

## **LFCA Board meeting minutes – September 13, 2023**

Board members present: Troy Call, Sarah O'Rourke, Stephanie Geiger, Allison Lotts, Teresa Treiber, Gerhard Treiber, Dave Wilson, Matt Rhoades, Wes Cox

The meeting was called to order at 7:32pm via Zoom.

1. **Minutes:** The August 2023 Board Minutes were approved.
2. **Treasurer's Report:** Wes provided an update since the last report in the July meeting. Recent invoices paid include curb painting. Upcoming invoices include the Premium trail cleanup, Oktoberfest expenses, and the website ticketing system purchase. Wes noted this year there has been a low number of bills for downed trees. The draft reserves study is targeted for discussion at the November 9, 2023 board meeting. The board also noted a future action to discuss use of a credit card for payment of expenses in lieu of board members incurring expenses on their personal credit cards for certain vendors until checks are cashed. Options will be discussed at a future date.
3. **ARC:** Matt confirmed all ARC activity from the previous month has been closed out.
4. **Event Planning:** Stephanie provided an update on the status of the Oktoberfest community event on September 16. The board finalized volunteer roles and preparation details. Stephanie also provided an update on Halloween activities, including the decoration contest and the parade. The last date to sign up and have decorations up is updated to October 23, and the October 31 parade time is updated to 5 PM based on resident feedback. Both updates will be made on the website and provided via community communications (e.g., email and social media updates). The board also began discussing volunteer roles for Halloween activities and will finalize plans in the October meeting.
5. **Community Issues:** The board confirmed there were no outstanding resident requests requiring actions. Until the website ticketing system is live, Allison committed to keeping an offline log of open actions to ensure community issues are closed appropriately.
6. **Website Management:** The ticketing system purchase will be processed this month with progress toward a goal of implementing the live ticketing system in January 2024. Other pending updates documented by Stephanie will be reviewed by the board before the next meeting to inform planning future website updates.
7. **Upcoming Board Topics:** The board discussed upcoming agenda topics for future meetings and aligned on the following: October's meeting will include discussion of the annual newsletter

and potential topics, and November's meeting will include discussion of the status of the reserves study.

8. **Admin:** Allison discussed open administrative actions such as updating the board contact information, roles and responsibilities, calendar of board events, and the log of open resident requests. Allison committed to providing a draft of these items before the next board meeting for further discussion.

9. **Wrap Up Action Items:**

- a. Various actions were taken for Octoberfest
- b. The Premium invoice for trail maintenance will be processed by Wes
- c. Website update requests from Allison and Stephanie will be sent to Gerhard for action
- d. The website ticketing system purchase will be requested by Gerhard and processed by Wes
- e. The board will review the website updates documented by Stephanie before the next meeting
- f. The last annual newsletter will be sent around for review by Teresa prior to the October meeting so the next newsletter planning can be initiated
- g. The phone list, roles and responsibilities, and calendar of events will be sent around by Allison for review before the next meeting
- h. Allison will maintain a resident request log

**Meeting adjourned: 8:45 PM**