

**Lakewood Forest Civic Association**  
**Meeting Minutes – October 3, 2023**

The monthly meeting of the LFCA was called to order at 7:05 pm by president Jodi Cole. Other board members present were Scott Johnson, Jamie MacKeen, Andrea Lightcap, Terri Cole, Lori Estepp, and Linda Musthaler.

Minutes

The minutes from the September 2023 meeting were reviewed. Scott J. made a motion to accept the minutes as is. Lori E. seconded the motion and it passed unanimously.

Treasurer Report

Scott J. provided the monthly financial report for September. As of September 30, 2023, we had \$30,470.76 in total funds. We received \$400 from the Fund as a donation toward the 2023 4<sup>th</sup> of July event. There is \$15,188.61 in the checking account, with no outstanding checks. We did not issue any checks in September. The money market account has a balance of \$9,569.10 and the 13-month CD has a value of \$5,713.05.

Looking back at the fiscal year that ended August 31, 2023, we had budgeted for \$21,000 in expected membership dues. The actual figure was \$20,292.54. This is down slightly from the previous year's income of \$21,325.

See Appendix A for the September 30 Treasurer Report and the projected budget/expenses to date for 2023/2024.

**Administrative Reports**

Mail Call

We received a check from the Fund for their 4<sup>th</sup> of July donation.

Garden Club

The club has resumed meeting after a summer hiatus.

Webpage

The LFCA content on the website [www.Lakewoodforestfund.com](http://www.Lakewoodforestfund.com) is up to date.

LFCA Board Christmas party

The board will meet for dinner on December 5. No location has been chosen yet. This dinner will take the place of the regular monthly meeting. All attendees pay for their own meal.

**Projects and Events**

Garage Sale

The fall community garage sale is scheduled for November 10-12.

National Night Out

The event will be held at Russ Poppe Park on Friday, October 6. The event is scheduled from 5 PM to 8 PM. The event includes: a K9 demo, firetruck, ambulance, a DJ, a bouncy house for the kids. We will cook hot dogs on the grill and serve chips, drinks, cake and cookies.

### Breakfast with Santa

LFCA is taking over this event from the Fund. It is scheduled for Dec. 2, from 9 AM to 11 AM, at the LRC. Linda M. is the lead coordinator. Scott J. made a motion to approve spending \$300 to rent the LRC. Lori E. seconded the motion and it passed. Linda M. will deliver the check in person.

### **Other Business**

#### Reimbursements and Checks

Linda M. submitted receipts totaling \$195.43 for NNO. Terri C. made a motion to pay this expense. Andrea L. seconded and it passed.

Terri C. had expenses for NNO in the amount of \$130.50. Jamie M. made a motion to pay this expense. Scott J. seconded it and it passed.

### **Annual Meeting**

#### FY 2023-2024 Budget

The new fiscal year for LFCA will begin September 1. The projected income is based on increasing annual dues to \$15 per household.

Jodi C. made a motion to eliminate scholarships from the budget and move the money to a newsletter. The affected amount is \$2100. Jamie M. seconded the motion and it passed.

Terri C. made a motion to approve the budget. Lori E. seconded the motion and it passed. The approved budget can be found in Appendix A.

#### Constitution and Bylaws

Terri C. made a motion to approve the revised constitution for LFCA. Jamie M. seconded the motion and it passed.

Jamie M. made a motion to approve changes to LFCA bylaws. Scott J. seconded the motion and it passed.

#### Election of Officers and Board Members

The following people were elected to serve as board officers and directors:

President – Jodi Cole

Treasurer – Scott Johnson

Recording Secretary – Andrea Lightcap

Corresponding Secretary – Linda Musthaler

Position 1 director – Jamie MacKeen

#### Annual Dues

Jodi C. Made a motion to increase membership dues from \$10 to \$15 per occupied lot. Scott J. seconded the motion and it passed.

#### End of Meeting

At 8:32 pm, Lori E. moved to adjourn the meeting. Scott J. seconded the motion and it passed. The next meeting is scheduled for Tuesday, January 4, 2024 at 7 PM at the Lakewood Forest Fund office.

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

**Monthly Financial Report as of September 30, 2023**

***Summary***

Previous balances	<u>\$ 30,035.74</u>
Net change	<u>400.00</u>
Current balances	30,470.76
Outstanding checks	<u>-</u>
Current balances per bank statements	<u><b>\$ 30,470.76</b></u>

***Checking Account xx44***

Previous balance	<u>\$ 9,690.22</u>
Membership Fees from Lakewood Forest Fund	\$5,098.39
Event reimbursement from Fund	400.00
Balance Per Bank	<u>\$ 15,188.61</u>
Outstanding Checks	-
<b>Current balance per bank statement</b>	<u><b>\$ 15,188.61</b></u>

***Money Market Account xx26***

Previous balance	\$ 9,557.70
Interest income (rate 0.01%)	<u>11.40</u>
Current balance	<u><b>\$ 9,569.10</b></u>

<b>*13 Month CD</b> xx72 (Maturity Date 4/30/2024)	\$ 5,689.43
Interest Income	<u>\$ 23.62</u>
Current balance	<u><b>\$ 5,713.05</b></u>

**Budget to Actuals for the fiscal year 2023/2024**

	<b>Budget</b>	<b>Actual</b>
<b>Income</b>		
Membership Dues	30,000.00	80.00
Membership Dues in Arrears		
Donations		400.00
Interest	150	70.48
<b>Total Income</b>	<u><b>30,150</b></u>	<u><b>550.48</b></u>

**Administrative Expense**

Directors' Liability Insurance	800.00	
Treasurer's Indemnity Insurance	358.00	
Financial Review and Tax Prep Fees	-	
Storage Unit (Lakewood Mini)	1,400.00	
Post Office Box (Parcel Plus)	249.00	
Office Supplies	50.00	
Admin Fees	-	
Fund Fee	100.00	
<b>Total Administrative Expense</b>	<u><b>2,957.00</b></u>	<u><b>-</b></u>

**Project Expenses**

**Publications**

Newsletter	4,000.00	
Subtotal Publications	4,000.00	

**Beautification Projects**

Curb Numbers	10,000.00	
Miscellaneous Projects	500.00	
Yard of the Month (Garden Club)	<u>150.00</u>	
Subtotal Beautification	<u>10,650.00</u>	<u>-</u>

**Donations**

Scholarship Award Program	-	
School Donations	1,000.00	
Lakewood Lightning Swim Team	125.00	
Military Care Packages	<u>500.00</u>	
Subtotal Donations	<u>1,625.00</u>	<u>-</u>

**Neighborhood Events**

Fourth of July Event	1,000.00	
Neighborhood Night Out	1,750.00	979.52
Community-Wide Garage Sale	250.00	
Clothing Drive	100.00	
Christmas Event	1,600.00	
Easter Event	1,700.00	
LRC Dues - 5 shares	<u>485.00</u>	<u>300.00</u>
Subtotal Neighborhood Events	<u>6,885.00</u>	<u>1,279.52</u>

**Total Project Expenses** 23,160.00 1,2879.52

**Total Expenses** 26,117.00 1,279.52

**Surplus (Deficit)** 4,033.00 \$ (729.04)