



# Lake Forest

## HOME ASSOCIATION

### LFHA Board of Directors Meeting July 16<sup>th</sup>, 2024 Minutes

Location: Hearing Park Pavilion

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

Member-at-Large; Shannon Hildreth, Christopher Lewis

Board members/Member-at-Large absent; N/A

Guests: 9

Time started: 6:30pm

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**Open Forum-** Opened by D. CdeBaca.

Requests made for new business included suggesting cameras at Hearing Park to monitor illegal activity, the broken grill and broken dock board at the park and allowing off leash dogs at the park. The only item added to New Business was off leash dogs at Hearing Park. The other items are already on the agenda.

#### **Minutes**

The June minutes were sent to the board via email for review. No corrections received.

*A motion was made and seconded to approve the June minutes as written.*

*Discussion: None*

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

#### **Executive Meeting Summary and Motions – Addendum A**

An executive meeting was held on June 25<sup>th</sup>. The summary of the meeting and the motions made during that meeting was presented and reviewed. The meeting minutes were sent via email to the board for review. No corrections were received.

*A motion was made and seconded to approve the June 25th Executive committee minutes as written.*

*Discussion: Clarification was requested on whether the board had approved installing additional barbed/razor wire on the fence/gate at Hearing Park. The board has not voted on this and this topic is on the agenda later in the meeting.*

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



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### **Treasurer's Report-Addendum B and C**

Presented and reviewed by Treasurer Weatherford. One resident account is on a payment plan and the first payment has been received. Next payment plan is due end of July. If the payment is not received, the account will be sent to collections.

Clarification on 2 accounts at the collection company (VF); One of the residents is working with a bank to get the funds needed to clear the past due to VF. They are trying not to go to foreclosure. The other account has had no changes.

### **CC&R's- Addendum D**

Presented and reviewed by Member-at-Large Hildreth. The list provided is 1<sup>st</sup> notices.

### **Contract Maintenance**

RMR Landscaping mowed yesterday and today and is doing well at completing the items listed in the contract. Its slow time this time of year.

### **Volunteer Maintenance Committee- Addendum E**

Report reviewed by VMC Lead J. Heard. The Irrigation at SE entrance was repaired, part was on hand. The water bill seems appropriate for usage.

Maintenance of Retention ponds discussed.

Steps leading to the waterfront at Hearing Park: Timbers were noted as failing a few months ago. The VMC have replaced these timbers with concrete. The board approved replacing the remaining timbers with concrete for continuity. The VMC could not complete the project due to the heat and recommends waiting to finish it due to how busy the park is during the summer. The board agrees, no further discussion.

Broken deck board at end of ramp: Discussion occurred about materials needed for repair. The materials we had on hand were used to replace a different broken plank on the deck a few weeks ago. These materials were left over from the original project (years ago). J. Heard estimates the cost for materials needed to be \$150-\$200 and stated these planks are not of the shelf and need to be ordered. A suggestion was made to purchase enough planks to keep a small stock on hand for repairs in the future. A suggestion was also made to install a temporary repair until the planks are received.

Broken Grill-One of the grills at the Pavilion was rusted out and removed. There are 4 grills at Hearing Park. Discussion occurred about whether to replace the grill or not or to replace all 4 grills due to age. Quick internet searches found that to replace one grill is approximately \$160-\$300. This expense can be charged to the reserve fund.

*A motion was made and seconded to purchase 2 grills for the pavilion since the original ones are 30+ years old.*

*Discussion: There are 4 grills in the park, Discussion occurred about taking one single grill from another area and bring it over to the pavilion location. Motion rescinded.*



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*A motion was made and seconded to replace the one broken grill at the pavilion.*

*Discussion: Measure to make sure we get the same grill, so it matches the one existing.*

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

There is a missing board on the ground framing of the pavilion. VMC will replace.

VMC cleared trails in the park and worked removing invasive species on areas throughout the park

Poison Oak was found along the trails in Hearing Park. Removing it is problematic as it either requires being pulled by hand in wet weather, or herbicides. Discussion occurred about the 2 options for removal and how WA state handles poison oak on their trails. Notification to people using the trails and/or area is recommended. A recommendation was made to post signs warning of poison oak with pictures of the species.

*A motion was made and seconded to place signs at Hearing Park announcing the presence of Poison Oak.*

*Discussion: Suggestions for the sign include adding an image of poison oak for identification by residents. The board will add item to the next executive meeting to discuss long term management (professional service/mechanical removal). The cost of removal would come from line item 5 of the budget.*

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

Trees: Discussed removal of the Walthew tree. Estimates were received and presented in June for the one tree. The executive committee voted to add 3 trees to the original bid. This information will be provided to J. Heard and he will get updated estimates to present to the board.

