



# Lake Forest

## HOME ASSOCIATION

### Lake Forest Board of Directors Monthly Meeting

8/20/24

### Minutes

Location: Hearing Park

Board members present: David CdeBaca, Constance Kimmons, Beckie Weatherford, Deanna Rocamora, Chris Lewis

Board members absent: Shannon Hildreth

Guests: 5

Time started: 6:30pm

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#### Welcome and Call to Order

#### Open Forum

A request was made and agreed upon to add certified letters to New Business.

#### Minutes

The minutes for July were sent via email to the board for review. Corrections were made to wording as suggested.

*A motion was made and seconded to approve the July minutes with the corrections.*

*Discussion: None*

*A call to vote was made and passed unanimously.*

#### Executive Meeting Minutes (Addendum A)

An Executive Meeting was held on August 7<sup>th</sup>, 2024. The minutes were sent via email to the board for review with no corrections or amendments received. The summary of motions made at the meeting was reviewed.

*A motion was made and seconded to approve the 8-7-24 Executive Meeting Minutes*

*Discussion: None*

*A call to vote was made and passed unanimously.*

#### Treasurer's Report (Addendum B and C)

The Book budget and Treasurer reports were provided and reviewed.

The 2022 and 2023 audits are scheduled to be performed by a committee of volunteers 8/22/24.

Lot xx73 has requested a payment plan stating they can make a payment of \$200 now and then \$50 per week until the balance is paid in full. The total owing is approximately \$800 which includes annual dues from 2022 through 2024. A suggestion was made to make a counteroffer to the resident (\$100 initial payment then \$100 payments per month until the balance is paid in full to include 2025 annual dues).

*A motion was made to counteroffer a payment plan to the resident of lot XX73 requiring a \$100 initial payment due now and then \$100 per month to include 2022, 2023, 2024, 2025 until paid in full.*

*Discussion: The resident has been communicative*

*A call to vote was made and passed unanimously.*

### **CC&R's (Addendum D)**

President CdeBaca presented report in Hildreth's absence. 62 violations noted including roof, yards, campers, and boats. Only division I can park RV's and boats in front of house. Discussion and inquiry occurred about sheds currently being built. One particular resident is replacing an existing shed and another is being investigated by Hildreth.

Certified Letters- It was decided to bring this topic forward instead of waiting for new business. A previous motion stated *any correspondence regarding delinquencies or community violations will be sent as a certified letter*. In March, there were 80 past due accounts. The cost of sending certified letters is of concern. Discussion occurred regarding normal business practices of sending statements first and using certified letters to prove the delinquency notices and statements have been received by the homeowner. Additionally, the cost of sending the certified letters would be passed onto the delinquent account holder. It was stated that if late notices are sent consistently and timely, residents usually respond.

A motion was made and seconded to amend the previous motion from any correspondence regarding delinquencies or community violations will be sent a certified letter to the 3<sup>rd</sup> notification and beyond.

Discussion: The 1<sup>st</sup> and 2<sup>nd</sup> delinquent letters are courtesy and warning letters; the 3<sup>rd</sup> is a fine warning letter and the 4<sup>th</sup> delinquent letter is a fine.

*A call to vote was made and passed unanimously.*

### **Contract Maintenance**

Ongoing. Concerns were raised about some of the contracted work not being completed. Member-at-Large Lewis will discuss these concerns with RMR Landscaping. A request was made for RMR to address the weeds and dandelions on the NE corner. A suggestion was made to start reviewing the Landscaping contract as it is due to expire the end of January. This topic will be discussed at the Executive Meeting.

### **Volunteer Maintenance (Addendum E)**

The report was presented and reviewed. The tree removal project is in the bidding phase. More updates to follow.

### **ARC (Addendum D)**

President CdeBaca presented report in Hildreth's absence.

### **Events**

The community BBQ /Potluck will be held September 14<sup>th</sup> from 11-2. Vice President Kimmons and her husband will make pork sandwiches with coleslaw. The event will be announced on social media and the sign boards updated.

