



**Lake Forest Community Association (LFCA)**

**Annual Meeting**

**June 11, 2026**

# LFCFA Board of Directors



Troy Kelly  
President



Dave Wilson  
Vice President



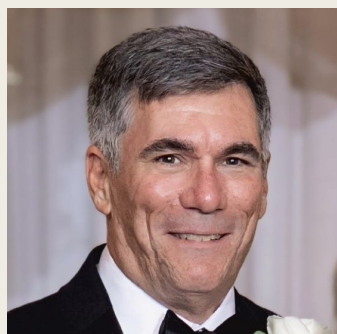
Wes Cox  
Treasurer



Sarah Harrold  
Comms and Events



Michael Waskewich  
ARC Chair



John Bernhards



Tim McCaff



Teresa Treiber

Secretary

# Agenda

- ▶ Welcome – Troy Kelly
- ▶ Approve 2025 LFCA Annual Meeting Minutes – Teresa
- ▶ Board Elections – Mike
- ▶ Treasurer Report - Wes Cox
- ▶ ARC Process – Michael
- ▶ Board Accomplishments and Community Activities –Troy
- ▶ Community Events Calendar – Sarah
- ▶ General Reminders – Teresa
- ▶ Questions from the neighbors

# 2025 Meeting Minutes

- Overview and Approval of 2025 Annual Meeting Minutes (PDF)
- [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 on the LFCA website homepage.

DOCUMENTS > MINUTES & NEWSLETTER

The screenshot shows two main sections: 'Meeting Minutes' and 'Newsletter'. The 'Meeting Minutes' section is for the year 2026 and includes buttons for 'JANUARY BOARD', 'FEBRUARY BOARD', 'MARCH BOARD', 'APRIL BOARD', 'MAY BOARD', 'TREASURER'S REPORT 2026', and 'ANNUAL MEETING 2026'. The 'Newsletter' section is divided into two periods: '2024 - 2026' with buttons for '2024 WINTER', '2025 WINTER', and '2026 WINTER'; and '2020 - 2023' with buttons for '2020 WINTER' and '2021 WINTER'.

# 2025 Meeting Minutes for Approval



Microsoft Word Document

## LFCA meeting minutes – June 12, 2025

### 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 2024 Annual Meeting Minutes were reviewed to provide a recap of the annual meeting last year. The minutes were approved (no edits received).
3. **Board Accomplishments:** Sarah reviewed 2024-25 activities by the Board including: website update and ticketing system rollout; development of step by step guide for using the ticketing system; fielding of over 50 community items including tree removal from HOA property, trail maintenance to make sure the wonderful trails remain walkable by residents, resale package development, and review of ARC applications; the community vote on various HOA covenants; 4 community events; budget approval and dues.
4. **2025 Vote:** Allison covered the results of the 2025 vote that was conducted following the 2024 community survey. Based on community interest shown in that 2024 survey, but board put to a vote three items: changing fence height (from 4.5 ft to 6 ft), allowing sheds subject to specific guidelines the board would develop and incorporate into ARC guidelines, and changing the percent requirement to change covenants from 75% to 65%. 210 out of 275 homeowners were required to vote yes for any of the three items to be approved. Votes were collected electronically, with mailers when needed, and door to door efforts were made to collect as many votes as possible. None of the items in the vote met the 210 requirement, but of those that voted, the majority did lean toward yes. Further details are available in the annual meeting slides. The board encourages more participation in the future if there is interest in changing any of the covenants.
5. **Treasurers Report:** Wes presented a May 31, 2025 financial statement 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. Wes noted the variation that can occur in the cost to handle tree removal. Wes also noted increasing costs for community events in recent years and upcoming costs for trail maintenance. The board will be considering annual dues costs in upcoming budget discussions to ensure the board maintains a healthy financial position while continuing its current level of community support. Wes also reported on the status of dues collection, with 21 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).
6. **Community Activities:** Stephanie discussed the community events hosted by the board and adjustments made based on community feedback such as adjusting the date for the Halloween parade. Board hosted events include Oktoberfest, the summer Kona ice truck, Halloween parade and decorating contests. Coming up, the board is sponsoring the Kona ice trucks to celebrate the end of school. In September, the board is hosting the Oktoberfest Community Picnic which will

# Board Elections

- 2 Vacancies
- 3-year term
- Monthly meetings 2<sup>nd</sup> Thursday of the month
- Looking for nominations (one returning)

