

LFCA Board meeting minutes – November 9, 2023

Board members present: Troy Call, Sarah O'Rourke, Stephanie Geiger, Wes Cox, Dave Wilson, Gerhard Treiber, Teresa Treiber, Sharon Karamarkovich

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

Agenda:

1. **Minutes:** The October minutes were approved.
2. **Treasurer's Report:**
 - a. Wes discussed the maximum allowable amount of dues, which the board is authorized raise annually, by no more than five percent (per Article 4, Section 3 of the covenants). This maximum allowable amount does not represent the actual dues charged to each household, but instead the amount that the board could raise dues to, if needed (would require sufficient justification, and a board vote). The current maximum allowable amount of dues is \$151, as approved by the board in November 2021. Increasing this amount by five percent (\$7, rounded down), would put the maximum allowable dues to \$158. The board voted and approved this increase to the maximum allowable amount of dues.
 - b. Additionally, the board discussed the method by which the maximum allowable amount of dues is approved, which is currently by annual vote. An alternative method would be to have this increase automatically approved each year. The board voted and approved continuing the current method of an annual vote.
 - c. Wes discussed new payments since the last meeting including insurance (\$1,943), trees (\$3,800), community activities, software (e.g., Sign Up Genius), and printing (e.g., flyers). Nine households are overdue on dues payments. Letter reminders will be sent to outstanding households. Actual income compared to anticipated income is just under the budget of \$34,890 at about \$34,580.
3. **ARC Requests:** All ARC requests received since the last meeting have been adjudicated.
4. **Community Issues:** The log of open community issues was provided via email following the meeting. Outstanding inquiries were closed.
5. **Event Planning:** The board discussed the upcoming holiday lights competition. Promotion will take place via email, social and entrance signs. Troy and Sarah volunteered to judge for the lights competition. Stephanie received pricing information for outsourcing Oktoberfest that will be discussed in December as part of budget discussions.
6. **Survey:** Stephanie discussed putting out a survey for community feedback on the current annual events (e.g., Earth Day, Oktoberfest, Kona Ice, etc.) and potential events (e.g., community yard sale). A separate survey for other community items will also be developed. Using multiple methods of surveys (e.g., hard copy, electronic) were discussed to maximize

feedback. The board will develop questions for the surveys to review in the December board meeting. Surveys will be sent after the holidays.

7. **Website Update / Ticketing System Update:** Options are being looked at by Gerhard to purchase a ticketing system. Gerhard will share testing with the board when ready. Website updates are targeted to complete by the December holidays. Board members will send headshots to Stephanie; all other content is ready.
8. **Newsletter:** Teresa discussed the annual newsletter. Assignments were made for the annual newsletter. Printing will occur in January for mailing in February. The newsletter will also be emailed this cycle.
9. **Upcoming Board Topics:** The board discussed upcoming agenda topics including the community surveys and next year's budget/reserves study.
10. **Wrap Up Action Items:**
 - a. Allison will send October minutes via email for approval
 - b. Stephanie will draft initial survey questions for discussion in December
 - c. Gerhard will finalize recommendation on website ticketing system purchase
 - d. Board will send headshots to Stephanie to support website updates
 - e. Other website updates are targeted to complete by the December holidays
 - f. Annual newsletter topics will be drafted and sent to Teresa by the end of December

Meeting adjourned: 8:45 PM