The Halloween house decorating contest will be held this year. There will be a \$50 gift card prize for the best decorated houses in each division. The date of the contest is TDB.

A proposal was received to host a "Trunk or Treat" event at Hearing Park for Halloween. Discussion occurred regarding the need for volunteers for this event and the concern for keeping people on the paved path and out of the poison oak. No money is being asked of the board. A suggestion was made to schedule this for the Saturday before Halloween. Nor further discussion or decisions were made.

**Old Business:** None

**New Business:**

President CdeBaca provided information regarding regulations for a transitional housing group called "The Oxford House". The houses (establishments) are categorized as single-family residence. They are allowed to exist within an HOA and must follow the regulations of the HOA.

**Adjournment**

*A motion was made and seconded to adjourn the meeting*

*Discussion: None*

*A call to vote was made and passed unanimously.*

Adjourned at 7:35pm



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### Executive Meeting Summary and Approved Motions

8-7-24

#### New Business

- Hearing Park Rules (allowing resident vehicles in the park)
  - *A motion was made and seconded to add to the Hearing Park Rules “No vehicles allowed in the park unless approved by the board”.*  
*Discussion:* If residents request vehicle access, the situation will be determined case by case by the board. Suggestions made included allowing persons with documented disabilities permanent vehicle access to the park through issuing padlock codes. Concerns raised were integrity of the asphalt path and maintaining security of the park if the padlock codes/keys are given out. Discussion occurred about the pros/cons of leaving a golf cart at the park for residents to use and amending the motion to “no motorized vehicles”. If changed to no motorized vehicles, this would include e-bikes, scooters etc. The change was not carried forward.  
  
A call to vote was made and passed unanimously.
  
- Signs in the park for rules and no trespassing
  - There are 3 signs at Hearing Park that need to be updated with current contact information. The new signs should include the number to the LFHA cell phone, email and to call 911 in case of an emergency.  
*A motion was made and seconded to replace all 3 signs at Hearing Park with updated park rules, contact information and No Trespassing signs.*  
*Discussion:* A request was made to add “No Trespassing” signs to the brick wall and gate as well. There is a laminated general information sheet that will be updated and posted at the park as well.  
  
A call to vote was made and passed unanimously.
  
- Resident email regarding removal of trees
  - A resident emailed to ask about taking down some trees in the greenbelt that are pushing against his fence. He would like to replace his fence, but the trees and the roots are a problem. These are not protected trees.



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*A motion was made and seconded to allow this resident to remove the trees along his fence line that are intruding on his fence.*

*Discussion: No further discussion*

A call to vote was made and passed unanimously.



## August 2024 Treasurer's Report

August 19, 2024

### ACCOUNTS RECEIVABLE

- VF Accounts accounts for collections - VF is currently working on foreclosure proceedings for the 2 accounts we currently have with them. - They have requested updated ledgers for both accounts and one account is actively working with a bank.
- Final notice - 10 day demand sent to 15 homeowners.
  - 15 - delinquent 2024
  - 7 - delinquent 2023
  - 4 - delinquent 2022
    - received payment from 6, 1 requested payment plant, 4 delivered but no communication, 4 delivery attempted but no one home - notice was left to pick up at post office and has not been picked up. Re-delivery attempt has been made
- 1 account on payment plan and is making the required monthly payment.
- Account Balances August 19, 2024
  - checking account \$69,842.93
  - reserve account \$58,896.73
  - 7 month CD \$44,000.00
  - **Total** **\$172,739.66**

### ACCOUNTS PAYABLE - August 2024

Date	Amount	To Whom	Description
7/5/2024	\$7.90	Google	drive storage
7/9/2024	\$135.07	State Farm	additional premium payment
7/17/2024	\$37.06	Consumer Cellular	Monthly Cell phone bill
7/17/2024	\$153.32	Jeff Heard	Maintenance supplies for park
7/17/2024	\$2,266.00	RMR Lawn Care	monthly service
7/23/2024	\$30.38	Lemay Waste Collection	park service
7/23/2024	\$29.80	Lemay Waste Collection	park service
7/23/2024	\$30.71	City of Lacey	NE Entrance
7/23/2024	\$33.08	City of Lacey	SE Entrance
7/23/2024	\$44.71	PSE	Streetlights
7/23/2024	\$714.80	PSE	Streetlights
7/23/2024	\$11.26	PSE	NE Entrance

