RVs, appearance), 1 for cans and yard
4. Homeowner corrections November 16 to December 14:
  - a) 1 for trailer
5. Turned over to Treasurer in December: 2
6. Fine (Letter #3) status:
  - a) Lot 1055 No observed vehicle activity on greenbelt but no removal of culvert and restoration. No written response.
  - b) Lot 2068 fine letter sent regular mail on August 13. No written response from homeowner and boat/trailer now parked on gravel adjacent to driveway. Trailer with garbage cans now out of sight.
7. Report Notes:
  - a) The Board has not established compliance dates for resolution of the five greenbelt incursions yet. These dates should be sent to affected lot owners before the Board elections scheduled for January 2022.
  - b) Contacted attorney and made appointment for phone call advice scheduled for January 12 at 10 AM.
  - c) Problem Report sent to Thurston County Public Works on November 13 for flooding and water diversion at the end of Creighton Ct. Public works scheduled vacuum of catch basin for December 6, but the area still floods.
8. CCR report on December 14, 2021 by Alex. Copies of Courtesy Letters sent to homeowners placed on file on LFHA BOD Google drive.

## Addendum D



### Maintenance Report

Submitted by Jeff Heard, Maintenance Chairman

#### **11/22/21**

Hauled in 1 yd crushed rock. Filled low spot at park man gate, cleared debris from park entrance, parking lot and island.

Serviced 37th turnaround, removed down branches & debris, weeded turnaround with propane burner, reinforced soft spots & ruts from truck traffic with crushed rock.

Hauled 700 lbs of debris to dump

#### **11/29/21**

Removed 700 lbs down branches & storm damage from Dartmouth pond and adjacent field. Dump run.

#### **12/6/21**

Cleared sidewalks along Marvin Rd and Walthew with backpack blowers & shovels. Repaired traffic damage in flower bed at SE entrance.

#### **12/13/21**

Cleared debris from park entry, pavilion & walkways. Picked up 740 lbs down branches & storm debris from park & common areas. Dump run.

Noticed man gate is not closing securely (again) Will try lubing again.

Alex Broman contacted county reference flooding on Creighton Ct. Clearing storm drain grate didn't solve problem, county has promised to pump catch basin.

#### Expenses:

Great Western Supply (gravel)	12.35
Tanglewilde lumber (propane for weed burner)	12.69
11/22/21 Dump run (700 lbs)	16.00
11/22/21 Costco ( 15.021 gallons fuel)	52.56
11/29/21 Dump run (480 lbs)	11.00
12/13/21 Dump run (740 lbs)	17.00
12/13/21 Costco (9.177 gallons fuel)	32.11

Total: \$173.71

Total volunteer man hours 42