

LFCA Board meeting minutes – October 12, 2023

Board members present: Troy Call, Sarah O'Rourke, Stephanie Geiger, Allison Lotts, Matt Rhoades, Wes Cox

The meeting was called to order at 7:30 PM via Zoom.

Agenda:

1. **Minutes:** The September 2023 Board Minutes were reviewed and approved.

2. **Treasurer's Report:** Wes provided an update since the last meeting. Payments were made for the Oktoberfest and the monthly premium invoice. The website ticketing system purchase was not processed and will be discussed at a future meeting. Software billing was discussed – the HOA uses Sign Up Genius, Constant Contact, Canva, and QR Code Generator. Allison will take over the Zoom account subscription which will be processed upon renewal at the end of the month. Trees were discussed given the recent storms and whether or not additional cleanup was needed. Some low branches have been observed that may require cleanup. Murray's is the tree service company. 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.

3. **Community Issues:** Various resident requests were addressed since the last meeting, and Allison reported that there were no open actions being tracked in the resident request log.

4. **Event Planning:**
 - a. Oktoberfest Discussion: The board discussed the recent Oktoberfest event and potentially looking at a catering option for next year given the heavy labor requirement on the board to provide food. Other ideas were discussed such as sign up genius for activity time slots such as face painting. Stephanie will have the events/comms budget ready at an upcoming meeting to prepare for near-term budget discussions the board will have.
 - b. Halloween: The board discussed that emails have gone out to remind people of the house decorating and costume contest. Sign Up Genius has been used for getting sign ups logged for the contests. Flyers and yard signs for winners are have been ordered. Gerhard has the text to put on the website and Sharon will update community signs. Treat stuffing was set for Oct 19.

5. **Website Update / Ticketing System Update:** The ticketing system has not yet been purchased. A near term website update will be for updated board member names, roles, and terms to be uploaded. Allison will provide the list to Gerhard.

6. **Community Communications:** The board discussed providing a community wide letter to provide reminders on walkways, hedges, etc. Stephanie will work on drafting a letter.

7. **Upcoming Board Topics:** The board discussed upcoming agenda topics for future meetings including the annual newsletter and reserves study.

8. **ARC:** Matt confirmed all ARC activity from the previous month has been closed out.

9. **Admin:** Sent out for review/finalization: board contact information, roles and responsibilities, calendar of board events. A log of open resident requests is being maintained. Finalize open items by XXXX?

10. **Wrap Up Action Items:**
 - a. Various actions were taken for Halloween
 - b. The website ticketing system purchase remains open
 - c. Website updates remain open; Allison will send Gerhard list of board members/roles/terms
 - d. The annual newsletter will be discussed in November

Meeting adjourned: 8:45 PM