7/23/2024	\$12.03	PSE	SE Entrance
7/25/2024	\$59.57	Goebel Septic Svc	monthly port-a-pot cleaning
7/31/2024	\$113.84	<a href="https://www.amazon.com">Amazon.com</a>	poison oak signs for park
8/1/2024	\$18.43	<a href="https://www.amazon.com">Amazon.com</a>	self laminating sheets for signs in park
8/1/2024	\$55.72	<a href="https://www.amazon.com">Amazon.com</a>	ink cartridges for Treasurers printer (invoices/letters)
8/5/2024	\$7.90	Google	Drive storage
8/9/2024	\$73.48	USPS	certified letters for 10 day demand letters
8/12/2024	\$394.19	<a href="https://www.amazon.com">Amazon.com</a>	grill for park
8/17/2024	\$37.12	Consumer Cellular	Monthly Cell phone bill
8/19/2024	\$38.61	City of Lacey	NE Entrance
8/19/2024	\$79.99	City of Lacey	SE Entrance

Website - 118 hits

		2024 Budget	May 24 Actual	Jun 24 Actual	Jul 24 Actual	TOTAL Budget Bal Left	2024 Budget	\$8,220.96				
Projected 2024 Budget								\$17,517.65				
<b>Ordinary Income/Expense</b>								Accts Rec		2022	2023	2024
<b>Income</b>								7/31/2024		\$169.46	\$174.54	\$179.78
2024 Association Dues (\$179.78 & \$89.89 Dues)	76,046.94	-2,836.39	-3,226.95	-2,013.65	-5,300.06	76,046.94	\$52,525.75		\$84.74	\$87.28	\$89.90	
2024 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$0.00)	16,920.00	-480.00	-560.00	-240.00	20.00	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					
<b>Total Income</b>	<b>92,966.94</b>	<b>-3,316.39</b>	<b>-3,786.95</b>	<b>-2,253.65</b>	<b>-5,280.06</b>	<b>92,966.94</b>						
<b>Expense</b>								Banking				
								7/31/2024				
2 Tax Preparation Fee/IRS/Property Taxes	250.00	0.00	0.00	0.00	105.54	250.00	\$68,139.15					
3 Insurance (April)	8,000.00	-6,738.00	0.00	-135.07	1,126.93	8,000.00	Reserve Fund					
4 Licenses & Fees (May)	20.00	0.00	0.00	0.00	0.00	20.00	\$58,896.73					
<b>Maintenance</b>								Reserve Paid				
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$0 with Credits Applied)	16,920.00	-840.00	-480.00	-480.00	140.00	16,920.00	\$16,780.00					
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	-4,532.00	-2,266.00	9,604.00	27,600.00	\$44,000.00					
7 Volunteer Projects/Petty Cash/Garbage	1,000.00	0.00	-22.08	-213.50	431.78	1,000.00						
8 Hearing Park Maintenance/Waterfront	500.00	0.00	0.00	-113.84	346.89	500.00	VF Collections					
10 Other Landscaping/Trees	9,000.00	-3,942.00	-416.75	0.00	4,213.78	9,000.00	6/30/24					
12 Theft & Vandalism	50.00	0.00	0.00	0.00	50.00	50.00	\$3,454.56					
* Total Maintenance	57,070.00	-7,048.00	-5,450.83	-3,073.34	16,786.45	40,150.00						
<b>Office Expenses</b>								Grimm				
								12/31/2019				
15 PO Box Rental (Due in February)	400.00	0.00	0.00	0.00	400.00	400.00						
16 Postage	600.00	-155.15	0.00	0.00	-210.79	600.00						
