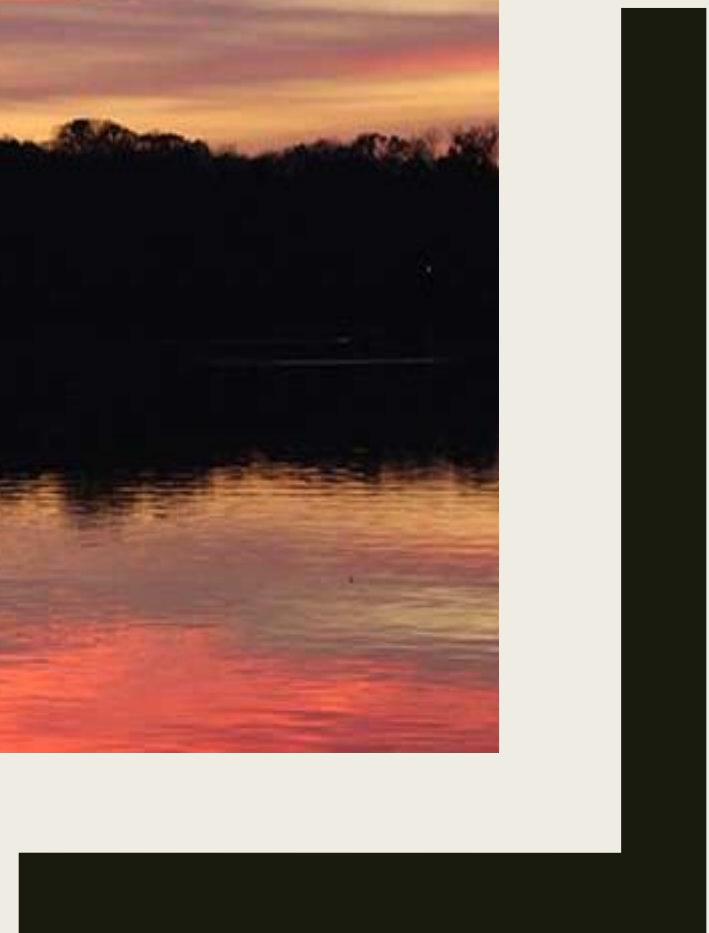




**Lake Forest Community Association (LFCA)**  
**Annual Meeting**  
**June 12, 2025**



# Your LFCA Board of Directors



Troy Kelly,  
President



Sarah O'Rourke,  
Vice President



Wes Cox, Treasurer



Stephanie Geiger,  
Comms and Events



Allison Lotts,  
Secretary



Matt Rhoades, ARC Chair



Dave Wilson



Sharon Karamarkovich



Teresa Treiber

# Agenda

- ▶ Welcome – Troy Kelly
- ▶ Approve 2024 LFCA Annual Meeting Minutes – Allison Lotts
- ▶ Board Accomplishments and Community Activities – Sarah O'Rourke
- ▶ Vote Results – Allison Lotts
- ▶ Treasurer Report - Wes Cox
- ▶ Community Events Calendar – Stephanie Geiger
- ▶ General Reminders – Teresa Treiber
- ▶ ARC Process – Matt Rhoades
- ▶ Board Elections – Troy Kelly
- ▶ Questions from the neighbors

# Approval of 2024 Meeting Minutes

- Overview and Approval of 2024 Annual Meeting Minutes
- [Monthly minutes](#) from recent months are posted on new website for review
- Standard schedule:
  - *Board meetings 2<sup>nd</sup> Thursday of the Month*
  - *Meeting minutes taken and approved the following month*
  - *Monthly meeting minutes posted to LFCA website, under “Documents”*

Annual minutes can be found on the LFCA website homepage, [here](#).

