

**Lakewood Forest Civic Association
Meeting Minutes – March 7, 2023**

The monthly meeting of the LFCA was called to order at 7:06 pm by president Jodi Cole. Other board members present were Lori Estep, Scott Johnson, Jamie MacKeen, Mary Blacklock, and Linda Musthaler. The guests in attendance were Terri Cole and Chris Bacon.

Minutes

The minutes from the February 2023 meeting were reviewed. Minor changes were needed. Scott J. made a motion to accept the minutes pending the minor correction. Mary B. seconded the motion and it passed unanimously.

Treasurer Report

Scott J. provided the monthly financial reports for February. As of February 28, 2023, we had \$23,781.81 in total funds. There is \$8,700.58 in the checking account. The money market account has a balance of \$9,508.82 and the 12-month CD has a value of \$5,572.41. The CD has a maturity date of March 27, 2023. Scott J. will see if we can renew the CD with a higher interest rate.

We did not receive any memberships dues from the Fund this month. Scott will contact Graham Management to see what the holdup is. Jennifer Kozak, president of the Fund Board, did say we can get a list of the LFCA members.

We received a \$700 payment from the Fund to cover costs for National Night Out last February. We issued three checks in February totaling \$379.46.

See Appendix A for Treasurer Report and 2022-2023 Budget-to-Actual Report.

Administrative Reports

Mail Call

No update.

Webpage

Everything pertaining to LFCA is up to date on the website www.Lakewoodforestfund.com.

PO Box

Rent is due April 5. The cost is \$249.

LRC membership

Membership dues will be due at the end of May.

Garden Club

They would like to restart the Yard of the Month award. It may depend on the revival of the newsletter. Terri C. has offered to be the liaison between LFCA and Garden Club.

Projects and Events

Curb Number Painting

Lori E. has a bid for the second phase of the project. The contract sent to Lori is good until mid April. We can't execute on it until we get funds dispersed by Graham Management.

Garage Sale

The dates for the spring garage sale are March 24-26. Mary B. ordered some new signs, as old ones were discarded by gardeners. The new signs cost about \$165.

Scholarships

Submissions for the scholarship program are due March 24. The judging committee is comprised of Scott Johnson, Forrest Martino, Sue Olson, and Linda Musthaler.

Eggstravaganza

Linda M. gave an update on the plans for this event . We have the pavilion at Russ Poppe Park for Sunday, March 26. The event will be held from 1 pm to 3 pm. Linda booked a bouncy house. The Fund has offered to provide refreshments. Garden Club will have a table to help kids plants flower seeds. A face painter has been booked.

4th of July event

We voted last year to not have a parade event this year. Linda M. has started discussions with the LRC and the Fund about creating a new kind of event centered around the pool at the LRC. Planning will start in May.

New Business

The Fund has verbally agreed not to charge us \$1800 administrative fee next year. Nor will we have to do the financial review.

We kicked around ideas to revive the printed newsletter.

Scott J. Made a motion to appoint Terri Cole to board position 4. Lori E. seconded the motion and it passed unanimously. Welcome to the board, Terri! Chris Bacon will consider joining the board.

Other Business

Reimbursements and Checks

Linda M. - \$171.66 for Eggstravaganza.

Scott J. made a motion to approve the reimbursements and Mary B. seconded the motion. It passed unanimously.

Checks were written to iJump Rentals (\$460.58) and Facepainter Julie Boyer (\$150) in advance of their participation in Eggstravaganza.

End of Meeting

At 8:20 pm, Lori E. moved to adjourn the meeting. Scott J. seconded the motion and it passed. The next meeting is scheduled for Tuesday, April 4, 2023 at 7 PM at the Lakewood Forest Fund office.

Business conducted via email between the March and April meetings

Due to the threat of severe weather, we decided to cancel the egg hunt event. Terri Cole made a motion that we utilize our filled eggs at the LRC Open House as giveaways or as a hunt, if allowed, and that we roll our deposit on the outstanding items to use at a future event. Scott J. seconded the motion. Jodi C. reached out to Lynn Moore of the LRC and Lynn agreed we could have a table to hand out eggs, but no "hunt." Jodi rescheduled the face painter at a cost to LFCA of \$150. No other aspects of Eggstravaganza were merged

into the LRC event.

Appendix A – Documents from Treasurer’s Report

**Lakewood Forest Civic Association, Inc.
Financial Report as of February 28 2023**

Summary

Previous balances	<u>\$ 23,457.77</u>
Net change	<u>324.04</u>
Current balances	23,781.81
Outstanding checks	<u>-</u>
Current balances per bank statements	<u>\$ 23,781.81</u>

Checking Account xx44

Previous balance	<u>\$ 8,380.04</u>
Reimbursement from Fund for National Night Out	\$ 700.00
Membership Fees Transfers from Lakewood Forest Fund	\$ 0
Other Income	\$ 0
1503 Jamie Mackeen Expenses for 2023 Eggstravaganza	(33.28)
1504 Linda Musthaler Expenses for Military Packages	(6.50)
1505 Linda Musthaler Expenses for Eggstravaganza	(339.68)
Balance Per Bank	<u>\$ 8,700.58</u>
Outstanding Checks	-
Current balance of checking account	<u>\$ 8,700.58</u>

Money Market Account xx26

Previous balance	\$ 9,505.46
Interest income (rate 0.01%)	<u>3.36</u>
Current balance	<u>\$ 9,508.82</u>

12 Month C.D

*12 Month CD xx72 (Maturity Date 3/27/2023)	\$ 5,572.27
Interest Income	\$ 0.14
Current balance	<u>\$ 5,572.41</u>

Budget to Actuals as of February 28, 2023

	2023 Budget	2023 Actual
Income		
Membership Dues	21000	194.15
Membership Dues in Arrears		112.50
Donations		25.99
Interest		5.18
Total Income	<u>21,000</u>	<u>338.17</u>

Administrative Expenses

Directors' Liability Insurance	800	755
Treasurer's Indemnity Insurance	358	358
Financial Review	300	300
Storage Unit (Lakewood Mini)	1400	1344
Post Office Box (Parcel Plus)	249	
Office Supplies	50	
Taxes and State Fees	0	
Admin Fees	500	
Fund Fee	1800	1800
Total Administrative Expenses	<u>5,457</u>	<u>4,557</u>

Project Expenses

Publications		
Directory (printing & binding)		
Directory (postage)		
Newcomer's Guide		
Subtotal Publications		

Beautification Projects

Curb Numbers	9000	
Miscellaneous Projects	500	
Yard of the Month (Garden Club)	150	
Subtotal Beautification	<u>9,650</u>	

Donations

Scholarship Award Program	2000	500
School Donations	1000	1000
Lakewood Lightning Swim Team	100	
Lakewood Bee Initiative		

Miscellaneous		
Military Care Packages	<u>500</u>	<u>155.86</u>
Subtotal Donations	<u>3,600</u>	<u>1,656</u>

Neighborhood Events

Fourth of July Event	1000	
Neighborhood Night Out	1500	1357.12
Community-Wide Garage Sale	250	
Lakewood 50th Anniversary Party		
HOA Christmas Event	400	400
Easter Event	1700	372.96
LRC Dues - 5 shares	<u>450</u>	<u>0</u>
Subtotal Neighborhood Events	<u>5,300</u>	<u>2,130</u>

Total Project Expenses	<u>18,550</u>	<u>3,786</u>
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Total Expenses	<u>24,007</u>	<u>8,343</u>
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Surplus (Deficit)	<u>\$ (3,007)</u>	<u>\$ (8,006)</u>
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