17 Quickbooks Annual Fee	350.00	0.00	0.00	0.00	-1.04	350.00						
18 Supplies	850.00	-122.64	-143.09	0.00	297.99	850.00						
19 Telephone (at \$40.00 per month)	480.00	-37.06	-37.06	-37.06	220.58	480.00						
20 Website/Email	250.00	-349.82	-7.90	-7.90	-169.75	250.00						
* Total Office Expenses	2,930.00	-664.67	-188.05	-44.96	536.99	2,930.00						
21 Community Events	900.00	-150.00	0.00	0.00	650.00	900.00						
<b>Professional Fees</b>												
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	-930.00	0.00	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	-930.00	0.00	0.00	8,324.96	11,172.04						
<b>Utilities</b>												
26 Electricity (at \$666.67 per month)	8,000.00	-800.61	-783.85	-782.30	2,273.31	8,000.00						
27 Port-a-potty (at \$62.00 per Service at 12 Services)	744.00	-119.14	-59.57	-59.57	327.34	744.00						
28 Water - Irrigation (\$60 per Month & Backflow 2@\$110)	940.00	-54.72	-234.72	-63.80	370.60	940.00						
* Total Utilities	9,684.00	-974.47	-1,078.14	-905.67	2,971.25	8,744.00						
<b>Total Expense</b>	<b>90,026.04</b>	<b>-16,505.14</b>	<b>-6,717.02</b>	<b>-4,159.04</b>	<b>30,502.12</b>	<b>90,026.04</b>						
<b>Net Ordinary Income</b>	<b>2,940.90</b>						<b>2,940.90</b>					
<b>Other Income</b>												
Interest Income (at \$50.00 per month aprox)	600.00	20.70	17.82	19.87	455.80	600.00	YTD Interest					
<b>Total Other Income</b>	<b>600.00</b>	<b>20.70</b>	<b>17.82</b>	<b>19.87</b>	<b>455.80</b>	<b>600.00</b>	<b>\$144.20</b>					
<b>Net Other Income</b>	<b>600.00</b>	<b>20.70</b>	<b>17.82</b>	<b>19.87</b>	<b>455.80</b>	<b>600.00</b>						
<b>Total Net Income</b>	<b>3,540.90</b>						<b>3,540.90</b>					
1st Qtr	Totals					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr			
	2024 Assessments		\$2,046.83	\$1,618.02	\$545.91	\$64,099.33	6,506.94	545.91	0.00			
	Previous Assessments		\$144.83	\$869.32	\$460.41	\$2,271.26	1,923.85	460.41	0.00			
	Finance Charges/CC&R Fines/Transfer		\$239.80	\$395.15	\$887.33	\$742.25	777.02	887.33	0.00			
	Late Charges		\$275.00	\$340.00	\$120.00	\$935.00	1,115.00	120.00	0.00			
	Reserve Payments		\$480.00	\$560.00	\$240.00	\$14,780.00	1,880.00	240.00	0.00			
	Credits		\$129.93	\$4.46		\$737.18	140.24	0.00	0.00			
	<b>Total Paid</b>		<b>3,316.39</b>	<b>3,786.95</b>	<b>\$2,253.65</b>	<b>\$83,565.02</b>	<b>12,343.05</b>	<b>2,253.65</b>	<b>0.00</b>			
						<b>98,161.72</b>						



## August 2024 HOA Meeting

### CCR Violations

Total of 62 violations

Lot 1026 – Roof	Lot 1108 – Roof/yard	Lot 1109 – Roof
Lot 1110 – Roof/yard	Lot 1134 – Roof	Lot 1135 – Roof/yard
Lot 1136 – Roof	Lot 1024 – Roof	Lot 1022 – Roof
Lot 1018 – Roof/Fence/Yard	Lot 1030 – Roof	Lot 1061 – Roof
Lot 1060 – Roof	Lot 1058 – Roof	Lot 1056 – Roof
Lot 1053 – Roof/yard		

