

**Lakewood Forest Civic Association  
Annual Meeting Minutes – January 3, 2023**

The monthly meeting of the LFCA was called to order at 7:01 pm by president Jodi Cole. Other board members present were Lori Estepp, Scott Johnson, Jamie MacKeen, and Linda Musthaler. There were no guests in attendance.

Minutes

The minutes from the November 2022 meeting were reviewed. Scott J. made a motion to accept the minutes as presented. Lori E. seconded the motion and it passed unanimously.

Treasurer Report

Scott J. provided the monthly financial reports for both November and December 2022. (The LFCA did not have a business meeting in December.) As of November 30, 2022, we had \$28,019.20 in total funds. With several checks clearing in December, the total account balance by December 31, 2020 was \$24,003.89. There is \$8,929.40 in the checking account. The money market account has a balance of \$9,502.36 and the 12-month CD has a value of \$5,572.13. We received \$101.60 from the Fund for annual memberships. We wrote six checks during the month of November totaling \$3,363.84 and one check in December in the amount of \$1,800. At this point we are operating a deficit of \$8,326.65, but this will change as we start gaining income as homeowners pay their annual HOA fees and make the \$10 donation to LFCA.

Treasurer Scott J. is wondering why we haven't received more funds from the Fund by now. He will talk to the General Manager about this. Scott will also investigate whether we can get a higher interest rate on our CD, which matures in March.

We need to have Barbara Ward removed as a signer on the checking account and add Linda Musthaler.

We will send a \$400 check to the Fund for our portion of the Breakfast with Santa event. The fund owes LFCA \$700 from National Night Out. Jodi C. will follow up with Sandy Matto to learn the status of the payment.

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

**Administrative Reports**

Mail Call

No update.

Storage Unit

Jodi C. paid the rent covering the next year. We get a free month for paying for a year. The next payment is Due in January 2024.

Webpage

Everything is up to date.

Bylaws Update

We want to update our bylaws this year. A notice was sent out in the HOA billing letter, giving notification to all homeowners. We need to contact an attorney to make sure our changes are legal. We plan to use Susan Rice, the Fund's attorney. We will vote on the changes at the 2023 Annual meeting in October.

## **Projects and Events**

### School Donations

The donations are done for this fiscal year. Checks were sent to Lakewood Elementary and Moore Elementary.

### Curb Number Painting

Lori E. will begin working with the vendor on the second set of houses in February. We expect the painting to be done in early spring.

### Military Packages

Linda M. reported that packages were sent to three military members. We had a \$25 donation. The cost of the packages was \$149.36.

### Garage Sale

The dates for the spring garage sale were tentatively set for March 24-26.

### Eggstravaganza

Linda M. will attempt to book the pavilion at Russ Poppe Park for the first weekend of April. Easter is April 9 this year.

## **Other Business**

### Reimbursements

Linda Musthaler - \$149.36 for military care packages. Scott J. made a motion to approve the reimbursement and Jamie M. seconded the motion. It passed unanimously.

Linda M. made a motion to pay the Fund \$400 for Breakfast with Santa. Lori E. seconded the motion and it passed unanimously.

### Committee Assignments

The following people were appointed to lead the various events and activities:

Military packages – Linda M.

Eggstravaganza – Linda M.

Garage sale – Mary B.

Scholarships – Linda M., Scott J.

4<sup>th</sup> of July event – Linda M. with Sandy Matto from the Fund and Sarah from the LRC

National Night Out – Jodi C. will discuss with Sandy Matto

Curb painting – Lori E.

Clothing swap – Jamie M.

School donations – Lori E.

### End of Meeting

At 8:13 pm, Scott J. moved to adjourn the meeting. Lori E. seconded the motion and it passed. The next meeting is scheduled for Tuesday, February 7, 2023 at 7 PM at the Lakewood Forest Fund office.

### Addendum

On February 2, Jodi C. asked the board members via email about the LFCA being the host for a “townhall

meeting” for the candidates for the Fund Board election at the end of February. Mary B. seconded the motion. It passed with 5 yay votes and one nay.

**Appendix A – Documents from Treasurer’s Report**

**Lakewood Forest Civic Association, Inc.  
Financial Report  
as of December 31, 2022**

**Summary**

Previous balances – total of all accounts	<u>\$ 28,019.20</u>
Net change	<u>(4,015.31)</u>
Current balances	24,003.89
Outstanding checks	<u>-</u>
Current balances per bank statements	<u><b>\$ 24,003.89</b></u>

**Checking Account xx44**

Previous balance	<u>\$ 10,602.80</u>
Membership Fees Transfers from Lakewood Forest Fund	\$ 101.60
Inbound donations	\$ 25.00
Lakewood Forest Fund Annual Fee	(1,800.00)
Balance Per Bank – checking account only	<u>\$ 8,929.40</u>
Outstanding Checks	-
Current balance per bank statement – checking account only	<u><b>\$ 8,929.40</b></u>

**Money Market Account xx26**

Previous balance	\$ 9,500.41
Interest income (rate 0.01%)	<u>1.95</u>
Current balance – money market account only	<u><b>\$ 9,502.36</b></u>

**\*12 Month CD xx72 (Maturity Date 3/27/2023)**

Interest Income	\$ 5,571.99
Current balance – CD only	<u>\$ 0.14</u>
	<u><b>\$ 5,572.13</b></u>

**Budget to Actuals as of December 31, 2022**

**Lakewood Forest Civic Association, Inc.**

**2022-2023 Budget to Actuals**

	<b>2023 Budget</b>	<b>2023 Year to Date Actual</b>
<b>Income</b>		
Membership Dues	21000	194.15
Membership Dues in Arrears		112.50
Inbound Donations		25.00
Interest		5.18
<b>Total Income</b>	<b><u>21,000</u></b>	<b><u>336.83</u></b>
<b>Administrative Expense</b>		
Directors' Liability Insurance	800	755
Treasurer's Indemnity Insurance	358	358
Financial Review	300	300
Storage Unit	1400	1344
Post Office Box (Parcel Plus)	249	0
Office Supplies	50	0
Taxes and State Fees	0	0
Admin Fees	500	0
Fund Fee	1800	1800
<b>Total Administrative Expense</b>	<b><u>5,457</u></b>	<b><u>4557</u></b>
<b>Beautification Projects</b>		
Curb Numbers	9000	0
Miscellaneous Projects	500	0
Yard of the Month (Garden Club)	150	0
Subtotal Beautification	<u>9,650</u>	<u>0</u>
<b>Outbound Donations</b>		
Scholarship Award Program	2000	500
School Donations	1000	1000
Lakewood Lightning Swim Team	100	0
Military Care Packages	<u>500</u>	<u>149.36</u>
Subtotal Donations	<u>3,600</u>	<u>1,649.36</u>
<b>Neighborhood Events</b>		
Fourth of July Event	1000	0
Neighborhood Night Out	1500	2057.12
Community-Wide Garage Sale	250	0

Christmas Event – Breakfast with Santa	400	400
Easter Event	1700	0
LRC Dues - 5 shares	<u>450</u>	<u>0</u>
Subtotal Neighborhood Events	<u>5,300</u>	<u>2457.12</u>
<b>Total Project Expenses</b>	<b><u>18,550</u></b>	<b><u>4106.48</u></b>
<b>Total Expenses, Year to Date</b>	<b><u>24,007</u></b>	<b><u>8663.48</u></b>
<b>Surplus (Deficit)</b>	<b><u><u>\$ (3,007)</u></u></b>	<b><u><u>\$ (8326.65)</u></u></b>