

LFCA Board Meeting Minutes – November 11, 2021

Board Members Present: Sam Packer, Betsy Lauer, Al Brooks, Wes Cox, Kenny Konietzko, Susan Hufsmith

1. The meeting was called to order at 7:30 pm via zoom.
2. The approval of the October 2021 Board Minutes was deferred until all members can review.
3. **Treasurer's Report:** Wes reported on expenses for the past month. A total of \$3340.40 was expended including \$1826.00 for insurance, \$677.50 for trails repair and \$367.50 for entrance sign refinishing. LFCA currently has a balance of \$93,691.20 including reserves. Wes recommended raising the dues cap by the annual 5% permitted by the Declaration of Covenants. An increase to \$151.00 was approved by the Board. No increase in dues, however, is anticipated for 2022.
4. **Newsletter Articles:** Sam reminded everyone to continue working on their articles for our 2022 Annual Newsletter. The newsletter should be mailed no later than mid-February.
5. **2022 Budget Projections:** There was discussion on whether to increase next year's budget to allow for more community events. There was general agreement that this would be a good idea and the group consensus is that the amount should be \$1,000. Wes said he would include a new line item in the 2022 budget to reflect this change.
6. **Halloween Event Report:** Susan provided the Board an After Action Report of our Halloween Parade. (See attached). In summary, there were 77 children who participated in the parade and many parents and dogs accompanied the paraders. Overall, the event was judged a success and the Board was very pleased with the community's participation.
7. **VDOT Status:** Sam reported that VDOT has not yet remediated the paint on the Parkway wall or our HOA monument brick. He notified VDOT days after the painting was reported and checks the status of the workorder weekly on their website. He will continue to monitor until resolved.
8. **LFCA Annual County Registration Fee:** Sam asked Wes whether the attorney has billed for our annual corporate registration fee. Wes reported that the attorney generally invoices us for this in January.
9. **Inventory of HOA Resources:** Betsy suggested that the Board maintain an inventory list of HOA equipment and items that Board Members store at their homes for HOA use. The Board agreed that this would be an excellent idea and Betsy volunteered to initiate the list and will reach out to Board Members to gather this information.

Meeting adjourned at 8:00 pm.

Atch: Halloween Parade After Action Report

## **HALLOWEEN PARADE AFTER ACTION REPORT**

**Event Date: Sun, Oct 31, 2021**

**Time: 3:30 – 5:00 pm**

**Number Participants: 77 Children (Plus Parents and Furry Friends)**

### **Publicity:**

- Mailed postcards month in advance
- Flyer printed and distributed at LFCA bus stops; placed in mailboxes and posted on LFCA webpage, FB, and Nextdoor.
- Announced on community message boards.

**Sign In Table:** Two HOA people assigned. Had sign in sheet by number, address and email requested. Removable sticker with assigned number given to each child.

- Stickers kept falling off. Hard to see on some costumes.
- When line got busy and rushed, parents skipped address and email addresses.
- Question the need for stickers and sign in.
- Could use audio support for announcements.

### **Crossing Guards:**

- Two people assigned
- Traffic control was easy but Amazon drivers are a bit speedy. You need to caution each one or tell them to go deliver elsewhere and comeback later.
- I started to go down to the little library area after the parade passed me at Octavia and Maritime intersection but found the street crowded with families coming back up the hill. Kenny and I asked them all to get back on the sidewalks as they passed us. Recommend the road guards should be told to stay put and do this next parade.
- One interesting thing: a mailman started down the street and I cautioned him about kids all over the street. He said he only needed to go down 3 houses and would be careful. I recognized him as the one who stopped two houses above our cul-de-sac the previous week and hand deliver a package to a house on the pipestem. That is going the extra mile. His name is Timothy Owens and he works out of the Springfield PO. I walked down and helped him get turned around safely. It may be nice to send the Post Master a note...
- People who live on the street weren't all aware of the event taking place on the road, but were very understanding. Might make it clearer next time that the street will be covered with kids.
- I am not sure if registration has any merit (why does everything nowadays have to involve paperwork?). We used to just have a start point and when everyone got there, we set off.
- Recommend next time we encourage wagons, strollers, trikes and the like to be decorated.

### **Stephanie's Comments:**

- block off the street for a longer parade route
- sign up genius for Halloween costume contest will allow ppl to upload photo of costume. Can create more categories this way
- adult beverage stations for parents and other adult bystanders
- create more of a parade end hang out - games (ie corn hole or other toss game)

- later start perhaps we get a food truck and then ppl can head straight out for trick or treating. This will be helpful when Halloween doesn't fall on a weekend judges area was slightly blocked by cars and unidentifiable. Was hard for kids to see they were actually judges and not just parade viewers. Perhaps they have a banner or something near their chairs?
- while this year I think we had too much of everything, next year we will have more of a sense of neighborhood demographics and probably will have more folks come out.
- music! I thought about it too late but would be great to pull a wagon with Halloween themed music to add to the vibe
- local police and fire department coming out. They love these types of things and is an easy phone call
- more of a horizontal banner to prevent folks from getting ahead of the beginning of the parade

**Photographer:** Homeowner volunteered to take pictures of event to be used for webpage, FB and newsletter.

**Judging:**

- Three judges who were positioned at parade end near Little Library
- Paraders passed judges in large group; difficult to see all costumes
- Judges unable to see stickers with assigned numbers
- Recommend paraders pass judges in single file

**Suggestion:** When planning the timing for any future Halloween Parades, keep in mind the time that the children would be doing their trick or treating. If at all possible, given the day of the week that Halloween falls on, schedule a parade closer to trick or treating time.