Lake Forest Estates  
Homeowner’s Association  
FINAL Formal Board Meeting minutes  

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

Attendees: Wayne Anderson/President, Giles Nelson/Vice President  
Sandra Munsey/Treasurer, Troy Lotus/Contract Administrator  
Gary Schroder/ACC, Dick Lopes/ACC,  

Notes:  
Called to order 7:00pm  
Adjourned: 8:40pm  

**Formal Board Meeting Minutes**  

**Current status:**  

1. Due to the current status of the covid-19, the upcoming event has been cancelled:  
   a. July 4th celebration (7/4)  

2. Secretary items  
   a. Board approved May meeting minutes. Giles has them on our website already.  
   b. July Newsletter was discussed. Draft articles due by next boarding meeting (7/9)  
   c. Giles Nelson volunteered to take June meeting minutes.  

3. Treasurer’s Report – Sandra  
   a. Financials are on target  
   b. 2020 LFEHOA Dues Status  
      i. Certified letters were mailed to 8 pending homeowners on May 31st.  
      ii. 109 homeowners paid.  
      iii. 6 homeowners still pending  
   c. Audit plans (No change)  
      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. Bylaws modifications were reviewed and unanimously approved by Board members.  
      ii. Giles will post updated bylaws on our webpage once all board members have officially signed off.  

   i. Replacement of Landscape Contractor: Troy reported that Guardian Landscaping Services is our new grounds service company.  
      1. Review proposals  
         a. Do they have capabilities to handle our needs?  
         b. References and insurance  
         c. Select new contractor
ii. Common areas cleanup plans
   1. Gravel for steps
      a. Done by Gary Schroder and Dick Lopes
   2. Pressure washing
      a. Sports court, Shelter Roof and Picnic Benches
         i. Done by John Chavoustie, Troy Loftus and Wayne Anderson
      b. Install zinc strip on Shelter ridgeline
      c. Picnic benches
      d. Wooden park steps
      e. Install basketball hoop nets
   3. Other work group
      a. Identify and cut down dead park trees
      b. Continue layout of NGPE line
      c. Plants for shelter wall

5. ACC report – Bernie, Gary
   a. Update: Lot 100 has started their fence rebuild project.
   b. Any outstanding issues / approvals. Allen and Jody Carter have put in for a repaint project and Lloyd Baker doing a repaint project also.
   c. Gary and Dick to talk to the city about getting curbing on the lower cul-de-sac.

6. New and continuing business items
   a. Dick Lopes spoke with Jodie Carter about the Neighborhood watch position. Results TBD.
   b. Home sales: Toni & Ed Woolcock have sold.
   c. Storeroom records cleanup: pending.
   d. Joint HOA meeting: Pending.
      i. Springhaven and Highlands

Next meeting schedule: July 9, 2020, 7 pm, virtual meeting via Zoom.com