

LFCA Board meeting minutes – December 6, 2022

Board members present: Sam Packer, Dave Wilson, Teresa Treiber, Stephanie Geiger, Wesley Cox, Nancy Thompson

The meeting was called to order at 7:31pm via Zoom.

1. **Minutes:** The November 2022 Board Minutes were approved with edits.
2. **Budget:** Wes reported that based on the December 5, 2022, Budget Statement, our budget for recurring expenses (\$23,925.00) is nearly met. Given that our expenditures currently total \$22,958.40, he estimates that we will likely exceed our budget by year end. The excess in expenditures is mostly due to tree work and removal. We will review the budget numbers in January 2023. Wes proposes to combine website expenses and software into one budget line item, as we are currently paying increased software expenses under our Miscellaneous line.
3. **Signs:** Sharon will update the community signs for December.
4. **Website Upgrades:** Gerhard and Stephanie discussed changes to the LFCA website. The front page is being re-designed. Please look at the proposal at <http://www.web4u2.website/lfca-test/>. There will be hot links on the front page. A ticketing system will be implemented for tracking emails to the LFCA Board from the community. It will document the response by the Board. Residents will no longer use the on-line email form. Instead, at the front screen residents will fill out a ticket request which will be assigned a category (either by the resident or the board??) that will direct the inquiry to the board member who needs to answer the inquiry. The Board raised some concerns about the new approach, including: the need to explain the system to the HOA, the need for testing, the proposed response time (what if someone is out of town?), and how easy is it to discuss the response among the board. Once the system is up, the url for the LFCA website will change. It would be helpful if the new site has the ability to search minutes. Also, the ARC documents need to be vetted before the new site goes up to ensure they are all current. Stephanie also asked each Board member to provide head shots. She will circulate a Requirements document for Board review and approval to document Phase 1 and 2 of the website upgrade, and will write copy for newly added website pages.
5. **Newsletter:** Sam briefly discussed proposed topics for the Winter 2023 Newsletter. The topics include Matt writing about the ARC, Theresa writing about the environment, Sarah on trees and Sam doing a message from the President. Dave will do his column. An item on security measures might also be timely. Stephanie suggests we send an electronic version of the Newsletter. Sam asked for help in formatting the newsletter.
6. **Reserves:** Wes will look at reserves and current expenses to help prepare the 2023 Budget for the January meeting. A new reserves study is planned for the new year.
7. **Welcome Letter:** Dave indicated that while the letter for new homeowners (which references the need for ARC approval for exterior changes) has been adopted, the Board has yet to adopt a process for distribution. He believes it's important to hand out the letters personally. Teresa will help with the distribution process once the letter is finalized.
8. **Community Events:** Stephanie indicated her family will tour the community to look at the 2022 Holiday Lights and pick first and second place winners. Each winner will get a sign to display and be acknowledged on our website and in a community email. Halloween signs still need to be retrieved from the 2022 Spookiest House winners.

Meeting adjourned at 8:53pm.