

LFCA Board meeting minutes – July 13, 2023

Board members present: Sam Packer (outgoing), Nancy Thompson (outgoing), Stephanie Geiger, Sarah O'Rourke, Teresa Treiber, Gerhard Treiber, Sharon Karamarkovich, Wesley Cox, Troy Call (incoming), Allison Lotts (incoming)

The meeting was called to order at 7:34pm via Zoom.

1. **Minutes:** The May 2023 Board Minutes were approved with edits.

2. **Board Assignments:** With Sam Packer and Nancy Thompson vacating the President and Secretary positions, Sam and Nancy described the general duties of their positions. The Vice President position was also vacant and its duties were discussed. The Board then identified Troy Call to serve as President, Sarah O'Rourke to serve as Vice President, and Allison Lotts to serve as Secretary. Matt Rhoades agreed to continue as the ARC lead, and Wes Cox agreed to remain as the Treasurer. All members agreed to the new position appointments. Sam agreed to continue being the primary point of contact for the Premium contract until the Board identifies a member to take over this role.

3. **Board Roles and Responsibilities:** With the transition of board positions, and other primary and ancillary duties spread amongst the Board (e.g., tree maintenance, community events), there was discussion about documenting the roles and responsibilities of each member. Nancy also noted there was a working document with a calendar of annual events that could be finalized to assist the members. Stephanie took an action item to distribute the initial roles/responsibilities document to the Board for review and edit.
 - a. Sam and Nancy departed the meeting at 7:53 PM, thank you Sam and Nancy for your service to the neighborhood!

4. **Board Meetings:** There was discussion about the monthly meetings continuing via Zoom, but to potentially add an additional quarterly meeting to hold in person on more detailed topics (e.g., event planning) and to assist in team building.

5. **Oktoberfest Planning:** Stephanie discussed planning for the Oktoberfest event. The face painter is already booked and other booking will occur in the near term (e.g., catering). Stephanie discussed the need to start soliciting volunteers and the potential for creating a sub-committee within the Board. There are several neighbors that have helped with events in the past, but having something more official to help plan events could increase the volunteer presence. Stephanie took an action to send out planning notes from last year to seek official volunteers.

6. **Website Revision:** Stephanie and Gerhard discussed website revision progress, such as adding photos to board members to discuss what we do. Gerhard took an action to resend website test around for new members and the Board took an action to review and provide feedback before the monthly August meeting, with the goal to launch this fall. Gerhard also discussed the pilot ticketing system that is currently in testing for the community website. The goal of the ticketing system is to better track, archive, and manage community inquiries and responses. Gerhard took an action to set up board members with accounts for the test system so the functionality can be tested and feedback provided. The Board set a goal of rolling out this ticketing functionality by end of September. As part of the Board re-affirming roles and responsibilities, Gerhard agreed to continue to serve in this capacity.

7. **Open Community Inquiries:** Board members discussed open issues brought to the HOA (e.g., shrubbery concerns) and intentions to follow up with necessary residents. Board members discussed the general process for changing the by-laws / covenants with new board members.

8. **Treasurer's Report:** Wes presented a 12 July 2023 financial statement (attached), and reported the status on the 2023 budget of \$34,890. As of the date of the meeting there were only 10 delinquent dues (down from 15 reported at the June meeting). Board members discussed the processes for collecting late dues with the new board members. In total, the HOA has collected \$34,437.55 or approximately \$450 less than the budgeted amount. Overall, the HOA is in good financial standing. As has historically been the case, the biggest expenses of the HOA occur in the second half of the year. Additionally, the curb number repainting project has not yet been invoiced.

9. **Architectural Review Committee (ARC):** Matt reported no ARC activity for this month.

Meeting adjourned: 8:40 PM

Attached: Monthly Financial Statement, dated 12 July 2023