

## LFCA Board Meeting Minutes – December 9, 2021

Board members present: Sam Packer, Susan Hufsmith, Betsy Lauer, Al Brooks, Wes Cox, Stephanie Geiger, Dave Wilson, Nancy Thompson

1. The meeting was called to order at 7:30pm via zoom.
1. The November 2021 and October 2021 Board Minutes were approved with edits.
2. **Treasurer's Report:** Wes submitted the December Treasurer's statement. Our year-to-date expenses (\$15,344.17) are currently below our 2021 budget (\$21,810). Wes paid Premium's bill, the submitted Halloween parade expenses, and the annual Zoom fee (\$153.85). While tree expenses (\$6,400.00) have been running underbudget, they will continue to accrue through the end of the year. Legal fees (\$3,000.00) budgeted for 2021 were not expended due to the failure of a proposed Covenant amendment. Wes presented a proposed budget for 2022 which was discussed by the Board. A final vote on the 2022 budget will be taken at the January Board meeting.
3. **ARC:** Al followed up on a request from a homeowner adjacent to 7716 Cervantes Lane regarding pool drainage onto HOA common property. The County permits such drainage after a period when the chlorine has dissipated.
4. **Mail Carrier:** Postal carrier, Sandy Bibb, will retire on December 29, 2021. Sam will put a sign on his property expressing our thanks for her tireless, friendly service.
5. **Newsletter:** Sam asked that articles for the winter 2022 LFCA Newsletter be sent to him prior to the January Board Meeting. The Newsletter will be mailed at the end of February 2022.
6. **Graffiti:** Sam has contacted VDOT again regarding our request to have them remove graffiti on the Sound Barrier wall at our Modisto Lane entrance. This is not a high priority for them.
7. **Community Event Survey:** Stephanie presented the results of a community survey sent electronically to homeowners in November to assess the interest in future community events. The survey was completed by 79 of the 279 homeowners for which email addresses were available. A copy of the survey results will be attached to these Minutes. In brief, the responders prefer community event information be delivered via email. The proposed community events receiving the most interest included a Block Party, Oktoberfest, Halloween parade, Earth Day celebration, Food Truck nights and a Holiday Lights walk. Interest in volunteering to help at these events was good (52%), with just a few responders indicating that older teens would participate to earn community service hours (15%). More information is needed to clarify LFCA household demographics of "empty nesters" versus "adults only." However, LFCA has a wide variety of households both with children, and those without. Respondents reported that they most enjoyed the local trails (96%) in our neighborhood, as well as the overall safety (77%) and accessibility of our community to major roadways (70%), and the quality of local schools (63%). These survey results will be discussed in the Winter 2022 Newsletter.
8. **Community Event Proposals:** Stephanie proposed quarterly community events including Earth Day cleanup in April (\$220), a July 4<sup>th</sup> Block Party (\$2,800), Oktoberfest in September (\$3,300), a Halloween Parade (\$2,025), and a Holiday Lights Walk in December (\$380). There was a separate budget line for promotional mailers (\$500) and 2 line items for communications (\$240) and website upgrades (\$750) discussed separately below. Altogether, Stephanie's Community Events proposal totaled \$10,764.88 (including the separate Communications/Mailers/Website upgrades). Discussion by the board revolved around the budget, date, and event feasibility. The

Earth Day event is a minimal cost and could include educational discussions about invasive plants, seed packet distribution, plantings, and cleanup in the common areas and along community trails. Logistical questions were raised about who would collect trash if this were solely a clean up event. There was concern for the Block Party date of July 4<sup>th</sup> as this is often a family celebration or folks are out of town. (Perhaps a better date would be in June to celebrate the beginning of summer.) Questions were also raised about the costs of a Five Guys food truck (\$1,500). An ice cream truck rental at \$650.00 seems more reasonable. Oktoberfest is a longstanding neighborhood event. Typically, the Board buys and cooks food for about \$400, and other food is donated. Concerns were expressed about HOA liability for food poisoning if we prepare food. Stephanie's proposal includes a food truck rental, a band, beer and table and chair rental costs totaling over \$3,000. The Halloween parade has costs exceeding the 2021 parade budget of approximately \$600 to include a pizza food truck (\$1,000) and activities such as a bounce house rental (\$500), The Holiday lights festival includes a hot cocoa food truck (\$500). Wes raised concerns with funding the entire proposal. In November the Board had tentatively approved an increase of \$1,000 to the 2022 budget for Community Events. Wes expressed the concern that any significant funding increase for this line item would need to come from reserves. He indicated that while we could fund the entire proposal for 1 year from undesignated reserve funds, additional years of funding at this level would require a dues increase. Wes concurred that expenditures of HOA assessments is permitted in our By-Laws for "recreation, health and safety" activities. The Board also agreed that it will need to set up an Event Committee to plan and staff these events. The Board is asked to review the proposal and provide comments to Stephanie on a separate document she will circulate after the meeting. The Board will vote on these proposals and the 2022 budget in January.

9. **Website/Communications Upgrades:** Stephanie asked about increasing the security of our LFCA webpage. She discussed potential upgrades with our webmaster Gerhard and he concurs. For an annual estimated expense of \$750.00 we could make our website more secure and interactive. Gerhard would also be compensated for his initial work to install these upgrades as part of this expense. In addition, Stephanie recommends that LFCA subscribe annually to Constant Contact (\$240.00) to better update our homeowners electronically about community events and other matters. An annual subscription would enable the HOA to switch much of its communications to email using a simple template, and update contact emails more easily. The HOA could more efficiently send out our newsletters and events announcements, as well as possible dues collection or other Board mailings in the future. These 2022 budget items need to be voted on in January.
10. **Board Resources:** Betsy will circulate a list of resources owned by LFCA which are stored in Board member households. Please update the list to help us track these items.
11. **January Meeting:** The Board will need to finalize its calendar of Events and important dates for 2022 at the January meeting.
12. **English Ivy:** A total of \$700 was spent in 2021 to attempt to eradicate invasive English Ivy on a portion of the common area. The experiment was not completely successful. However, community education will continue in the Newsletter and at any Earth Day event.
13. **Corporate Filing:** Nancy reported that the HOA lawyer's office has made the updated filing with the state Corporation Commission. An invoice for the work will be sent by the end of the month.

Meeting adjourned at 8:45 pm.