

LFCA meeting minutes – June 13, 2024 - Approved

Annual Meeting

Board members present: Troy Kelly, Sarah O'Rourke, Wes Cox, Allison Lotts, Dave Wilson, Stephanie Geiger, Matt Rhoades, Sharon Karamarkovich, Teresa Trieber

1. Troy called the meeting to order at 7:35pm via zoom, and provided an intro and welcome to the community.
2. The June 2023 Annual Meeting Minutes were approved (no edits received).
3. Board Accomplishments: Sarah reviewed 2023-24 activities by the Board including: tree removal from HOA property, trail maintenance to make sure the wonderful trails remain walkable by residents, curb repainting, multiple community surveys, review of ARC applications, events, website updates, reserves studies, setting of the dues, and resale packages for home sales. Sarah also noted that we have VDOT confirmation that the entire LFCA community will be paved in the near future and noted residents should look out for posted notices from VDOT on when paving will begin.
4. Treasurers Report: Wes presented a May 31, 2024, financial statement (attached), and explained the difference between recurring expenses and reserves. Recurring annual expenses are budgeted based on past expenditures and expected costs. Reserves are the portion of the budget that are set aside for specific long-term expenses. Funding of these reserves avoids the significant fluctuations in annual assessments that would occur were they not accumulated over time. The reserves undergo a required study every five years, which was completed this year by the board. This study looks at likely future expenditures compared to the annual funds that are set aside for certain expenses. Based on updated projections, the board was able to reduce funds set aside for curb painting and milky spores. Wes also reported on the status of dues collection, with 22 delinquent dues payments outstanding for our 279 homes. The HOA, as of the May 31 report, has \$34,915 in income. Overall, the HOA is in good financial standing. The financial statement reflects fewer expenses in the first half of the year, with our biggest expenses typically occurring in the second half of the year (September and October).
5. Community Surveys: Troy discussed the informational survey (electronic) conducted in 2024, which gained 127 responses out of 279 homeowners. Troy explained the 75% rule that requires 75% of the community to vote yes to change LFCA covenants. One survey question asked if 75% was appropriate, which the survey suggested the community agreed with. The survey also asked questions about board authority to address violations of covenants within the community, which received a variety of responses. When asking about sheds and fences, the responses indicated openness to allowing sheds and increasing fence height. The board will consider this feedback for an upcoming vote on whether to change the actual LFCA covenants.
6. Community Activities: Stephanie discussed the community events hosted by the board including Oktoberfest, the summer Kona ice truck, Halloween parade and decorating contests. Additionally, Stephanie discussed the annual community survey on events to ensure that the board's offerings align to community interest. These responses were used to inform board decisions on the annual budget. Coming up, the board is sponsoring the Kona ice trucks and pizza to celebrate the end of school. In September, the board is hosting the Oktoberfest Community Picnic which will be catered this year. This is our largest neighborhood event of the fall. The Halloween Parade will be held again this year but on the Saturday before Halloween based on community feedback, and a Holiday Lights contest will be sponsored in December. More information about these events will

be sent via email and posted on the LFCA website. Please consider providing additional ideas and feedback on community events and consider volunteering to help with these events. Events surveys will continue to be done annually to solicit continuous community feedback.

7. Architectural Review Committee (ARC): Matt discussed the requirement for homeowners to get the approval of the ARC for any exterior change to their property. The ARC endeavors to approve any such request in less than 30 days, though 30 days is the requirement of the board. Guidelines are posted on our website at <http://www.lakeforestcommunity.org/>. The instructions explain how to submit your application and what information is required. Once the ARC receives your request it is reviewed and shared with the Board for comments. Unless there is an objection due to noncompliance with HOA covenants, the application is promptly approved.
8. Website Upgrades: Stephane discussed the security update that required a migration of our community website. The new website is live and includes all material that was available on the old website (e.g., documents, covenants). Additionally, the board has worked with our webmaster, Gerhard Trieber, to develop and roll-out a new ticketing system on the new website. This ticketing system allows for a more streamlined approach for the board to review inquiries, to comment with homeowners, provide transparency on the status of tickets to homeowners, and to track historical data. The ticketing system is in beta testing but homeowners are encouraged to test out the system. A user guide will soon be posted to help with following the new process.
9. New Business Items/Questions:
 - Trail Maintenance: A homeowner raised the need for the board to continue maintaining the trails noting that a good job has been done in the past. This is a priority of the board to continue.
 - Common Area Drainage: A couple homeowners discussed an outstanding item with neighboring properties to manage drainage through digging a trench on HOA property. The board noted that an ARC request would be the appropriate next step to take this effort forward and that a discussion with impacted homeowners could be helpful to ensure the issue is properly addressed. There was also a discussion about engagement with the county and whether that was appropriate. The county did come clean out the drain behind the impacted property where water runoff is draining to, but the county will not be involved in handling water runoff.
 - Survey Frequency: A homeowner asked how often the board intends to conduct a survey for changes to covenants. The board will take that question into consideration at an upcoming board meeting.
 - Meeting Location: A homeowner asked about the location of the annual meeting and whether the board would go back to hosting the meeting at the library. Based on higher attendance being seen on Zoom the board will continue hosting the annual meeting on Zoom for the time being.
 - Enforcing Standards: It was asked if issues with neighboring properties and care of the premises should be raised to the board, and if the board surveys the community for issues with appearances/care of properties. The board often reaches out to homeowners either when an issue is raised to the board, or if the board identifies issues with upholding standards. However, the board is limited with its authority to enforce our community standards.

Meeting adjourned at 8:46 pm.

*Annual Meeting minutes from 2024 need to be approved by the LFCA membership at the 2025 meeting.