# Board Accomplishments & Community Activity

## Board Accomplishments:

- ▶ Website Update and Ticketing System Rollout (Step by Step guide available on the website)
- ▶ Fielded over 50 community requests (ARC, trails, trees, resale packages, etc) via the new ticketing system
- ▶ Community Vote
- ▶ 4 Community events/contests
- ▶ Budget Approval and Dues Notices

# 2025 LFCA Vote

- Following the 2024 community survey, the board initiated an official vote to modify the LFCA covenants
- 210 respondents out of 279 homeowners (75%) required to vote “yes” to make a change on the following:
  - *Lowering the 75% requirement for the number of households that must vote “yes” to make a change to 65%*
  - *Increasing fence height from 4.5 ft to 6 ft, with ARC approval*
  - *Allowing sheds, subject to specific guidelines and with ARC approval*
- Votes were collected electronically, with mailers distributed when needed



# 2025 LFCA Vote - Overview

- Votes were collected electronically (primary method) and through mailers
- Door to door efforts were made
- Overall participation: about 76%
- 75% of all homeowners must vote yes for a change to be approved (210 out of 279 homeowners)

***THANK YOU TO ALL WHO VOTED!***

# 2025 LFCA Vote - RESULTS

- Lowering the 75% requirement for the number of households that must vote “yes” to make a change to 65%
  - *146 (69%) of participants voted yes; 67 (31%) voted no*
- Increasing fence height from 4.5 ft to 6 ft, with ARC approval
  - *160 (75%) of participants voted yes; 54 (25%) voted no*
- Allowing sheds, subject to specific guidelines and with ARC approval
  - *163 (77%) of participants voted yes; 50 (23%) voted no*

None of the items in the vote met the 210 requirement (75% of all homeowners, not just participants). However, of the participants, there was a clear majority. More participation could result in future changes.



# Treasurer Report

- Treasurer's Report Overview
- Questions for the Treasurer?

Lake Forest Community Association 9010 Octavia Court Springfield VA 22153									
31-May-25									
	2025 Budget	2025 YTD	2024	2023	2022				
<b>Administrative Costs</b>	\$ 900.00	\$ 25.00	\$ 1,061.35	\$ 362.10	\$ 892.20				
Postage	\$ 190.00	\$ 200.00	\$ 140.00	\$ 140.00	\$ 127.00				
Fees (License/Bank)	\$ 500.00		\$ 200.00	\$ 200.00	\$ 200.00				
Legal Fees	\$ 1,975.00	\$ 900.50	\$ 1,954.00	\$ 1,943.00	\$ 1,868.00				
Insurance	\$ 1,200.00		\$ 683.67	\$ 953.68	\$ 941.83				
Office Supplies/Printing	\$ 1,650.00		\$ 1,652.29	\$ 1,180.88	\$ 646.34				