# Treasurer Report

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



Microsoft Excel 97  
- 2004 Worksheet

Lake Forest Community Association  
9010 Octavia Court  
Springfield VA 22153

	Proposed 2026 Budget	2025 Budget	2025	2024	2023	2022
<b>Administrative Costs</b>						
Postage	\$ 1,650.00	\$ 900.00	\$ 368.70	\$ 1,061.35	\$ 362.10	\$892.20
Fees (License/Bank)	\$ 190.00	\$ 190.00	\$ 140.00	\$ 140.00	\$ 140.00	\$127.00
Legal Fees	\$ 500.00	\$ 500.00	\$ 200.00	\$ 200.00	\$ 200.00	\$200.00
Insurance	\$ 2,500.00	\$ 1,975.00	\$ 2,384.00	\$ 1,954.00	\$ 1,943.00	\$1,868.00
Office Supplies/Printing	\$ 1,500.00	\$ 1,200.00	\$ 1,066.50	\$ 683.67	\$ 953.68	\$941.83
Web Site & Software	\$ 1,650.00	\$ 1,650.00	\$ 906.58	\$ 1,652.29	\$ 1,180.88	\$646.34
Misc	\$ 300.00	\$ 300.00	\$	\$ 10.00		
<b>Administrative Subtotal</b>	<b>\$ 8,290.00</b>	<b>\$ 6,715.00</b>	<b>\$ 5,065.78</b>	<b>\$ 5,501.31</b>	<b>\$ 4,779.66</b>	<b>\$4,675.37</b>
<b>Service Expenses</b>						
<b>Ground Care Expenses</b>						
Common Areas/Entrances	\$ 4,800.00	\$ 4,800.00	\$ 4,836.35	\$ 4,269.09	\$ 4,264.40	\$4,276.56
Trees	\$ 18,000.00	\$ 10,500.00	\$ 16,800.00	\$ 12,800.00	\$ 9,650.00	\$13,800.00
<b>Ground Care Subtotal</b>	<b>\$ 22,800.00</b>	<b>\$ 15,300.00</b>	<b>\$ 21,436.35</b>	<b>\$ 17,069.09</b>	<b>\$ 13,914.40</b>	<b>\$17,876.56</b>
<b>Other Service Expenses</b>						
Community Activities	\$ 4,500.00	\$ 8,749.00	\$ 8,440.24	\$ 9,983.27	\$ 6,246.61	\$4,084.57
General Membership Meetings	\$ 4,500.00	\$ 8,749.00	\$ 8,440.24	\$ 9,983.27	\$ 6,246.61	\$4,084.57
<b>Activities Subtotal</b>	<b>\$ 4,500.00</b>	<b>\$ 8,749.00</b>	<b>\$ 8,440.24</b>	<b>\$ 9,983.27</b>	<b>\$ 6,246.61</b>	<b>\$4,084.57</b>
<b>Total Recurring (Annual) Expenses</b>	<b>\$ 35,590.00</b>	<b>\$ 30,764.00</b>	<b>\$ 34,942.37</b>	<b>\$ 32,553.67</b>	<b>\$ 24,940.67</b>	<b>\$26,636.50</b>
<b>Nonrecurring Expenses/Reserves</b>						
<b>Reserve Funds</b>	<b>2026 Budget</b>	<b>2025 Reserve Activity</b>		<b>2025</b>	<b>2024</b>	
		<b>Added Funds</b>	<b>Expended</b>	<b>Balance</b>	<b>Balance</b>	
Trails Maintenance	\$ 10,200.00	\$ 8,040.00	\$ 21,275.00	\$ (13,235.00)	\$ 31,535.50	\$ 44,770.50
Repaint Curb House Numbers	\$ 185.00	\$ 185.00	\$	\$ 185.00	\$ 4,448.00	\$ 4,263.00
Milky Spore	\$ 230.00	\$ 230.00	\$	\$ 230.00	\$ 8,180.00	\$ 7,950.00
Signs & Entrances	\$ 2,030.00	\$ 2,030.00	\$ 350.00	\$ 1,680.00	\$ 34,191.25	\$ 32,511.25
<b>Undesignated Funds</b>						
Undesignated Funds	\$ 72.00	\$ 10,414.90	\$ (10,414.90)	\$ 692.44	\$	\$ 11,107.34
<b>Total Funds Set Aside</b>	<b>\$ 12,717.00</b>	<b>\$ 10,485.00</b>	<b>\$ 32,039.90</b>	<b>\$ (21,554.90)</b>	<b>\$ 79,047.19</b>	<b>\$ 100,602.09</b>
<b>TOTAL 2026 Budget</b>	<b>\$ 48,307.00</b>	<b>\$ 41,249.00</b>				
<b>INCOME:</b>	<b>2026 Budget</b>	<b>2025</b>		<b>2024</b>	<b>2023</b>	<b>2022</b>
Member Dues	\$ 48,267.00	\$ 34,750.00		\$ 32,250.00	\$ 34,625.00	\$ 34,600.00
Late Fees	\$	\$ 163.75		\$	\$ 33.25	\$ 429.25
Other	\$	\$		\$ 35.00	\$ 32.32	\$
Interest	\$ 40.00	\$ 98.72		\$ 89.81	\$ 37.49	\$ 0.59
<b>TOTAL INCOME</b>	<b>\$ 48,307.00</b>	<b>\$ 35,012.47</b>		<b>\$ 32,374.81</b>	<b>\$ 34,728.06</b>	<b>\$ 35,029.84</b>

