

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

The monthly meeting of the LFCA was called to order at 7:08 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 January 2023 meeting were reviewed. Minor changes were needed. The minutes were updated and circulated to board members via email and approved. Scott J. made a motion to accept the minutes as amended. Jamie M. seconded the motion and it passed unanimously.

Treasurer Report

Scott J. provided the monthly financial reports for January. As of January 31, 2023, we had \$23,457.77 in total funds. There is \$8,380.04 in the checking account. The money market account has a balance of \$9,502.46 and the 12-month CD has a value of \$5,572.27. We did not receive any memberships dues from the Fund this month. Jodi will contact Graham Management to see what the holdup is. At this point we are operating a deficit of \$8326.65, but this will change as we start gaining income due to us from Graham Management.

Jodi C. made a motion to remove Barbara Ward from the checking account and add Linda Musthaler in her place. Lori E. seconded the motion and it passed.

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](http://www.Lakewoodforestfund.com). It's unclear if this website will be retained now that Graham Management is in place.

**Projects and Events**

Curb Number Painting

Lori E. has a bid for the second phase of the project. Costs have gone up a bit and there are more houses than expected in this lot, so the bid of nearly \$10,000 is slightly higher than we had budgeted. The contract sent to Lori is good for 90 days. 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.

Eggstravaganza

Linda M. booked 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.

**Other Business**

Reimbursements

Linda M. - \$6.50 for military care packages and \$339.68 for Eggstravaganza.

Jamie M. - \$33.28 for Eggstravaganza

Scott J. made a motion to approve the reimbursements and Lori E. seconded the motion. It passed unanimously.

Town Hall Meeting

LFCA is hosting a LWF town hall meeting at Rudy's Cantina on Feb. 13 to give LWF homeowners an opportunity to meet the write-in candidates for the Fund's Board of Trustees.

End of Meeting

At 8:27 pm, Lori E. moved to adjourn the meeting. Scott J. seconded the motion and it passed. The next meeting is scheduled for Tuesday, March 7, 2023 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 January 31 2023**

***Summary***

Previous balances	<u>\$ 24,003.89</u>
Net change	<u>(546.12)</u>
Current balances	23,457.77
Outstanding checks	<u>-</u>
Current balances per bank statements	<u>\$ 23,457.77</u>

***Checking Account xx44***

Previous balance	<u>\$ 8,929.40</u>
Membership Fees Transfers from Lakewood Forest Fund	\$ 0
1501 Linda Musthaler 2022 Military Care	(149.36)
Lakewood Forest Fund Contribution to Breakfast with Santa Event	(400.00)
	<hr/>
Balance Per Bank	<u>\$ 8,380.04</u>

Outstanding Checks

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**Current balance per bank statement**

\$ 8,380.04

***Money Market Account xx26***

Previous balance	\$ 9,502.36
Interest income (rate 0.01%)	<u>3.10</u>
Current balance	<u>\$ 9,505.46</u>

***12 Month C.D's***

*12 Month CD xx72 (Maturity Date 3/27/2023)	\$ 5,572.13
Interest Income	\$ 0.14
Current balance	<hr/> <u>\$ 5,572.27</u>

**Budget to Actuals as of January 31, 2023**

**Lakewood Forest Civic Association, Inc.**

**2022-2023 Budget to Actuals**

	<b>FY 2023</b>	<b>2023 Fiscal Year</b>
	<b>Budget</b>	<b>to Date</b>
		<b>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	500	149.36
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>