

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

May 7, 2026  
6:30pm  
Teams Link

Agenda:

- I. Call to Order & Notice of Quorum**
  
- II. Board of Directors**
  - a. Review 3/24/26 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**
  
- V. New Business**

March 24, 2026

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

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 6:25pm on Tuesday, March 24, 2026 and which a quorum was present.

**Attendance:**

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

**Board of Director Reports**

1. **Minutes:** the minutes of the Board of Directors meeting for the Tuesday, February 24, 2026 meeting was approved, seconded, and unanimously approved by the board.
2. **Presidents Report:** President to continue to field random emails. Ben will forward ACC related to our neighborhood to Jim.
3. **Financial:** we are not using a lot of the capabilities of QuickBooks, not using reporting capabilities.

**Committee Reports**

1. Architectural Committee Report – no forms received.
2. Welcome Committee – no sale on Kennedy.

**Additional Business.**

1. **Old:**
  - a. **Spring walk about** – April 28th meeting at PV, will plan the mailing project for notification of June date. Plan walk about ‘early June,’ mail stuffing date after that. Need copy of letter, Jim’s PP example. Find letter, print copies needed. Need mailing supply purchase (stamps, envelopes, labels, etc.).
  - b. **Newsletter** - Jim will send old newsletter example with group. See if we want to invest in the software.
  - c. **Recruiting** – help with a couple more things. Could we solicit older teenagers for the neighborhood to help?
2. **New:**
  - a. **PO box access** – can we make a second key and use the buddy system? Get email addresses of residents, already have a lot.

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- b. **Website** – can we look at doing forms, with lot #/address vs receiving paper copies via email? Need to improve communications with HOA members.
- c. **Newsletter** – do we want to look into bulletin board notices on website. QR code for postcards in residents? Look at existing website and possibilities for replacement that might have a lot more capabilities. Maybe get business cards made or fridge magnets for contact info?
- d. **Resident question** - renter on the Burm reached out regarding potholes on their easements. It is the homeowner's responsibility.
- e. **Bank access** - discuss bank visit in future meeting, need to schedule with Chase and add a second credit card for purchases?
- f. **Annual tasks** - reference activities sheet and supply list – example, month of April, prepping for walkabouts and supplies to purchase for mailing project. Megan sent draft from 2024 to Ben.
- g. **EVV language** - need to take the EVV from a page to one paragraph, we need to draft it. Jim to review what approvals we need to change CCnRs with EVV.
- h. **Street sweeper schedule** – can we find a way to bring this to the attention of residents? Raise the bar for front of homes, sidewalks, motivate participation to help. Look for volunteers, looking to help? Are there resources we can connect residents to? Boy Scouts of America?
- i. **Future collaboration of HOAs** - additional tracking with HOA list Ben shared. Packet delivered? Didn't track when they sold.

With no further formal business, the Homeowners meeting was adjourned at 7:50pm.