

**Lakewood Forest Civic Association
Annual Meeting Minutes – October 4, 2022**

The monthly meeting of the LFCA was called to order at 7:06 pm by president Jodi Cole. Other board members present were Mary Blacklock, Lori Estepp, Scott Johnson, and Linda Musthaler.

Minutes

The minutes from the September 2022 meeting were reviewed. Scott J. made a motion to accept the minutes as presented. Mary B. seconded the motion and it passed.

Treasurer Report

Scott J. provided the monthly financial report. As of September 30, 2022, we had \$30,980.82 in total funds. There is \$15,910.32 in the checking account. The money market account has a balance of \$9,498.78 and the 12-month CD has a value of \$5,571.72. We received \$62.50 from the Fund for annual memberships. We wrote three checks during the month of September totaling \$864.05.

Scott sent our financials to Mollen and Associates for review. Mary B. signed our annual financial statement.

See Appendix A for Treasurer Report and 2021-2022 Budget-to-Actual Report.

Administrative Reports

Mail Call

There was nothing in the mail this month.

Insurance

Jodi C. reached out to the insurance company about payment for Directors & Officers insurance. It should be due around November 18. We are asking for a longer term policy. Treasurer Indemnity insurance is also due in November.

Storage Unit

Rent is due December 1.

Webpage

Everything is up to date.

e-Newsletter

Our content is due to Shannon in the Fund office by the 26th of each month. Project leaders should submit articles about their events and activities.

Projects and Events

Scholarship Committee

The last check went out and was cashed by the school.

School Donations

Lori E. contacted Lakewood Elementary and Moore Elementary about our donations. Lakewood hasn't responded yet but Moore plans to use the funds to build a garden.

Fall Garage Sale

The garage sale is scheduled for the weekend of November 11-13. Mary B. is looking into getting more signs made.

Curb Number Painting

Lori E. will begin working with the vendor on the second set of houses in February.

Military Packages

An article about this project has run for two months and will be published again in November. So far we have two recipients on the list.

National Night Out

The event is at pavilion at Russ Poppe Family Park on Grant Road on October 8. We discussed the final details of the event. Volunteers should arrive for setup at 3 pm. The event runs from 4 pm to 7 pm.

Other Business

Reimbursements

Jodi C. submitted a request for payment for the bounce house in the amount of \$601.01. Linda M. requested reimbursement for water and serving supplies for NNO in the amount of \$43.85. Scott J. made a motion to approve the expenses, Mary B. seconded the motion and it passed.

Changes to Bylaws

Jodi will provide a letter to the Fund to include in the HOA billing package stating that the LFCA intends to raise our dues amount in 2023. The Fund approved the inclusion of this notice in the annual billing statement package.

Annual Meeting

The budget for FY 2023 was presented for approval. Lori E. made a motion to approve and Mary. B. seconded the motion.

Election of officers and directors was held. The following slate was approved by members present:

- Jodi Cole – president
- Scott Johnson – treasurer
- Linda Musthaler – recording secretary
- Mary Blacklock – Director position 2
- Lori Estepp – Director position 6

End of Meeting

At 8:27 pm, Lori E. moved to adjourn the meeting. Mary B. seconded the motion and it passed. The next meeting is scheduled for Tuesday, November 1 at 7 PM at the Lakewood Forest Fund office.

Appendix A – Documents from Treasurer’s Report

Lakewood Forest Civic Association, Inc.
Financial Report
as of September 30, 2022

Summary

Previous balances	<u>\$ 31,781.24</u>
Net change	<u>(800.42)</u>
Current balances	30,980.82
Outstanding checks	<u>-</u>
Current balances per bank statements	<u>\$ 30,980.82</u>

Checking Account xx44

Previous balance	<u>\$ 16,711.87</u>
Membership Fees Transfers from Lakewood Forest Fund	\$ 62.50
1486 Jodi Cole Prepayment for NNO Party Rental	(150.25)
1487 University St Thomas Scholarship	(500.00)
1488 Grab and Go Tacos Food Prepayment for NNO	(213.80)
Balance Per Bank	<u>\$ 15,910.32</u>

Outstanding Checks	-
1487 University St Thomas Scholarship	500.00
1488 Grab and Go Tacos Food Prepayment for NNO	213.80

Current balance per bank statement \$ 16,624.12

Money Market Account xx26

Previous balance	\$ 9,497.70
Interest income (rate 0.01%)	<u>1.08</u>
Current balance	<u>\$ 9,498.78</u>

12 Month C.D

*12 Month CD xx72 (Maturity Date 3/27/2023)	\$ 5,571.57
Interest Income	<u>\$ 0.15</u>
Current balance	<u>\$ 5,571.72</u>

Budget to Actuals as of September 30, 2022

Income	
Membership Dues	
Membership Dues in Arrears	\$ 62.50
Donations	-
Interest	<u>1.23</u>
Total Income	<u>63.73</u>
Administrative Expense	
Directors' Liability Insurance	
Treasurer's Indemnity Insurance	
Financial Review	-
Storage Unit	
Post Office Box (Parcel Plus)	
Office Supplies	-
Taxes and State Fees	
Lakewood Forest Fund Admin fee	<u>-</u>
Total Administrative Expense	<u>-</u>
Project Expenses	
Beautification Projects	
Curb Numbers	
Misc. Projects	
Yard of the Month (Garden Club)	--
Subtotal Beautification	<u>-</u>
Donations	
Scholarship Award Program	500.00
School Donations	
Lakewood Lightning Swimteam	
LRC Camp Sponsorship	
Lakewood Forest Fund	
Lakewood Bee Initiative	
Benevolence	
Military Care Packages	<u>-</u>
Subtotal Donations	<u>500.00</u>
Neighborhood Events	

Fourth of July event	
Neighborhood Night Out	364.05
Community-Wide Garage Sale	
Christmas Event	
Easter Event	
LRC Dues - 5 shares	<u> -</u>
Subtotal Neighborhood Events	<u> 364.05</u>
Total Project Expenses	<u> 864.05</u>
Total Expenses	<u> 864.05</u>
Surplus (Deficit)	<u> \$ (800.32)</u>