### **ARC- Addendum D**

The report was presented and reviewed by Member-at-Large Hildreth

### **Events**

Report given by Vice President Kimmons. Thanks were given to other board members for helping with the open/closing duties of the park for reservations. The \$60 security deposit has been going well. The check goes right back to the homeowner if cleaned appropriately. Broken glass was found before an event and cleaned up. Kimmons and Wetherford will work planning a community BBQ before the end of summer.

### **Old Business**

- Updated Hearing Park Reservation Form- Secretary Rocamora asked for clarification on whether the form needed an update on language regarding the trash produced by people reserving the park for their parties. No suggestions were made but discussion occurred about usage and placement of the garbage cans and whether they should be locked. The item will be added to the next executive meeting for further discussion. The cleaning



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security deposits for reserved events have all been returned to the residents. No problems reported.

- Sound Urban Forestry (**Addendum F**)- Report attached for inclusion in minutes. The findings have been previously discussed by the board.

### **New Business**

- Hearing Park-Summary of events and new Rules, Regulations, Fines and Suspension

Due to the recent vandalism and trespassing at Hearing Park, the board created a new rule and subsequent fine for misuse of Hearing Park gate codes:

*Any homeowner caught in violation of LFHA Hearing Park rules or engaged in illegal activity within Hearing Park will be locked out immediately of the park for 3 months and will be fined \$250 plus any additional cleanup and or repair costs. Access to Hearing Park will only be reinstated when payment is received in full and after the 90-day suspension period.*

*If a tenant is found to violate the rules of Hearing Park, their access to the park will be suspended permanently.*

Discussion occurred on how the board should respond to trespassing incidents at Hearing Park. Suggestions included calling the Thurston County Sheriff every occurrence or having a board member assess the situation before calling the sheriff's office. Additional suggestions included Investigating the codes used to access the park and alerting the resident of the misuse of their code and enforcing the new rule.

Member-at-Large Lewis stated he spoke with Thurston County Sheriff department and their suggestion was to enforce the LFHA rules that are in place and call the Sheriff every time there is an incident. They may not respond to every call. If it's a life-threatening situation, call 911, otherwise call the non-emergency number. Razor wire or Constantine wire is not recommended but barbed wire would be ok. Lewis suggests changing the age limit rules of Hearing Park to 18 yrs. and older only and any nonresident must be accompanied by a resident.

Suggestions on how best to monitor the park activity and to deter people from trespassing/vandalism included cameras, an alarm on the gate that activates if it's held open too long, proxy cards (keycards), adding barbed wire, hiring a security officer, and asking for volunteers from the neighborhood to help monitor the park. Concerns about these suggestions included cost, upgrading the gate if the locks are changed, no electricity at the park, who would monitor cameras if we got solar/wireless cameras, and lack of response by the Sheriff when they were called for recent trespassing activity.

Long time residents and previous board members stated that kids jumping over the fence, vandalism and property destruction are not a new problem at Hearing Park. These problems have been an ongoing challenge and there have been multiple attempts to secure the park. Previous boards have instituted a security detail and tried keycards. It was stated that the current system (a keypad on entry and exit) has been the best method of deterring the



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challenges listed above. An added benefit to the current system is being able to track the codes used to access the park and being able to deactivate codes that are misused. Although, the tracking cannot be done remotely and requires a board member to take a laptop to the gate to download the information.

Discussion occurred about codes used for events when residents reserve Hearing Park. When a resident reserves the park, they are issued an event code to give to their guests. The event code has been the same code, just deactivated when not needed.

*A motion was made and seconded to issue a new gate code for every event and to deactivate it after the event.*

*Discussion: Suggestions include changing the event code monthly and placing a time limit on the code. Changing the code to every event will aid investigations if its misused.*

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

*A motion was made and seconded to consult with Guardian Security about an alarm on the gate if it's left open for a specified amount of time.*

*Discussion: Treasurer Weatherford will contact Guardian Security for this information.*

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

*A motion was made and seconded to put barbed wire on the iron portion of the fence.*

*Discussion: Concerns were raised about being able to leave the park in an emergency if barbed wire were added to the iron gate. Exiting the park is already hindered by having to enter a code and would be even more of a risk if people could not climb over the gate/fencing. Another concern raised is if trespassers can't get in/out due to the barbed wire, they may try to climb over the fences of residents who share a fence with the park. Additional concerns are liability if someone is injured by the barbed wire and the concern that if someone wants to enter the park, they will find a way.*

