

## **LFCA Board meeting minutes – December 14, 2023**

Board members present: Troy Call, Sarah O'Rourke, Stephanie Geiger, Wes Cox, Teresa Treiber, Allison Lotts (and Gerhard Treiber for website updates)

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

Agenda:

1. **Minutes:** The November meeting minutes were approved.
2. **Treasurer's Report:** We have come in under budget for the year pending any final unexpended expenses. This year some expenses were recategorized to better align the cost category. Remaining expenses include Survey Monkey and the SCC Filing.
3. **Reserves Study:** Wes completed the reserve study for review by the Board. The Lake Forest Community Association (LFCA) maintains reserve funds for trails maintenance, curb number repainting, milky spore application, and signs and entrances. These reserves are used to prevent the large fluctuations in dues/assessments that would otherwise be required to fund the items covered by the reserves. Virginia Code Section 55-514.1 requires that a study be conducted every 5 years of reserves required to repair, replace and restore capital components. Of the 4 reserves maintained by the LFCA, only the trails maintenance and signs and entrances reserves are subject to that section. The other two reserves (Milky Spore and Curb Painting) are maintained by the Board for costs that occur only once out of many years. The Board will review and approve the study at the January meeting.
4. **Annual Newsletter:** Teresa discussed a status of the annual newsletter, which is near completion. The current draft will be sent around for final inputs, review and editing. All inputs are needed before the January meeting to support printing and mailing.
5. **Community Survey and Events Survey:** The board discussed the draft surveys (a community survey and events survey) prepared by Stephanie. The board approved the events survey. The community survey will be modified and voted on via email and then emailed and distributed (via mailer).
6. **Events:** Holiday lights competition – an email will be sent as a reminder to have homes sign up. Troy and Sarah will be judging. The budget for events will incorporate results of the events survey, which will be around January. An updated Oktoberfest invoice was received, which the board will vote on separately during budget discussions next month.

7. **Annual Calendar:** The 2024 Calendar will be set at the next meeting. This will include the monthly HOA meetings, the annual meeting, and the events calendar.
  
8. **Website Status and Ticketing System Update:** Website updates will be made in the next two weeks. The purchasing system is identified and will be invoiced. The updated website will be provided to the board before January 1 for review before going live.
  
9. **State Corporation Commission (SCC) Filing:** The annual registration fee is due by the end of December. Allison is updating the officer's listing and will provide the invoice to Wes for payment.
  
10. **ARC Requests:** Nothing to report.
  
11. **Community Issues:** Open issues include a request to update the trail map. Gerhard will take the lead to work on the updated trail map.
  
12. **Upcoming Board Topics:** The board discussed upcoming agenda topics including the annual budget, finalizing the reserves study, and the website updates.
  
13. **Wrap Up Action Items:**
  - a. The draft newsletter will be reviewed and final updates/edits suggested before the January meeting
  - b. The reserves study documentation will be reviewed before the January meeting
  - c. Website updates will be made with the new URL provided to the HOA for review before the January meeting
  - d. Board head shots will be sent to Stephanie to support website updates
  - e. The ticketing system will be purchased before the January meeting
  - f. The community survey will be approved via email following final adjustments
  - g. The SCC filing will be complete by the end of December

**Meeting adjourned: 9:01 PM**

