

**Lakewood Forest Civic Association  
Board Meeting Minutes  
July 13, 2020**

The meeting was called to order at 7:03 pm by President Jodi Cole. Other board members present were: Barbara Ward, Lori Estepp, Mary Ales, Linda Musthaler, and Mary Blacklock. No guests attended. The meeting was held online due to social distance requirement of the pandemic.

Minutes

The minutes from the June 2020 meeting were reviewed. Mary A. moved to accept the minutes with minor corrections. The motion was seconded by Mary B. and passed unanimously.

Treasurer Report

Scott J. submitted the monthly financial report ahead of the meeting. As of June 30, 2020 we had \$27,019.68 in total funds, broken down as follows:

\$11,954.29 in the checking account

\$9,497.43 in the Money Market Account

\$5,567.96 in the Business CD

We had total receipts for the month of \$30 in new memberships. No checks were issued in the past month.

Scott talked to Holly Parks, CPA, about doing the Financial Review. He is trying to work out details with her.

Special note: Holly Parks backed out of doing our financial review. Molen and Associates, a tax service, has offered to do the work for \$300. The Fund manager believes that it would be OK to have an accounting firm, rather than a CPA, do our financial review. Via email, Scott motioned that we hire Molen and Associates to do our financial review. Linda M. seconded the motion. Due to the urgent need to get this review done soon, the board voted via email and the motion passed.

Mail Call

Nothing to report this month.

**Committee Projects and Reports**

Civic News Newsletter

Deadline to submit content for publication in the August issue was July 10. The deadline to submit content to Heidi for the e-newsletter is July 27.

4<sup>th</sup> of July Parade

Although the parade was canceled due to the pandemic, Barbara collected photos of decorated houses to publish in the August newsletter.

National Night Out

The date is October 9, from 6 pm to 9 pm at the LRC.

### Reimbursements

Will be held to next month.

### Annual Billing

The board discussed the letter from the Fund that outlines an agreement to have them include our annual \$10 membership fee (optional to residents) with the HOA annual billing. The agreement includes a fee of \$1800 that LFCA must pay to the Fund to cover the cost of mailing the invoices to homeowners plus additional administrative expenses.

After discussion, it was decided to add stipulations to the letter. Linda M. made a motion to amend the letter to include that the Fund will provide LFCA with a list of members who pay our fee, and that LFCA can have use of the Fund office for our monthly meetings. Mary A. seconded the motion and it passed with a majority vote. Jodi C. will amend the letter and return it to the president of the HOA.

### **End of Business**

Jodi moved to adjourn the meeting and the motion was seconded by Lori E. The meeting was adjourned at 8:15 pm. The next scheduled meeting is August 10.