*A call to vote was made. 2 Aye, 4 No. The motion does not pass.*

Additional discussion occurred about the risk of a coded entry on both sides of the gate. Concerns about the hazard it poses to people who cant exit the park in the event of an emergency was discussed. Treasurer Weatherford stated to change the gate to a single coded entry, the gate would need to be reinforced or changed out per Guardian Security's recommendation. The approximate cost for that change would be \$1634 but this does not include the gate reinforcement, just the new single entry coded lock. She will ask Guardian for a quote for the entire project.

- 4<sup>th</sup> of July at Hearing Park- The park was open for residents to sit by the waterfront and enjoy the fireworks from lakeshore neighbors. There was about 60-70 people who attended and it was a lovely experience.



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- No solicitation-Concerns and questions were raised about solicitors in the neighborhood who are ignoring “no soliciting” signs and leaving cards, fliers etc on porches. A suggestion was made to find out if LFHA can become a No Soliciting community and what that would entail for the residents and the offending solicitors. Member-at-large Lewis will research and report back any RCWs pertaining to this subject.
- Shed being used as an additional dwelling unit (ADU)-A resident has multiple (sheds) outbuildings on his lot. The most recent building appears to be an ADU which is not allowed per the LFHA by-laws. This resident also has constructed a fence and did not submit an Architectural Request Form (ARC) for either of these projects. It was reported that the resident does not have a building permit on file with the county. Discussion occurred regarding next steps including consulting with lawyers, sending a cease-and-desist letter, and issuing a fine for not submitting ARC forms for the projects. Current and future RCWs for shed dimensions were discussed along with changes coming in 2025 for ADU’s. An email was sent a few months ago requesting an ARC form to be submitted, no reply was received. The current CC&R violation policy was reviewed. After multiple suggestions of various motions to be made it was determined that A) the board does not need a motion to send a CC&R violation letter as it is a standing policy and B) the board needs to follow the policy as written at this time.

*A motion was made and seconded to contact LFHA lawyers for guidance on this matter. Discussion: Suggestions were made to follow through with the LFHA CC&R violation process before consulting a lawyer and to send any letters as certified mail.*

*A call to vote was made. 2 Aye, 4 No. The motion does not pass.*

The resident will receive letter #2 for the shed and a letter #1 for the fence with a deadline to respond. Member-at-large Hildreth will send a copy of the letter to the board for review.

- Updated ARC form with expiration dates included- Secretary Rocamora presented the updated form for review. No changes were made or received.

*A motion was made and seconded to approve the updated ARC form with expiration dates as submitted.*

*Discussion: The need for the expiration date was explained.*

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

- Off leash dogs in park- A question was raised about whether Hearing Park would ever become an “off-leash” dog park. Several residents bring their dogs to the park and let them swim but it’s challenging to do if they have to be on leash. Unfortunately the liability of allowing “off-leash” dogs in the park poses too much of a liability and will not be pursued.



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*A motion was made and seconded to adjourn the meeting. No discussion.  
A call to vote was made and passed unanimously.*

*Meeting Adjourned at 8:31pm.*



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### Executive Meeting Summary and Approved Motions

6-25-24

#### **New Business**

- Unauthorized use of Hearing Park by residents and nonresidents and vandalism in Hearing Park. A timeline of events leading up to the date of this meeting:
  - June 20<sup>th</sup>, 2024 vandalism was discovered at Hearing Park in the form of hate speech spray painted on the rocks, concrete steps leading to the water and the picnic tables under the pavilion. There was also trash strewn about on the dock, the beach area and the waterfront area. It was also noted that there are fences along Marvin Rd that have been tagged with spray paint but are not hate speech.
    - The board decided to close the park until the vandalism could be cleaned up, inform the residents of the park closure through lfha.com and FB and to file a report with Thuston County Sheriff's office. Additionally, the gate codes used around the date of the vandalism were reviewed for unauthorized use. It was discovered that the program that governs the gate codes is malfunctioning and allows codes to be used during closed park hours.
    - The Deputy from T.C. Sheriffs office indicated there was not much that could be done by their services since it's a private park with no camera footage. He said Hearing Park would be added to their list of parks to patrol.
    - A resident emailed about debris in the park. When he was contacted, he reported seeing 8-10 teenagers in the park who were "lout and wild" and leaving trash in the park. The resident left the park due to their behavior.
    - A sign stating the reason for park closure was placed at the gate. Since the program for the gate codes was malfunctioning, a chain and padlock were placed around the gate.
    - By late afternoon on June 20<sup>th</sup>, Member-at-Large Lewis was able to get the supplies needed to clean the spray paint off the rocks and found additional areas that had been marked up. He also removed the paint pen markings from the tables. He also painted over the fence boards along Marvin Rd that had been tagged with spray paint.
    - Since the vandalism was removed, the board felt it is appropriate to reopen the park.
    - A discovery made through conversation with residents revealed a park code had been given out to numerous teens within the last week. It was also





