

LFCOA Board meeting minutes – September 13, 2018

Board members present: Sam Packer, Al Brooks, Wes Cox, Dave Wilson, Susan Hufsmith, Kelley DiNenna, Stephanie Bock, Rachel Gould, Nancy Thompson

1. The meeting was called to order at 7:33pm from Dave's house.
2. The August 2018 Board Minutes were approved.
3. **Complaint:** The Board reviewed a complaint from Penn Manor Ct regarding trees planted by an adjoining property owner. Al presented ARC's response and the Board concurred in the disposition of this matter.
4. **Community Day:** Due to the weather forecast for Hurricane Florence and the lead-time needed to purchase items, the Board postponed the picnic from 9/16 to 10/21. Stephanie is sending out postcards with the new date for the event and Sam will ask Sally to update the message boards. Nextdoor and the LFCOA website will also be updated. Sam and Susan will coordinate shopping.
5. **Complaint Procedure:** After reviewing new complaint procedures drafted by the HOA attorney, the Board unanimously adopted the proposed procedures, with minor edits to specify the full name, address and email for the Board. Rachel will make the edits.
6. **Treasurer:** Wes reported that 6 homeowners dues are outstanding; two have prior unpaid bills. He reviewed the current balance sheet and expenditures to date.
7. **Resale Packets:** Rachel described the current process for compiling resale documents at the time a house goes under contract. The timing and content of any notice of violations given to the seller and buyer will be reviewed at the October Board meeting.
8. **Archival Storage:** Rachel asked the Board to consider the parameters of any supplemental storage system we might need (i.e. space limitations, sub-folder systems, searchability and level of security). Also, the Board should give her recommendations for the types of documents it would like to maintain by 9/30.
9. **Grounds:** Premium has removed the tree limbs which overhang adjacent homeowner properties for which we had notice prior to this week. The Board agreed that Premium does not need to aerate or seed the common areas.
10. **Website:** Some Board members reported that they are not receiving all the emails sent from the website to the Board email. Stephanie will monitor the LFCOA emails to ensure a timely response by the Board.
11. **Trash:** Sam confirmed the HOA quarterly rate for AAA/Republic weekly trash and recycling pick up is \$72.50.
12. **Dog waste:** Homeowners are responsible for picking up after their dog in accordance with County law. A reminder will be added to the next community newsletter.
13. **Next Board Meeting:** The October 11th meeting will be at Susan's house at 7708 Maritime Lane.

Meeting adjourned at 8:42 pm.