Web Site & Software	\$ 300.00		\$ 10.00						
Misc	\$ 6,715.00	\$ 1,125.50	\$ 5,501.31	\$ 4,779.66	\$ 4,675.37				
<b>Administrative Subtotal</b>									
<b>Service Expenses</b>			\$ 4,269.09	\$ 4,264.40	\$ 4,276.56				
<b>Ground Care Expenses</b>	\$ 4,800.00	\$ 1,796.45	\$ 12,800.00	\$ 9,650.00	\$ 13,600.00				
Common Areas/Entrances	\$ 10,500.00	\$ 5,096.45	\$ 17,069.09	\$ 13,914.40	\$ 17,876.56				
Trees	\$ 15,300.00								
<b>Ground Care Subtotal</b>			\$ 9,983.27	\$ 6,246.61	\$ 4,084.57				
<b>Other Service Expenses</b>	\$ 8,749.00	\$ 1,205.00	\$ 9,983.27	\$ 6,246.61	\$ 4,084.57				
Community Activities									
General Membership Meetings	\$ 8,749.00	\$ 1,205.00	\$ 32,553.67	\$ 24,940.67	\$ 26,636.50				
<b>Activities Subtotal</b>									
<b>Total Recurring (Annual) Expenses</b>	\$ 30,764.00	\$ 7,426.95							
<b>Nonrecurring Expenses/Reserves</b>									
<b>Reserve Funds</b>	\$ 8,040.00								
Trails Maintenance	\$ 185.00	\$ 185.00	\$ 8,040.00	\$ 52,810.50	\$ 44,770.50				
Repaint Curb House Numbers	\$ 230.00	\$ 230.00	\$ 185.00	\$ 4,448.00	\$ 4,263.00				
Milky Spore	\$ 2,030.00	\$ 2,030.00	\$ 230.00	\$ 8,180.00	\$ 7,950.00				
Signs & Entrances			\$ 2,030.00	\$ 34,541.25	\$ 32,511.25				
<b>Undesignated Funds</b>	\$ (6,334.00)								
Undesignated Funds	\$ 4,151.00	\$ 10,485.00	\$ -	\$ 10,485.00	\$ 11,107.34				
<b>Total Funds Set Aside</b>					\$ 100,602.09				
<b>TOTAL 2025 Expenditures</b>	\$ 34,915.00	\$ 17,911.95							
<b>INCOME:</b>									
<b>2025 Budget</b>	\$ 2,025.00								
Member Dues	\$ 34,875.00	\$ 32,875.00	\$ 32,250.00	\$ 34,625.00	\$ 34,600.00				
Late Fees		\$ 82.50	\$ 33.25	\$ 33.25	\$ 429.25				
Other	\$ 40.00	\$ 37.45	\$ 35.00	\$ 32.32	\$ 0.59				
Interest	\$ 34,915.00	\$ 32,994.95	\$ 89.81	\$ 37.49	\$ 35,029.84				
<b>TOTAL INCOME</b>			\$ 32,374.81	\$ 34,728.06					
<b>Budget</b>									
<b>Actual</b>									
<b>Recurring</b>									
<b>Reserve Set Aside</b>									
<b>Deficit (Undesig.)</b>									
<b>TOTAL 2024 Expenditures</b>	\$ 34,915.00	\$ 43,038.67	\$ 32,553.67	\$ 10,485.00	\$ (10,663.86)				
<b>TOTAL 2023 Expenditures</b>	\$ 34,890.00	\$ 35,905.67	\$ 24,940.67	\$ 10,965.00	\$ (1,291.91)				
<b>TOTAL 2022 Expenditures</b>	\$ 34,890.00	\$ 37,601.50	\$ 26,636.50	\$ 10,965.00	\$ (2,711.50)				
<b>31 May 25 Checking and CDs:</b>	\$126,592.43								
<b>31 Dec 24 Checking and CDs:</b>	\$100,602.09								
<b>31 Dec 23 Checking and CDs:</b>	\$100,489.04								
<b>31 Dec 22 Checking and CDs:</b>	\$100,411.95								
<b>31 Dec 21 Checking and CDs:</b>	\$92,093.61								