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- discovered that an “emergency code” intended for specific situations was used by an unauthorized individual June 19<sup>th</sup>. This code was deactivated.
- On Friday, June 21<sup>st</sup> at approximately 7pm, a report was made by a resident to VP Kimmons that the Hearing Park gate was propped open. She notified the board and upon arrival at the park found a very large, unauthorized party of teenagers underway. She estimates there were about 100 people and saw evidence of alcohol and potential drug use. Treasurer Weatherford and Member-at-Large Lewis arrived at the park to assist VP Kimmons in removing the people from the park in a safe and efficient manner. There was belligerent and aggressive behavior towards the board members from a group of teenagers when exiting the park. It was discovered a code for the gate had been posted on multiple social media platforms to advertise the party. One of the people at the party gave the code they used to VP Kimmons. The code was deactivated, and the park was once again closed (except for a previously scheduled event), until the board could meet to discuss next steps.
  - On June 22<sup>nd</sup>, the residents at lot xxxxx were contacted by Member-at-Large Hildreth and notified that their gate code was announced over social media and used for entry into the park by unauthorized individuals. They were horrified at learning this news and reported their kids were not at the unauthorized party. They were issued a new code.
  - On June 22<sup>nd</sup>, Treasurer Weatherford received a text message from lot xxxxx that stated a senior in his kids graduating class used the park for his party. The code was given out to the entire senior class. It was a party with loud cars that were forced to leave. This party occurred a few weeks prior to the current events. The gate code program indicated the last time lot xxxxx gate code was used was 6-12-24.
  - On June 22<sup>nd</sup>. Member-at-Large Hildreth reported multiple uses of the gate code for lot xxxxx and it was also used on June 19<sup>th</sup> 2024 (the day before the vandalism was discovered). This gate code was deactivated.
- The board has reviewed the series of events listed above and discussed multiple options on how to make the park more secure, and setting a standard for how the board responds to these situations. At the time of this meeting, the gate to the park is locked with a chain and padlock.
    - Suggestions for making the park more secure included, changing the keypad to a keycard entry system, lockout a code after 3 failed attempts, adding an alarm to the gate that will emit a loud sound if the door is left open longer than predetermined amount of time, and purchasing a camera system for monitoring the park (approx.



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\$80/month for the service and approx. \$1500 for equipment). Adding razer wire to the perimeter fencing was also discussed. If the board decided to change from a gate code to a keycard or proxy card, a suggestion was made to institute a replacement fee of \$50 if the card is lost/stolen. No further action taken at this time.

- Through investigation of the software program that manages the gate codes and reports from residents, it was confirmed that lots xxxx and xxxx were the gate codes used for unauthorized access to Hearing Park on June 21st.

*A motion was made and seconded to deactivate the gate code for lots xxxx and xxxx until the end of July. The board will formalize a plan and establish rules for the future when/if these situations arise and present it at the July board meeting.*

*Discussion: None*

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

A suggestion was made to call the residents of xxxx and xxxx to inform them of the deactivation and to invite them to the July board meeting at Hearing Park.

- Discussion occurred regarding rules and consequences for residents whose gate codes are misused. Suggestions included fines and suspension of access to park when excessive use of codes has occurred which results in vandalism or unauthorized use.

*A motion was made and seconded that any homeowner caught in violation of LFHA Hearing Park rules or engaged in illegal activity within Hearing Park will be locked out immediately of the park for 3 months and will be fined \$250 plus any additional cleanup and or repair costs. Access to Hearing Park will only be reinstated when payment is received in full and after the 90-day suspension period.*

*Discussion:* Board members had concerns and questions regarding tenant vs homeowner access to Hearing Park and whether the homeowner should be penalized for a tenant's misuse of a gate code. The LFHA by-laws were reviewed. A homeowner can grant access of the park to their tenant and will often give the tenant their gate code for access.

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

*A motion was made and seconded that if a tenant is found to violate the rules of Hearing Park, their access to the park will be suspended permanently.*

*Discussion:* Board members questioned how we know who renters are and stated homeowners should not be responsible for the actions of their tenants.

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



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- Hearing Park Reservation Form: The form has been updated to include the reservation fee but not what needs to be done. Discussion occurred about the rules of Hearing Park stating pack in/pack out and how that could be confusing because there are also garbage cans at the park. In previous years, the cans were chained to the pavilion to prevent people from throwing them in the lake. Currently they are located next to the shed. There has been some miscommunication about getting the cans out of the park for collection on Thursdays.

*A motion was made and seconded to remove the Lemay Recycle can and add an additional 95-gallon garbage can to the collection service at Hearing Park which will be located at the shed.*

*Discussion: There is a garbage can (not a Lemay can) in the area of the pavilion which will be removed.*

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

- ARC forms
  - Discussion occurred regarding if ARC approvals have an expiration date. There is a resident who has had a remodel project going on for a year and has not replied to our requests for a completion date. Suggestions included amending ARC forms to state they are valid for 3 months or follow any building permit guidelines. If a building permit is required, that permit should be presented with the ARC form when its submitted to LFHA for review and before the ARC committee approves it. Lot 2066 submitted an ARC for remodel and paint. Member-at-Large Hildreth will look for the original form and report it by the July board meeting and also look for any previous CC&R violations.

*A motion was made and seconded to amend the ARC form to include and expiration date of 3 months or the date of the building permit.*

*Discussion: None*

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



## July 2024 Treasurer's Report

July 15, 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.
- Sending out 3rd past due letters to 17 homeowners and 1 2nd past due letter.
- Account Balances June 30th:
  - checking account \$72,310.54
  - reserve account \$58,396.56
  - 7 month CD \$44,000.00
  - **Total** **\$174,707.10**

### ACCOUNTS PAYABLE - June 2024

Date	Amount	To Whom	Description
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 cartridges for treasurer (printing invoices & letters)
6/17/2024	\$37.06	Consumer Cellular	Monthly Cell phone bill
6/18/2024	\$60.99	Beckie Weatherford	Mail merge software and election buddy
6/18/2024	\$180.00	Lacey Backflow & Irrigation	Testing of irrigation systems
6/25/2024	\$2,266.00	RMR Lawnservice	june service
6/21/2024	\$59.57	Goebel Septic Svc	monthly port-a-pot cleaning
6/24/2024	\$27.36	City of Lacey	water bill NE entrance
6/24/2024	\$27.36	City of Lacey	water bill SE entrance
6/25/2024	\$45.49	PSE	Streetlights
6/25/2024	\$714.80	PSE	Streetlights
6/25/2024	\$11.39	PSE	NE Entrance
6/25/2024	\$12.17	PSE	SE Entrance
6/25/2024	\$9.93	Lemay Waste Collection	park service
6/25/2024	\$12.15	Lemay Waste Collection	park service

Website - 134 hits

						TOTAL							
Projected 2024 Budget		2024 Budget	May 24 Actual	Jun 24 Actual	Jul 24 Actual	Budget Bal Left	2024 Budget	Deficit					
Ordinary Income/Expense													
Income													
2024 Association Dues (\$179.78 & \$89.89 Dues)		76,046.94	-2,836.39	-3,226.95	-607.81	-3,894.22	76,046.94						
2024 Special Assessment(\$40.00 & \$20.00 Reserve with Credits Applied \$0.00)		16,920.00	-480.00	-560.00	-40.00	220.00	16,920.00						
Credits Prepaid for 2024 in 2023		-1,359.86	0.00	0.00	0.00	-1,359.86	-1,359.86						
Total Income		92,966.94	-3,316.39	-3,786.95	-647.81	-3,674.22	92,966.94						
Expense													
2 Tax Preparation Fee/IRS/Property Taxes		250.00	0.00	0.00	0.00	105.54	250.00						
3 Insurance (April)		8,000.00	-6,738.00	0.00	0.00	1,262.00	8,000.00						
4 Licenses & Fees (May)		20.00	0.00	0.00	0.00	0.00	20.00						
Maintenance													
Reserve Fund Contribution Special Assessment (\$40 & \$20 \$0 with Credits Applied)		16,920.00	-840.00	-480.00	0.00	620.00	16,920.00						
5 Fence/Signage Repairs-Maint.		2,000.00	0.00	0.00	0.00	2,000.00	2,000.00						
6 Common Area Maint/Mowing (at \$2,200) for 12 months)		27,600.00	-2,266.00	-4,532.00	0.00	11,870.00	27,600.00						
7 Volunteer Projects/Petty Cash/Garbage		1,000.00	0.00	-22.08	0.00	645.28	1,000.00						
8 Hearing Park Maintenance/Waterfront		500.00	0.00	0.00	0.00	460.73	500.00						
10 Other Landscaping/Trees		9,000.00	-3,942.00	-416.75	0.00	4,213.78	9,000.00						
12 Theft & Vandalism		50.00	0.00	0.00	0.00	50.00	50.00						
* Total Maintenance		57,070.00	-7,048.00	-5,450.83	0.00	19,859.79	40,150.00						
Office Expenses													
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	0.00	257.64	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	-7.90	574.05	2,930.00						
21 Community Events		900.00	-150.00	0.00	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	-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						
Utilities													
26 Electricity (at \$666.67 per month)		8,000.00	-800.61	-783.85	0.00	3,055.61	8,000.00						
27 Port-a-potty (at \$62.00 per Service at 12 Services)		744.00	-119.14	-59.57	0.00	386.91	744.00						
28 Water - Irrigation (\$60 per Month & Backflow 2@\$110)		940.00	-54.72	-234.72	0.00	434.40	940.00						
* Total Utilities		9,684.00	-974.47	-1,078.14	0.00	3,876.92	8,744.00						
Total Expense		90,026.04	-16,505.14	-6,717.02	-7.90	34,653.26	90,026.04						
Net Ordinary Income		2,940.90					2,940.90						
Other Income													
Interest Income (at \$50.00 per month aprox)		600.00	20.70	0.00	0.00	493.49	600.00						
Total Other Income		600.00	20.70	0.00	0.00	493.49	600.00						
Net Other Income		600.00	20.70	0.00	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		\$2,046.83	\$1,618.02		\$64,099.33	6,506.94	0.00	0.00				
	Previous Assessments		\$144.83	\$869.32		\$2,271.26	1,923.85	0.00	0.00				
	Finance Charges/CC&R Fines/Transfer		\$239.80	\$395.15		\$742.25	777.02	0.00	0.00				
	Late Charges		\$275.00	\$340.00		\$935.00	1,115.00	0.00	0.00				
	Reserve Payments		\$480.00	\$560.00		\$14,780.00	1,880.00	0.00	0.00				
	Credits		\$129.93	\$4.46		\$737.18	140.24	0.00	0.00				
	Total Paid		3,316.39	3,786.95		\$83,565.02	12,343.05	0.00	0.00				
						95,908.07							

## **July 2024 HOA Meeting**

### **CCR Violations**

Lot 1001 – Inoperable cars

Lot 1004 - Grass

Lot 1029 – Inoperable cars

Lot 1016 – Grass – Residence being sold

Lot 1024 – Roof

Lot 1098 – Grass

Lot 2012 – Grass

Lot 2027 - Grass

Lot 2055 – Camper

Lot 2059 – Grass

Lot 2066 - Grass

Lot 3007 – Grass

Lot 3106 – Grass

Lot 3109 – Grass

Lot 3113 – Grass/cans

Lot 3161 – Grass

Lot 3173 – Grass

Lot 3195– Grass

### **Architectural Review Committee Report**

Lot 2066 – Paint/Siding - Approved

Lot 2600– Concrete/Paving of gravel area - Approved

### **Contract Lawn Maintenance Report**

On going per contract

## Addendum E

### July 2024 LFHA Maintenance Report

6/25

Completed repair of SE Entrance Irrigation with parts on hand & activated system.  
Completed annual pond inspection on Radcliffe & Fordam ponds. Cleared splash pads,  
Removed a load of down branches, identified & removed a couple dozen tansy plants  
three volunteers, 9 man hrs  
\$9.00 dump run

6/29

Completed annual inspection & maintenance of Dartmouth pond. Weeded outflow,  
rebuilt splash pad removed approx one yard of sediment  
4 volunteers, 8 man hrs.

