

Lake Forest Community Association (LFCA) Board meeting minutes – August 14, 2025

Board members present: Troy Kelley, Wes Cox, Dave Wilson, Allison Lotts, Teresa Treiber, Mike Waskewich, Sarah Harrold

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

1. **Meeting Minutes:** Meeting minutes for July were approved with edits from Wes.
2. **Officer Elections:** Two roles remained vacant following July's meeting. Dave agreed to fill the Vice President vacancy, and for Communications Manager it was agreed that this role would be divided into two parts: Events Communications (Sarah lead) and General Communications (Teresa lead). Sarah and Teresa will both handle email communications in their areas, and Sarah will handle all communications requiring Facebook. An updated roles and responsibilities tracker was updated following the meeting and shared with the board.
3. **Administrative Turnover Items:** The board discussed several items that require resolution due to the turnover of personnel including Sarah and Teresa gaining access to constant contact, and adding the new debit card information to subscription services that remain tied to individual board members' payment information. It was suggested that an upcoming meeting could be used to log into various accounts for Wes to input the debit card info. Sarah and Teresa will separately coordinate to address the login issue for constant contact.
4. **Walking Paths:** The board reviewed the options and costs for repaving sections of the neighborhood trails and approved section 520 and 570-571. Troy will reach out to Premium to schedule the repairs and Teresa will provide comms for community awareness once a date is established.
5. **Events:** Sarah provided an overview of the upcoming Oktoberfest event, including:
 - a. All vendors have been paid or have a plan to pay
 - b. RSVPs have been solicited via social and will be done via email once we have constant contact login issue resolved
 - c. Post cards will be mailed once coordinated with Wes, and flyers were passed out to board members to distribute
 - d. Allison had paperwork prepared for the street closure petition. Pending sign off from local police and signatures from impacted residents, the complete package will be sent to VDOT for approval.
 - e. Troy will handle the fire house notification
 - f. Volunteer decisions were also made during the meeting
6. **Treasurer's updates:** The board acknowledged receipt of the Treasurer's report. Wes confirmed completion of the DPOR filing and status of delinquent dues. Wes will be

sending letters to homeowners with delinquent dues and the board will options to increase efforts to collect dues at a future board meeting.

7. **ARC:** Mike reported no open ARC items to discuss.
8. **Recent Clean Up Event:** The board thanked Mike for coordinating the recent trail clean up volunteer opportunity.

The meeting adjourned at 8:55PM.