Lake Forest Estates
Homeowner’s Association
Formal Board Meeting
May 21, 2020
Virtual Meeting via Zoom

Meeting called by: Wayne Anderson, President
Type of meeting: Formal Board Meeting

Attendees: Wayne Anderson/President, Giles Nelson/Vice President
Sandra Munsey/Treasurer, Troy Lotus/Contract Administrator
Bernie Glaze/ACC, Gary Schroder/ACC
Dick Lopes/ACC

Notes:
Called to order 7:00pm
Adjourned: 8:30pm

Formal Board Meeting Minutes

Current status:

1. Due to the current status of the covid-19, the following events have been cancelled:
   a. Community Pride Day (5/2)
   b. Community Garage Sale (6/6)
   c. July 4th celebration (7/4). The city of Maple Valley has canceled this also.

2. Accomplishments:
   a. Easter food drive was a success. LFE donated $3,703.75 to the Maple Valley Food Bank. Thank You Dick Loops for leading this event.

3. Secretary, new bookkeeper and Audit committee.
   a. Board approved April meeting minutes
   b. March Newsletter was emailed to homeowners
   c. Rosanne Giurado submitted her resignation as Secretary
   d. Giles Nelson volunteered to take May meeting minutes.
   e. Debbie Brothers has volunteered to do the bookkeeping, and Sandra will stay on as Treasurer while the new bookkeeper gets up to speed.
   f. Audit committee: up to now, Debbie was our auditor and will drop that role. Mary French agreed to be on this committee along with Patti Hammett.

4. Treasurer’s Report – Sandra
   a. Financials are on target
   b. 2020 LFEHOA Dues Status
      i. 107 homeowners paid.
      ii. 8 homeowners still pending
      iii. Certified letters to 8 pending homeowners will be sent out on May 31st.
   c. Audit plans (No change)
      i. LFE 2019 Audit is on hold due to COVID-19. Treasurer will coordinate a new date with committee members after tax season (July 15th).
   d. Future Treasurer Position Discussion
      i. Bylaws will be modified and presented to the board at the June 11, 2020 Zoom Meeting.

5. Contract Administrator’s Report –
a. Replacement of Landscape Contractor. Troy has gotten 3 proposals back with some of them being too high and one not wanting to take on the bathroom cleaning. He will try and find us a one time grass cutter to carry us over until we have a new company under contract.
   i. Review proposals
      1. Do they have capabilities to handle our needs?
      2. References and insurance
      3. Select new contractor

b. Common areas cleanup plans. General planning discussion related to the upcoming park cleanup plan.
   i. Clear gravel from lower steps and add gravel to playground steps
   ii. Other work groups (Pressure washing):
       1. Sports court
       2. Shelter roof & install zinc strip on ridgeline
       3. Picnic benches
       4. Wooden park steps
   iii. Other work group
       1. Cut down dead park trees
       2. Continue layout of NGPE line
       3. Shrubbery needs to be planned for and planted along the top of the new wall around the shelter for safety.

6. ACC report – Bernie, Gary
   a. Update
   b. Any outstanding issues / approvals
      i. Lot 82 - covered deck.
      ii. One of the traffic circles down the hill: Dick to check it out.
      iii. Lot 53 - the new owners want to put in a backyard gazebo. A Costco product with an aluminum roof (model YM1249) and is not allowed in the CC&R’s. It was mentioned that maybe our CC&R’s are outdated and need addressing? Bernie, Gary and Dick will go visit when the weather clears up. Of Note, Kolya Rice’s house has a steel roof.
      iv. Lot 100 - fence replacement and landscaping notice has been received. It is basically a like for like replacement to be done and they may try to use the existing posts. Gary & Dick to go talk to them.

7. New and continuing business items
   a. Park rental email the board received. The board discussed and most thought that this was a bad idea because of liability issues. Dick mentioned that the Lake Wilderness park is available for shelter rentals.
   b. Joint HOA meeting – Pending.
      i. Springhaven and Highlands
   c. Tracy Barnes is asking about doing another food truck on 254th ave. Board ok with this.
      i. Sandra asked if we want to make the person who sets these events up as the responsible party.
      ii. Sandra to setup a form to manage this because Wayne mentioned that if they plan on using the parks’ parking lot, a form is needed.
   d. Next meeting: June 11, 2020, 7PM virtual meeting via Zoom.com