

LAKEWOOD FOREST CIVIC ASSOCIATION
1/7/25
MEETING MINUTES

Present:

Lori Estepp – President

Jamie MacKeen – Vice President

Scott Johnson – Treasurer

Terri Cole – Recording Secretary

Melody Rojas – Director

Hector Rojas – Director

Jodi Cole – Guest

Meeting was called to order at 7:02.

The minutes of the meeting from the meeting of November 6, 2025 were approved electronically on December 1, 2024. A motion was made by Melody Rojas to approve the addendum to the November minute meetings. The motion was seconded by Scott. The addendum was approved unanimously.

The Treasurer's Report was presented via email to the board prior to the meeting. Scott discussed that the report included November and December checks. The ending balance in the checking account was \$13,879. See report for details of expenditures and deposits. Money Market and CD account balances were reported. These figures are also in the Treasurer's report.

There was no mail to report.

Administrative Reports:

1. We have received income from the fund. We are currently \$2,857 below the projected membership fees but this amount may be made up as membership dues are received. We may owe some money back to the fund due to homeowners who incorrectly paid the HOA funds to the Civic Association.
2. PO Box rental is due in April. It may increase a nominal amount. Jodi relinquished her mailbox key to Lori.

3. SOS report is due in May. The fee to file is \$5.00. Scott will take care of this responsibility.
4. We did not pay membership dues to the LRC in 2024. Payment in May of 2025 is uncertain. We do own shares.
5. Directors' Liability Insurance was paid.
6. Treasurer's Indemnity Insurance was paid.
7. Rent on the storage unit was paid.
8. Lori and Scott were added to the bank account as signatories.
9. Civic Association dues were \$15 for 2025.

The payments to the LRC for Breakfast with Santa were discussed. Rent for the building and the sign were both paid to LRC.

Website was discussed. The HOA won't allow anyone to have the website password to update the website unless they are on the board. Jodi stated that she had updated information and would be willing to continue to do so. Jodi also reported that we could take over the domain LakewoodForestCivicAssociation.com, which she owns. She would place a link to our website on the LFF website. We will take over the website and Melody will keep the website updated.

The Facebook page was also discussed. Jodi will provide the password to Hector so that he can be the administrator of the page.

Jodi also told us that she would update the Lakewood Forest website with event information if there is something we would like for her to add.

Newsletter: Jodi asked if we had anything for an electronic newsletter. There was nothing that any of us were aware of for inclusion in the newsletter.

Jodi informed us that we can send email blasts through the Fund Manager. It was discussed that we would continue to send emails or information to all of the board members so that we are all aware of the information that is going out to the residents. Utilization of a Google Doc was discussed.

The contract between Civic Association and the HOA was discussed. The presidents of both organizations will sign the contract.

By Laws were discussed. Terri proposed that we review and hold a separate meeting to review the bylaws if a discussion was needed instead of trying to review the bylaws at a regular board meeting. The suggestion was well received. Jodi will share the updated bylaws with all of us and we will decide the course of action from there.

Committee/Project Reports:

1. Curb Numbers – Completed for this round of painting. Discussion took place regarding moving this project to the HOA. It had been proposed that HOA manage curb painting and Civic Association manage Breakfast with Santa. There is a large discrepancy in these projects with curb painting totally \$30,000 over 3 years and Breakfast with Santa costing approximately \$10,000 for the same period. This change does not seem to be a possibility during this budget year.
2. Lakewood Forest Garage Sale – Held in November. No date for Spring 2025 has been set.
3. School Donations (tabled) Ideas were discussed. Jamie suggested Box tops for Education as this is a program the whole neighborhood can participate in. Gift card donations for teacher appreciation were discussed as was donation of a specific item instead of money.
4. National Night Out (tabled)
5. Breakfast with Santa - The event was discussed. The only concern that came up was that Santa arrived late at the event. Jamie also provided notes to Lori.
6. Christmas Party - We met for a meal at Juanita's. All were in attendance.
7. Egg Hunt - Easter is on April 20th - Park is reserved for April 12th. Jamie will begin to work on the event even though she is not sure that she can be the lead for the event.
8. 4th of July Parade - tabled
9. Clothing Swap - tabled
10. Military Book Drive - tabled

New Business:

Budget discussion took place. Budget was drafted.

Jamie made a motion that the tentative budget be accepted as drafted with the figures discussed. Terri seconded the motion. All were in favor of this motion except Scott, who disagreed. The motion carried.

Our next meeting is scheduled for Tuesday, 2-4-25, at 7:00.

Scott made a motion to adjourn the meeting. Melody seconded. All were in favor.
The meeting was adjourned at 9:03