Division One – 16 violations

Lot 2003 – Expired car tabs	Lot 2055 – Camper	Lot 2034 – Roof needs cleaned
Lot 2062 – Boat	Lot 2600 – Remodel not finished	Lot 2022 – Boat/Trailer
Lot 2021 – Roof	Lot 2072 - Roof	Lot 2017 – Trailer
Lot 2082 – Roof	Lot 2087 – Roof	

Division Two – 11 violations

Lot 3142 – Roof	Lot 3152 – Roof/yard	Lot 3137 – Roof/yard
Lot 3171 – Expired car tabs	Lot 3163 – Roof/yard	Lot 3190 – Roof
Lot 3178 – Roof/car tabs	Lot 3134 – Roof	Lot 3073 – Roof/fence
Lot 3070 – Roof	Lot 3071 – Roof/yard	Lot 3067 – Roof
Lot 3061 – Roof/fence/yard	Lot 3060 – Shed/fence	Lot 3062 – Roof
Lot 3064 – Roof	Lot 3076 – Roof	Lot 3077 – Roof
Lot 3079 – Roof	Lot 3011 – Roof	Lot 3016 – Roof
Lot 3002 – Roof/fence	Lot 3028 – Roof/yard	Lot 3025 – Roof
Lot 3026 – Roof	Lot 3031 – Roof/yard	Lot 3039 – Roof
Lot 3043 – Roof	Lot 3051 – Roof	Lot 3128 – Fence
Lot 3198 – Fence	Lot 3007 – Fence	Lot 3008 – Fence
Lot 3196 – Roof	Lot 3194 Roof/yard	

Division Three – 35 violations

### Architectural Review Committee Report

Lot 3017 – Shed - Approved

Lot 3042 - Deck – Approved

Lot 3195 – Fence - Approved

## August 2024 LFHA Maintenance Report

7/19 Replaced broken deck board on dock. 2nd deck board to fail in the last two weeks. Upon removal of the old deck board it appears the decking is at the end of its useful life. Decking mfg guarantees this type product in non commercial use for 25 years. Deck has been in place for approx 30 years

2 volunteers 3 man hrs

reimbursable expense: Tanglewilde Lumber 1 16 ft Trex 2x6; \$122.82

7/22 prepped pipe at pavilion for new grille. Took quite a bit of heat and muscle. Replaced rotted 2/4's on floor of pavilion. Temporary fix, some of main vertical 4/4's are significantly rotted. Painted replacement 2/4's with stain on hand.

4 volunteers 9 man hrs

7/29 Mucked out sanikan, removed pine needles from skylight. Removed goose poop from dock

4 volunteers 8 man hrs

8/5 Repaired latch on sanikan. Surveyed and remarked dead trees in park & greenbelts behind Harvard, Princeton & Creighton. Some of the marking & tags have been removed by unknown player.

3 volunteers 6 man hrs

8/12 Installed four Poison Ivy signs in park, picked up trash. Continued marking trees identified for removal .

4 volunteers 9 man hrs.

8/12 Bob Manaos weeded, watered & removed dead vegetation from Marquette/Lk Forest Dr triangle. Triangle is Bob's adopted spot.

3 man hrs

8/15 Met with Rep from Evergreen Tree Service reference bid for tree removal. Laid out tree survey. After verifying we will be soliciting multiple bids, Rep declined to bid, stating, in general Evergreen avoids investing time and money on HOA jobs.

8/19 Removed down plum tree compromising sidewalk on Oxford Dr, 700 lb dump run. Elderly resident expressed sincere gratitude for the help & paid dump fee. Completed marking trees identified for removal, job made difficult by missing tags and marking tape.. Current estimate: 12 trees need to be removed.

5 volunteers 15 man hrs

Replacement grill for park received, haven't had time to open the crate to inspect the unit. May need to pay a qualified welder to attach mounting bracket.

Total August volunteer man hrs: 53

Reimbursable expenses: Tanglewilde lumber \$122.82

One 2X6, 16 ft trex replacement deck board for dock: