

LAKE FOREST ESTATES
Homeowners Association
Board of Directors Meeting Minutes

Time: Thursday, August 13, 2026 | 6:30 PM – 7:18 PM

Location: LFE Community Park Picnic Shelter

Attendance: Emil Scioli, Stuart Morris, Sandra Munsey, Kristen (Board in Training), Eric (ACC)

Absent: Joe, Tracy — both out of town

I. Resident Comment Period

The meeting was called to order at 6:30 PM. Per RCW, the first fifteen (15) minutes of the meeting were dedicated to resident comments.

Residents in attendance expressed appreciation for the community, citing neighborhood relationships and overall quality of life.

Community Library: The request for a permanent community library structure was withdrawn from the agenda by the homeowner. The homeowner has elected to proceed with a temporary, non-permanent installation, which is not regulated by the Board or the ACC. Permanent structures are not permitted at that location.

Common Area Liability: A resident asked about HOA exposure in the event of an injury on HOA-owned greenbelt property adjacent to the lake, where non-residents have been observed using rope swings and jumping from trees. The Board advised that the HOA could be named in a suit; the HOA's insurance would provide legal defense and claim coverage. Signage is posted throughout the beach and park areas. The HOA owns the parcel but, as a Native Growth Protection Area, has limited rights — the Association cannot remove trees, install fencing, or post additional signage. Rope swings are cut down two to three times per year and are consistently reinstalled. The City has previously declined to assist. Homeowners are advised not to engage with trespassers and to use the non-emergency police line; the security company holds key access to the park.

II. Officer & Committee Reports

ACC Report:

- Two (2) front door replacement requests received; window replacement approved.
- Tree removal request received from Lot 90. The specific tree has not yet been identified.
- LOT — rear deck work submitted; no issues noted.
- LOT — fence addition approved. The driveway extension requires a separate request; stipulations include no hard pack, required edging, and the extension may not run to the street. A separate request is also required for tree placement.
- Paint requests approved.
- ACC to email the approved lot numbers to the Board for inclusion in the minutes.

Neighborhood Watch:

- A porch piracy incident was reported; a package was taken from a front door. Notice was distributed through the Neighborhood Watch sub-captains and the LFE group email.
- Homeowners traveling are encouraged to coordinate delivery pickup with a neighbor.

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- Communication channels were clarified for residents: the LFE group email is the official channel; the community Facebook page is resident-run and not operated by the Board; Neighborhood Watch sub-captains each cover approximately ten (10) homes.

Contract Administrator:

- South pedestrian gate: All City Fence quoted a gate rebuild including a Von Duprin 22 Series crash bar, which is rated for medium-duty use only. A revised quote has been requested with a heavy-duty crash bar.
- As an alternative, the Association may purchase the heavy-duty crash bar directly and self-install with volunteer assistance from Justin, reusing the existing gate with minor welding. Return policy and fit are the primary concerns. Bulger, the community locksmith, will be asked for a second quote.
- The two (2) bids from Tim's for the Zone 1 irrigation leak and the hose bib installation were approved and released.
- Sports court resurfacing: photos were sent to the vendor; no response has been received to date.
- Trip hazards and exposed fabric near the beach sand: a bid of approximately \$10,000 covering all park pathways, which is not budgeted. A revised quote has been requested for the beach sand area only, to be funded from the operating budget.
- A possible new irrigation leak was identified near the sports court. The head was unscrewed rather than broken and has been reinstalled; the zone still needs to be run and verified.
- Basketball backboard: Sandra spoke with volunteer Susan approximately three weeks ago. Sandra to follow up and request a written status update.

Secretary Report:

The June 11, 2026 minutes were reviewed by Stuart and Sandra and approved as written, with no issues noted.

Treasurer's Report:

Budget Status: Year to date through July, the Association is 21% under its budget target. The majority of the underrun is in maintenance and is driven by lower-than-budgeted lawn care expenses. G&A is under by approximately \$500 and utilities are under by approximately \$446. Fourth of July reimbursement checks have been issued and will appear in the August financials, along with an outstanding \$30 Microsoft online billing expense, which will bring the variance to approximately 19%.

Outstanding Dues: One (1) homeowner remains outstanding on 2026 dues. Contact was made by text, with payment indicated for next week. The Board will be notified prior to any further action.

Dues Notices: Dues notices are now distributed by email rather than mail, reducing Association cost. Dues are due annually on February 28. Homeowners accustomed to mailed notices are being followed up with directly.

Annual Financial Audit: The 2025 annual financial review was completed and passed, with all documentation in order. The Board recognized Debbie for organizing the financials, and Sandra for preparing and sequencing the audit documents. Sandra will walk Kristen through the audit checklist and prepare a calendar of events for the coming year in advance of the transition.

Security:

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- The Association is now on its third security agent; the original agent trained the incoming agent on site.
- One credential verification was resolved on site — a resident's family member holding an outdated lanyard was issued a current lime-green lanyard.
- No major incidents have been reported. Activity is being documented in the vendor's application; Sandra to obtain a copy of the weekend activity log.
- The Board noted that the visible weekend security presence appears effective, with a corresponding decrease in reported park complaints.

SR169 / T45 Committee:

A status report was distributed prior to the meeting. No additional project expenses were incurred through July beyond those reported in June; the package provided current status and spend to date by category. The remaining open item is the Temporary Construction Easement (TCE).

- The capstone was approved by Board vote (four in favor).
- Stuart and Sandra will meet with John Thompson on Monday morning to review the TCE area, confirm his schedule, and compare the agreed scope against the constraints set by the City (Stephen Chen), including the restriction on storing excess soil near the retention pond.
- Near-term sequencing was discussed: fence posts are to be set before irrigation, irrigation before the final ten percent (10%) of site work, and planting once weather permits.
- Six (6) fence contractors have been reviewed. Stuart and Emil will deliberate on fence placement, layout, and contractor selection within the next few weeks. Grading may be added to the landscape improvement bid.
- The fence along SR169 is within the Board's full authority to modify and is the priority item required to proceed with front landscape planting.
- Trees along 253rd were watered today by MSI. Six (6) trees are in place, one of which is showing stress. Water bags will be monitored and swapped where damaged. Supplemental hand watering may be organized with Kim as a good neighbor follow-up.

III. Agenda & Action Items

253rd Fence:

The fence running along 253rd to the corner is owned by the adjacent residents. The Association shares maintenance rights, including the right to paint, but the governing document is definitive that ownership rests with the homeowner. The fence is currently down in sections and in poor condition.

- Board acquisition of the fence would set a precedent.
- Options discussed include allowing the homeowner to purchase at the Association's contracted rate, a payment plan or a community vote for the HOA to assume ownership and responsibility for the fence along 253rd up to the first street.
- A vote notice requires sixty (60) days. Publishing now places the vote at the November meeting, following legal review of the documents.
- Estimated additional cost is approximately \$28,000; combining it with the SR169 fence project may yield a favorable rate.
- The Board will deliberate and decide on the approach prior to the September meeting.

IV. Discussion & New Business

2027 Budget:

The 2027 budget is due in sixty (60) days. Emil will prepare a preliminary budget for cursory review at the September meeting. Kristen will have the opportunity to review the budget prior to the dues notification cycle.

Financial Advisor Review:

The annual financial review with the advisor holding the estate funds is scheduled for Friday, August 14. The review will cover planned spending over the next twelve (12) months and corresponding investment guidance. Fund performance over the last several years has significantly outpaced prior returns.

Reserve Study:

Emil will convert the reserve study responses from draft to final and forward them to Joel. The Board noted that the state-mandated thirty (30) year look-ahead requires all assets to be shown as fully funded at all times, which makes the annual report appear alarming relative to actual near-term obligations. The sports court resurfacing quote will be incorporated into the 2027 reserve study once received.

Sports Court Power Washing:

Power washing will be scheduled after the hose bib installation is complete.

Action Items Before the Next Meeting:

- Board — deliberate and determine the approach to the 253rd fence, including preparation of vote notice documents if a community vote is pursued.
- Stuart — finalize gate information, including the heavy-duty crash bar quote and alternate vendor pricing.
- Stuart — review the irrigation zone by the sports court and forward the sports court resurfacing quote upon receipt.
- Sandra — obtain a written security report from the security company for the next meeting.
- Sandra — follow up with Susan on the basketball backboard replacement and request a written status update.
- Sandra — coordinate supplemental watering for the 253rd trees, including a good neighbor follow-up with Kim.
- Stuart and Sandra — meet with John Thompson regarding the TCE area and project sequencing.
- Emil — prepare the preliminary 2027 budget for September review.
- Emil — finalize and send the reserve study responses to Joel.
- ACC — email confirmed lot numbers for approved requests to the Board.

The meeting was adjourned at 7:18 PM.

Next Meeting:

Thursday, September 10, 2026 | Location: LFE Community Park Picnic Shelter | Time: 6:30 PM – 7:30 PM

This meeting concludes the 2026 Summer Park Series. Subsequent board meetings will be held on Microsoft Teams.