

Lakeland Hills Homeowners Association – Divisions 1, 2 & 4A
Board of Directors Meeting

March 24, 2026
6:00pm
Virtual Meeting

Agenda:

I. Call to Order & Notice of Quorum

II. Board of Directors

- a. Review 2/24/26 minutes (see pages 2-3).
- b. President's Report
- c. Treasurer's Report

III. Committee Reports

- a. Architectural Committee Report
- b. Welcome Committee Report?

IV. Old Business

- a. **Sale on Kennedy** – what house was it? Plan future welcome committee packet and gift card delivery?
- b. **Spring Walk About** – select date for walk about and divide sections. Target 5/26 for review and process mailing project.
- c. **Website updates** – did we post annual minutes for the past few years? Can we add the Teams link? Updates made to contacts and events page?
- d. **ACC guidelines updates** – continue updates to ACC Guidelines, updated solar language is approved but continue to review EVV language before posting updated document. Should additional changes be made?

V. New Business

- a. **ACC guidelines updates** – review exterior lights language in ACC, should that be updated or added? Considering it's becoming more popular to install permanent exterior lights.

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February 24, 2026
6:00pm
Virtual Meeting

A meeting of the Board of Directors of Lakeland Hills Homeowners Association was called to order by Mr. Ben Woodhouse, Chair, at 6:07pm on Tuesday, February 24, 2026 and which a quorum was present.

Attendance:

Benjamin Woodhouse, President
Andrew Rawls, Vice President & Treasurer
Jim Hawley, ACC Chair
Megan Shafer, Secretary
Don Martin, Board Member – term 2025
Eric Shafer, Board Member – term 2027

Board of Director Reports

1. **Minutes:** the minutes of the Board of Directors meeting for the Tuesday, January 27, 2026 meeting was approved, seconded, and unanimously approved by the board.
2. **Presidents Report:** The HOA email box continues to receive emails with inquiries for other local HOA demand letters and general inquiries. The President and Secretary have responded using the new boiler plate email templates. Topics include: parking violations and are referred to City code. Ben requested to receive the emails directly from the email box.
3. **Financial:** received payments for past due annual dues and there was a correction needed to a payment. Andrew will check the PO Box. Need to see if there are more payments in QuickBooks. There were some partial payments. Challenge with Zelle payments coming through email and not including information needed.

Committee Reports

1. Architectural Committee Report – skipped.
2. Welcome Committee – no activity. Was there a recent sale on Kennedy Ave SE?

Additional Business

1. **Old:**
 - a. ACC solar – look at EVV. Get it down to a paragraph around exterior antennae and additions sections.
 - b. Website - post monthly and annual minutes? Annual required. Post past 6 months to the monthly notes. Update the events calendar page, meeting frequency and walk about general timing – Eric update.
 - c. Spring Walk About – select date at next meeting.
 - d. Payment work flow – Ben updated a workflow to cross reference with QuickBooks data.

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2. New:

- a. Late payments – discuss ‘on time’ or ‘early’ raffle for annual due payments. Consider a \$100 gift card? Look at other ideas to cut down on follow up and resources that cost the HOA time and money, to notify HOA members who have not paid \$50 per year.
- b. Come with ideas and photos to next meeting, with homes that do not meet ACC Standards. Are there homes with Christmas lights still up?
- c. Exterior lighting – a few HOA members are installing permanent exterior lights. The HOA Board should review standards and update if needed.
- d. HOA annual tasks – Megan to share with Ben.

With no further formal business, the Homeowners meeting was adjourned at 7:07pm.