

# Lake Forest Estates Homeowners' Association

## BOD Formal Meeting minutes

**HOA meeting date & time:** Thursday, March 12, 2026, 6:32 – 7:17 pm

**Location:** Microsoft Teams

**Attendance:** Emil Scioli, Stuart Morris, Tracy Barnes, Joe Pan, Sandra Munsey, Jacob Morgan

Dock Repair Plan review and execution

- 4 boards that needs to be repaired. Dick Lopes will replace the boards.
- 4 dock build out contractor bids, 6-8 weeks construction, permitting, estimate built out by October 2026.

ACC report

- Lot 57 roof reshingling, verbally approved.

Contract Administrator's Report

- Current landscaper has been unresponsive regarding service concerns. Plan to continue to follow up to address concerns ahead of the Easter Egg Hunt.

Secretary

- To send follow up email to remaining 15 lots not yet paid 2026 HOA dues.

Treasurer

- Financial Report - 100 lots paid in their dues.
- Secretary of state filing completed

New Business

- April 4<sup>th</sup> Easter Egg Hunt - letter to community sent out
- Restroom Startup Planned
- Attorney Training May 2026 to coordinate a date with Board Members and Lawyer
- Letter to Residence that share a Fence w/ 169
- Vice President - Annual Membership Survey Planning.
- Secretary - Send out reminder for dues due at end of February and interest will be assessed if not received by March 31, 2026.
- Secretary - Follow up with lot 85 for new park key issuance.
- Secretary - Shared neighbor with community fence letter reminder.
- Webmaster - Contact submission form to be added to the portal.
- Webmaster - New contact request form to be added to the website and new process to keep track of new residents.
- Webmaster - Park key request form to be added to the website
- Finance Committee - 2025 HOA financial audit planning
- Nomination of SR 169 committee memeber to Finance committee to help with SR 169 related project financing.
  - Sandra Munsey was voted in by the Board members present at this meeting to represent the SR 169 committee for finances related to the SR 169 project.

For Next Meeting

- Proposal to share with the community landscaping plan along SR169

Action Items and Assignment

#	Treasurer	LFEHOA Taxes
1	Event Coordinator	Easter Egg Hunt - Teri Hamer - April 4th, 2026
2	Contracts Admin	CRWSD - Water Turn On before the Easter Egg Hunt Event
3	Contracts Admin	1st safety inspection of common areas
4	Contracts Admin/ACC	De-winterize Park Date
5	Treasurer	Update Insurance Policy
6	Treasurer	CD rollover options
7	Vice President	Plan for May News Articles
8	Secretary	Secretary to Send Annual Member Survey
9	Secretary	Send Meeting Minutes for Review

Next HOA meeting Date and Location:

- Thursday, April 16th, 2026, On Microsoft Teams 6:30 - 7:15 pm