	Budget	Actual TOTAL	Recurring	Reserve Set Aside	Deficit (Undesig.)
TOTAL 2025 Expenditures	\$ 34,915.00	\$ 45,427.37	\$ 34,942.27	\$ 10,485.00	\$ (10,414.90)
TOTAL 2024 Expenditures	\$ 34,915.00	\$ 43,038.67	\$ 32,553.67	\$ 10,485.00	\$ (10,663.86)
TOTAL 2023 Expenditures	\$ 34,890.00	\$ 35,905.67	\$ 24,940.67	\$ 10,965.00	\$ (1,291.91)
TOTAL 2022 Expenditures	\$ 34,890.00	\$ 37,601.50	\$ 26,636.50	\$ 10,965.00	\$ (2,711.50)

10 Jun 26 Checking and CDs:	\$92,896.94
31 Dec 25 Checking and CDs:	\$79,047.19
31 Dec 24 Checking and CDs:	\$100,602.09
31 Dec 23 Checking and CDs:	\$100,489.04
31 Dec 22 Checking and CDs:	\$100,411.95
31 Dec 21 Checking and CDs:	\$92,093.61

# Architectural Review Committee (ARC)

- What happens after you submit an ARC application?
  - Goal is to resolve ARC requests within 7 days.
  - The ticket list is checked weekly but if there is something urgent.
- Submit an ARC request for exterior changes
- Where can I find the ARC forms so that I can submit?

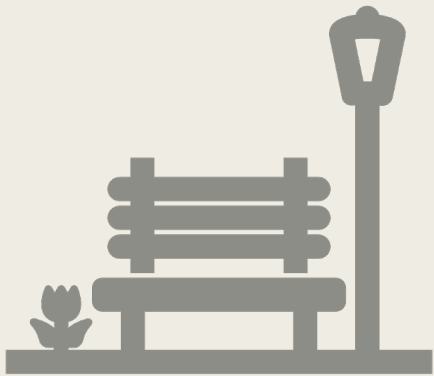
*Forms are linked on the [LFCA website](#):*

- [Application for External Change \[pdf\]](#)
- [Application for External Change \[doc\]](#)
- [Architectural Standards and Guidelines \[pdf\]](#)
- [Architectural Review Committee Charter \[pdf\]](#)

# Board Accomplishments & Community Activity

## Board Accomplishments:

- ▶ Trails repaving progress and plans for 2026
- ▶ Resolved over community requests (ARC, trails, trees, resale packages, etc) via the ticketing system
- ▶ 4 Community events/contests
- ▶ Budget Approval and Dues



# Community Events

- The board considered the 2025 events feedback to finalize the 2026 budget.
- Oktoberfest continues to be the neighborhood's most popular event with 2025's event with highest turnout yet! We will continue to improve on this event in 2026.
- Thanks to all that came out for the first Earth Day Spring Cleaning & Yard Sale April 18<sup>th</sup>!
- For 2026, we will host the Halloween parade October 31<sup>st</sup>.



# Community Events Calendar



June 13<sup>th</sup>  
Summer  
Block Party

September  
18<sup>th</sup>  
Oktoberfest

October  
31st  
Halloween  
Parade

*Decorations Due  
Oct. 30<sup>th</sup>*

December  
18<sup>th</sup>  
Holiday  
lights  
contest

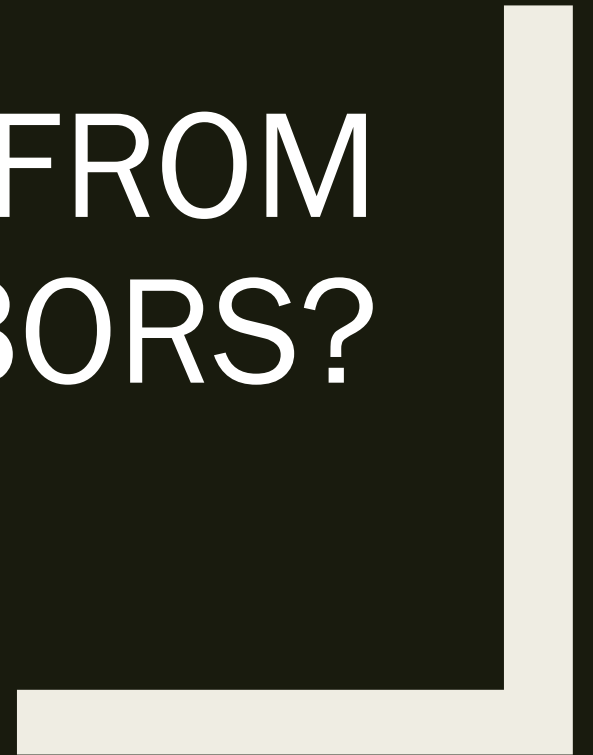
We welcome your new ideas to increase our community engagement!

# General Reminders

- See a fallen tree on HOA property? Reach out via a HOA ticket.
- Safety on our trails: Be safe on the newly paved ones too!
- 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!***

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](#)