7/8

Postponed replacing timbers at sidewalk to dock due to excessive heat  
Moved large rock adjacent to brick gate at park entrance, rock was used as a stepping  
stone to assist fence jumping. Replaced broken deck board on dock ramp with material  
left over from dock repair. Removed rusted out grill from pavillion area. Rusted out grill  
is likely unrepairable, left steel post in place until decision is made to replace grill.  
Removed rotted 2x4 framing from pavillion floor. Rotted framing not structurally critical.  
4 volunteers, 8 man hrs

7/12

Submitted completed annual pond inspections to County

7/15

Trimmed vegetation at park entry for line of sight, cleared brush from road & trails.  
Pulled blackberry, pulled scotch broom and tansy from shoreline between dock & canoe  
launch.  
4 volunteers, 12 man hrs.  
\$9 dump run  
Total July Man Hrs: 37

Reimbursable expenses:

Dump Runs: 4/10 14.00  
                  5/20 15.00  
                  6/10 9.00  
                  6/26 9.00  
                  7/15 9.00  
                  subtotal 56.00  
Lowe's cement 97.32  
for step repair  
at dock

Total reimbursable: \$ 153.32

# SUF

## SOUND URBAN FORESTRY, LLC

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Appraisals ~ Site Planning & Development ~ Urban Landscape Design & Management  
Environmental Education & Restoration ~ Tree Risk Assessments

5/31/2024

Lake Forest Home Association  
Beckie Weatherford  
P.O. Box 3368  
Lacey, WA 98509

RE: Lake Forest Tree Risk Assessment

Ms. Weatherford:

Upon the request of the Lake Forest HOA, I have conducted a risk assessment of two trees located within the community's Hearing Park at 3900 Walthew Ct SE and one tree within community property on the east side of Walthew Street. I visited the sites and met with you on May 22, 2024. The following report presents my findings and recommendations.



## Tree Risk Assessment Methodology

The tree risk assessment methodology used for this report was developed by the International Society of Arboriculture in 2013. It replaces the original method adopted in 2011.

Tree risk assessment can be conducted at different levels of intensity, each employing varying methods and providing the client with varied options of reporting and recommendations. The level selected should be appropriate for the assignment.

The ANSI standard for risk assessment and ISA's *Best Management Practices: Tree Risk Assessment* defines three levels of tree risk assessment:

- Level 1: Limited visual
- Level 2: Basic
- Level 3: Advanced

Level 1 assessment involves a visual assessment of an individual tree or populations of trees near specified targets, conducted from a specified perspective in order to identify certain obvious defects or specified conditions. A limited visual assessment typically focuses on identifying trees with *imminent* and/ or *probable* likelihood of failure.

A Level 2 or basic assessment is the standard assessment performed by arborists in response to most private client requests for tree risk assessments. It consists of a detailed visual inspection of a tree and its surrounding site and a synthesis of the information collected. A basic assessment requires walking completely around the tree – looking at the site, buttress roots, trunk and branches. Looking at the tree from some distance away, as well as close up, to consider crown shape and surroundings.

Level 3 is an advanced assessment and it is performed to provide detailed information about specific tree parts, defects, targets, or site conditions. It may be in conjunction with or after a basic assessment if additional information is needed and the client approves the additional service. Specialized equipment, data collection and analysis, and/or expertise are usually required for advanced assessments. These assessments are, therefore, generally more time intensive and more expensive.

After determining the likelihood of failure and the likelihood of impacting a target, the combined likelihood of a failure impacting a target can be categorized. Matrix 1 can be used as a guide in relating these likelihood factors within a given time frame. The resulting terms (unlikely, somewhat likely, likely, very likely) are defined by their use within the table and are used to represent this combination of occurrences in Matrix 2.

**Matrix 1. Likelihood of Failure**

Likelihood of Failure	Likelihood of Impacting Target			
	Very Low	Low	Medium	High
<b>Imminent</b>	Unlikely	Unlikely	Likely	Very likely
<b>Probable</b>	Unlikely	Unlikely	Somewhat likely	Likely
<b>Possible</b>	Unlikely	Unlikely	Unlikely	Somewhat likely
<b>Improbable</b>	Unlikely	Unlikely	Unlikely	Unlikely

**Matrix 2. Risk Rating**

Likelihood of Failure and Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
<b>Very likely</b>	Low	Moderate	High	Extreme
<b>Likely</b>	Low	Moderate	High	High
<b>Somewhat likely</b>	Low	Low	Moderate	Moderate
<b>Unlikely</b>	Low	Low	Low	Low

**Tree Risk Findings and Recommendations**

Level 2 and 3 assessments were conducted on the identified trees. Table 1 presents my complete findings and recommendations. The locations are noted on the attached aerials and photos have been included.

