Lake Forest Estates
Homeowner’s Association
Formal Board Meeting

Meeting called by: Wayne Anderson, President
Type of meeting: Formal Board Meeting

Attendees: Wayne Anderson/President, Giles Nelson/Vice President
Rosanne Giurado/Secretary, Sandra Munsey/Treasurer,
Bernie Glaze/ACC, Dick Lopes/AAC
Not Present: Troy Lotus/Contract Administrator, Gary Schroder/ACC

Notes:
Called to order 7:07pm
Adjourned: 9:00pm

**Formal Board Meeting Minutes**

1. Current status:
   a. Easter Egg Hunt canceled
   b. Children’s Play Area closed (signs on gates)
      i. Yellow caution tape to be added
   c. Park open for non-group activities
   d. Community Pride Day postponed
      i. Small work will be completed as needed
   e. Community Garage Sale is cancelled for 2020
   f. July 4th on hold for now
   g. Food Bank drive, April 17, 2020/coordinator Dick Lopes

2. Secretary items
   a. Approval of meeting minutes
   b. Spring Newsletter Due April 15, 2020
      i. WA – president message
      ii. GN -Emergency virus prep
      iii. SM -Financial/Treasurers Position

3. Treasurer’s Report – Sandra
   a. Financials are on target
   b. Dues billing
      i. 104 homeowners paid.
      ii. 11 homeowners still pending
      iii. Dues reminder to be mailed in May
   c. Audit plans
      i. LFE 2019 Audit is on hold due to COVID-19. Treasurer will coordinate a new date with committee members after tax season (July 15th).
   d. Future Treasurer Position Discussion
      i. Splitting board position into two functions
         1. Board Member: Requires no QuickBooks experience.
         2. Non-Board Member: Compensated bookkeeper with QuickBooks experience. Assistant to Treasurer.
ii. Treasurer will write up a job description proposal and present to the board.

   a. Common areas cleanup plans
   b. Community Pride Day projects -Cancelled
   c. Gravel for wood steps (children play area)
   d. Clear gravel from lower steps
   e. Repair or remove plastic batter boards for trails by sports court
   f. Plants for new picnic shelter walls
   g. Cleanup and chipping from tree cutting
   h. Install new park benches and barbeque
   i. Pressure washing: wait until after pollen drop
      i. Sports court
      ii. Shelter roof & put down moss control
      iii. Entry sign
      iv. Picnic benches
      v. Wooden park steps
   j. Cut down dead park trees
   k. Continue layout of NGPE line
   l. Clear out brush and wind falls west of lower park trail
   m. Contractor springtime projects
      i. Retaining wall east side of picnic shelter with sprinklers (Jon Thompson/ Msite Contracting) – complete

5. ACC report
   a. Update
      i. Lot 18 tree removal/Cottonwoods approved

6. New and continuing business items
   a. Reserve Study update: Approved and will be posted
   b. Storeroom records cleanup - Tabled
   c. Joint HOA meeting/Springhaven and Highlands -Tabled

7. Amendment to the Meeting Minutes
   a. Treasurer, Sandra Munsey, submitted a proposal to the board splitting the Treasurer’s duties and responsibilities into two separate functions.
   b. The board voted on 4/14/2020, via email, 4 to 1 in favor of this proposal.
   c. By-Laws will be updated to reflect this recent change.

Next meeting schedule: May 14th, 2020, 7 pm, virtual meeting via Zoom.com