# Community Events

- The board considered the 2024 events feedback to finalize the 2025 budget.
- Oktoberfest continues to be the neighborhood's most popular event with 2024's event being the first catered Oktoberfest and highest turnout yet!
- For 2025, we will again deconflict the Halloween parade from trick-or-treating and host the parade on October 26<sup>th</sup>.

# Community Events Calendar



June 15  
Summer  
Block Party

September  
20  
Oktoberfest

October 26  
Halloween  
Parade

*Decorations  
deadline Oct. 24*

December  
15  
Holiday  
lights  
contest

Please contact the board with any ideas you have to increase our community engagement!

# General Reminders

- Safety on our trails
- Noise ordinance expectations (e.g., dogs, lawn care)
  - *10PM to 7AM, no excessive animal noise*
  - *9PM to 7AM, no lawn care within 100 yards of residential dwelling*
- Neighbor to neighbor issues vs. LFCA board issues

***Thank you for helping keep our community a  
great place to live!***

# Architectural Review Committee (ARC) Process

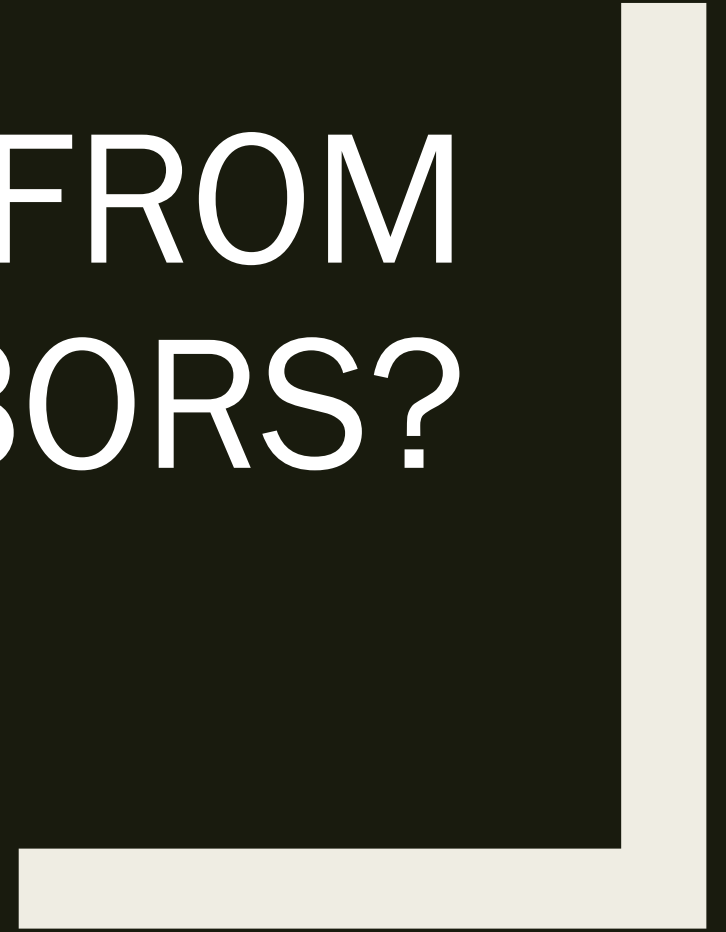
- Basics on the process
- Important reminders
- Where can I find the ARC forms so that I can submit?
  - *All the forms are linked on the [LFCA website](#):*
    - [Application for External Change \[pdf\]](#)
    - [Application for External Change \[doc\]](#)
    - [Architectural Standards and Guidelines \[pdf\]](#)
    - [Architectural Review Committee Charter \[pdf\]](#)

# Board Elections

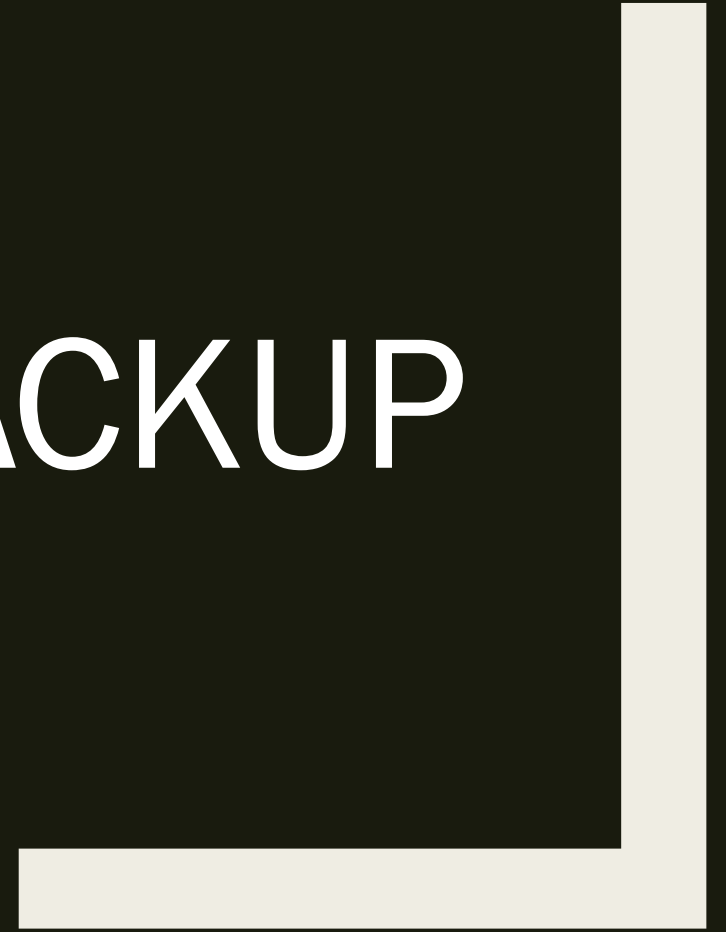
- 4 Vacancies
- Responsibilities include:
  - *Vice President*
  - *ARC*
  - *Events*
  - *Contributing Board Member*
  - *Secretary (temporary)*



QUESTIONS FROM  
NEIGHBORS?



BACKUP



# LFCA Website Reminders

Lake Forest Community Association – The  
Lake Forest Community Association of  
Springfield, VA

- The updated LFCA website and new ticketing system went live in 2024!
- The new ticketing system supports better tracking and follow of community inquiries by the board
- Creating a sign in is recommended but you can also open a ticket with a one time password if you prefer
- A ticketing system user guide is available on the website, located [here](#)