**Table 1. Complete Risk Assessment Summary**

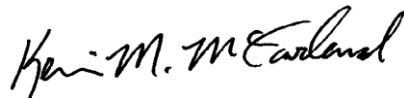
ID#	Common Name	DBH, Height Live Canopy Ratio	Target/Distance	Overall Condition	Risk Rating	Comments and Recommendations
6	Douglas Fir	46" 145' 20%	Trail, 5'	Fair	Low	Tree is showing some signs of stress and/or decline. Trunk soundings were good with no indications of internal stem decay. No other signs of decay or disease. Extracted core sample taken at 3' on the east side revealed 7" of solid wood. There are a few dead limbs within the canopy. <b>Retain tree</b>
7	Douglas Fir	40" 135' 15%	Trail, 1' Dock, 85'	Fair	Low	Tree is showing some signs of stress and/or decline. Trunk soundings were good with no indications of internal stem decay. <b>Retain tree</b>

ID#	Common Name	DBH, Height Live Canopy Ratio	Target/Distance	Overall Condition	Risk Rating	Comments and Recommendations
29	Western Hemlock	29" 72' 15%	Sidewalk, 11' Street, 26'	Poor	High	Past upper stem failure at 35'. A new leader has established but is connected to an open decay column. Solid base but the upper stem is significantly decayed and the new leader is vulnerable to failure. <b>Remove tree</b>

### Comments

The stress that is apparent with Trees #6 & #7 is likely due to seasonal drought and/or very low soil moisture. They are "Low" risks at this time but should be reassessed within 3-5 years. I recommend that Tree #29 be removed within the next year.

Please contact me if you should have any questions.  
Professionally Submitted,



Kevin M. McFarland, Principal  
ISA Certified Arborist PN-0373 & ISA Tree Risk Assessment Qualified  
Sound Urban Forestry, LLC  
P.O. Box 489  
Tahuya, WA 98588

### References

Dunster, Dr, Julian et al. 2013. *Tree Risk Assessment Manual*. International Society of Arboriculture. Champaign, IL.

Mattheck, C. & Brelor, H (1998). *The body language of trees. A handbook for failure Analysis*. Research for Amenity Trees No. 4. The Stationary Office, London.

Smiley, E. Thomas, Nelda Matheny and Sharon Lilly. 2011. *Best Management Practices – Tree Risk Assessment*. International Society of Arboriculture. Champaign, IL

Locations of Assessed Trees



Photos



### **Assumptions and Limitations of Tree Risk Assessment**

1. Tree risk assessment is limited in scope to the specific risks(s) of interest, and does not include any and all risks.
2. Tree risk assessment considers significant known and/or assigned targets and visible or detectable tree conditions.
3. Tree risk assessments represent the condition of the tree and site at the time of inspection.
4. Only those trees specified in the scope of work were assessed, and assessments were performed within the limitations specified.
5. Any tree, whether it has visible weaknesses or not, will fail if the forces applied exceed the strength of the tree or its parts.
6. Care has been taken to obtain all information from reliable sources. All data has been verified insofar as possible; however, the consultant/appraiser can neither guarantee nor be responsible for the accuracy of information provided by others. Any legal description provided to the consultant/appraiser is assumed to be correct. Any titles and ownerships to any property are assumed to be good and marketable.
7. Loss or alteration of any part of this report invalidates the entire report.
8. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the person to whom it is addressed, without the prior expressed written or verbal consent of Sound Urban Forestry, LLC.
9. Neither all or any part of the contents of this report, nor copy thereof, shall be conveyed by anyone, including the client, to the public through advertising, public relations, news, sales or other media, without the prior expressed written or verbal consent of Sound Urban Forestry, LLC – particularly as to the value considerations, identity of Sound Urban Forestry, LLC, or any reference to any professional society or to any initialed designation conferred upon Sound Urban Forestry, LLC as stated in its qualifications.
10. This report and any values expressed herein represent the opinion of Sound Urban Forestry, LLC and the fee is in no way contingent upon the reporting of a specified value, a stipulated result, the occurrence neither of a subsequent event, nor upon any finding to be reported.
11. Diagrams, graphs, photographs and sketches in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering or architectural reports or surveys. It is the responsibility of the client to verify ownership of any assessed trees.
12. Sound Urban Forestry, LLC shall not be required to give testimony or to attend court by reason of this report unless subsequent contractual arrangements are made.
13. Unless expressed otherwise: 1) information contained in this report covers only those items that were examined and reflects the condition of those items at the time of inspection; and 2) the inspection is limited to visual examination of accessible items without dissection, excavation, probing, drilling or coring. There is no warranty or guarantee, expressed or implied, that problems or deficiencies of the tree or other plant or property in question may not arise in the future.
14. The time frame for risk categorization should not be considered a “guarantee period” for the risk assessment.