Lake Forest Estates Homeowners' Association

BOD Formal Meeting minutes

LAKE FOREST ESTATES HOA Board of Directors Meeting Minutes Thursday, April 16, 2026 | 6:30 PM – 7:15 PM Location: Microsoft Teams

Attendance: Emil Scioli, Stuart Morris, Tracy Barnes, Joe Pan, Gary Schroder, Sandra Munsey, Kim Hancock, Dick Lopes, Joel Freeman, and Cathy Takata.

I. Resident Comment Period

Resident Kory emailed the HOA and requested that the landscaping crew refrain from parking on the private driveway. Tracy Barnes noted that the front entrance landscaping looked well-maintained.

II. Officer & Committee Reports

ACC Report: The following applications were reviewed since the last meeting:
Lot 7 house painting (conditionally approved)
Lot 45 tree removal (approved)
Lot 96 tree removal (approved).

Contract Administrator: Tim's Landscaping did not perform the requested park cleanup prior to the Easter community event. Following a follow-up by the board, a special crew completed the cleanup the prior Friday. It was noted that the regular landscaping crew lacked park access keys; these will be provided going forward. Stuart Morris will work with Tim's Landscaping to address and improve service quality. A safety inspection of the park was also conducted.

Treasurer's Report: 103 of 115 homeowners have paid dues to date. March 2026 expenses came in approximately $2,000 under budget, and year-to-date expenses are approximately $900 under budget.

SR169 Committee: The city contractor has outstanding punch list items to complete before the community can begin its remediation work. To expedite the process, the SR169 community identified contractor John Thompson, who has an established working relationship with both the community and the city. The city has agreed to reimburse John Thompson directly for the remediation of the community entrance. Total project cost is approximately $30,000, with the city funding 90% upfront and the remaining 10% upon completion and inspection. The estimated project duration is approximately five days. The city will also expedite the required permitting.

Lake Forest Estates Homeowners' Association

III. Consent Agenda & Action Items

- **Minutes Approval:** Minutes from the February and March 2026 meetings were approved by the board members present.
- **Secretary of State Annual Renewal:** Confirmed as completed.
- **Annual Member Survey:** The board noted that a reminder will be sent to members to complete the survey.
- **Cash Management:** The board discussed scheduling an executive session at the May 2026 meeting to transfer excess funds from checking to savings in order to earn additional interest income.
- **Dock Repair:** Gary Schroder presented a repair quote for the dock. Approximately six boards require replacement. Work is tentatively scheduled for May, prior to Memorial Day weekend. The quote was approved by the Board.

IV. Discussion & New Business

- **Newsletter:** Article drafts are due shortly. Topics and contributors were confirmed.
- **Little Free Library:** Cathy Takata presented a request to install a little free library. The board requested that the homeowner submit a site drawing or physically stage the proposed location on their property before a decision is made. The item will be brought to a vote at the May meeting.
- **Front Entrance Repair:** The board approved the front entrance repair.

The meeting was adjourned at 7:15 PM.

Next Meeting:

Thursday, May 21, 2026 **Location:** Neighborhood Picnic Shelter **Time:** 6:30 PM – 7:15 PM