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ALWAYS
FREE

Lakewood Gardens

Civic Association

Vol. 76, Issue No. 12 | December 2022 | www.lgca.info



Clubhouse Events

Project Shepherd & LGCA Christmas Party

Saturday, December 17th @ 5pm

At 5pm, come on down and join us at the clubhouse for hot chocolate and snacks with your neighbors! Feel free to bring a snack to share, a seasonal baked good or appetizer.

At 5:45pm, Santa and his helpers "fly" his sleigh collecting donations for Project Shepherd!

We ask ALL Lakewood Gardens residents to participate by leaving a donation in a clearly-marked bag on your front porch for Santa to collect. Give any not-expired canned goods or non-perishables food.

Return to the clubhouse for snacks, singing and fun!

Thank you for your generosity in helping families in Lakewood.

Clubhouse Events

2023 LGCA Board Elections

Our LGCA Annual Meeting and Board Elections is coming on **January 8, 2023 at 2 P.M.**

If you would like to be a part of the excitement happening at the Clubhouse, please consider becoming a Board Member. It doesn't take much of your time and serving our unique neighborhood is very gratifying. The following positions will be voted on and assigned:

EXECUTIVE BOARD POSITION & DUTIES

President: Presides at all meetings, has general supervision, direction, and control of the business & officers of the corporation. Creates committees to work on special projects as needed. Authorized signer on the bank account.

Vice President: Shall perform the duties of the president in the absence or disability of the president. In charge of the Nominating Committee every December for the Annual Elections in January. Works with Ways & Means to run the Fireworks Booth.

Secretary: Keeps and archives the meeting minutes, making corrections or amendments as required. Keeps track of motions that have passed at each board meeting. Writes authorization letter to the bank to add/change signers on the bank account. Authorized signer on the bank account.

Treasurer: Keeps and maintains accurate accounts of the business transactions of the corporation, makes bank deposits, and disburses funds of the corporation. Creates the annual budget, ensures that all taxes and insurance payments are made on a timely basis. Responsible for instituting the internal controls for the organization. Authorized signer on the bank account & authorized to be issued a bank debit card. Responsible for filing the Statement of Information with the California Secretary of State in a timely manner.

BOARD MEMBER POSITIONS & DUTIES

Clubhouse Rentals: Responsible for renting the clubhouse, collecting rental payment & security deposits, and inspecting the clubhouse after the rental (to return security deposit.) Coordinates with Membership Records to ensure that members who rent are current. Creates monthly rental income reports to report to the board at monthly meetings. Responsible for putting up marquee sign changes when it is rented. Responsible for letting the Treasurer know if the entire Rental Security Deposit can be returned to the renter, or if deductions need to be made for infractions. Communicates calendar to the Website Chair.

Ways & Means: In charge of fundraising to meet the association's annual budgetary needs, such as dinners, raffles, 50/50 drawings, and silent auctions that may take place at special events throughout the year. Oversees the Fireworks Booth. Monthly board report includes P&L report of each event. Looks for future fundraising ideas. Coordinates with Events Chair and others.

Clubhouse Events

BOARD MEMBER POSITIONS & DUTIES CONT.

Membership Records: Keeps track of membership dues paid and invoices members when their dues are due. Issues access cards, Membership Packets, and lawn signs to new members. Uses the LGCA website to approve online membership payments received. Coordinates with Clubhouse Rentals Chairperson. Coordinates with the Treasurer to ascertain whether or not an online payment was received from a member. Has admin access to the LGCA website.

Membership Promotion: Introduces prospective new members to the LGCA and answers any questions about the association. Creates welcome letter to new residents, and welcomes them to the neighborhood. Coordinates with Membership Records to follow up on whether or not a resident submitted an application and paid their dues. May update the membership application as needed. Has admin access to the LGCA Website.

Bulletin Editor: Writes & prepares the Bulletin for distribution to the residents of Lakewood Gardens, keeps members and prospective members up to date on meetings and events. Coordinates with Bulletin printer and distributor.

Webmaster/Social Media: Oversees the updating of the website and maintains the calendar of events, including LGCA events and clubhouse rentals, rule changes, and board contact info. Coordinates with all Board Members to post any special event dates and/or information. Posts updates, events, and other local information to Facebook and other social media platforms.

Entertainment: Plans and runs events at the clubhouse throughout the year (fundraising dinners*, Easter Egg Hunt, Ice Cream social, Halloween costume parade/party, Christmas/Project Shepard event, etc.) Also in charge of Member events such as Movie Night, game nights, etc. Has admin access to the LGCA Website.

*The Ways & Means Chairperson will be in charge of promoting the event & ticket sales, while the Entertainment Chairperson executes the event.

Clubhouse Maintenance: Responsible for keeping the clubhouse facilities clean. Restocks the facilities (bathrooms, paper towels, garbage can liners, cleaning solutions) for the renters. Cleans the clubhouse before rentals, and serves as the Cleaning Crew when a renter pays for this service. May also coordinate with the Clubhouse Rental Chairperson to do the after-rental walk-thru with the renter for the return of the security deposit and collection of clubhouse key. Responsible for placing order/receiving supplies (toilet paper, paper towels, etc.) for the clubhouse as needed. Coordinate with Pest Control company and other service/maintenance/repair technicians as needed.

Clubhouse Repairs: Responsible to keep the clubhouse facility in working order. Includes minor painting and repair (example: replacing broken fixtures/chairs/tables, plumbing, etc.) as needed. Works with Clubhouse Maintenance chairperson as needed.

Clubhouse Events

BOARD MEMBER POSITIONS & DUTIES CONT.

Pool Chairperson: Oversees the hiring of summer lifeguards & their work schedule (if lifeguards will be hired this year.) Coordinates with lifeguards to ensure that all pool rules are followed. Liaison with professional pool maintenance company. Maintains the appearance, cleanliness and safety of the pool deck area, including the placement of patio furniture & umbrellas, trash cans, chairs, plants, etc. This includes sweeping the pool deck, empty garbage cans & replace liners, watering plants (if any), rolling down umbrellas, and check the pool deck during windy and/or rainy weather to ensure that nothing has fallen into the pool.

I.T./Security Chairperson: Oversees the computer system & peripherals, security & video surveillance system, and overall security of the clubhouse facility. Has admin access to the system for access control cards. Responsible for replacing locks and getting keys made as needed. Keeps a log of who has keys to the facility. Responsible for changing passwords, keys, combos, and collecting keys etc. at the beginning of a new election year.

Clubhouse News

Fall is in the Air - Cozy Up with a New Pair ... of SOCKS!



Our Sock-A-Thon is still on.

We are raising money for much needed bathroom renovations at the LGCA clubhouse.

The proposed new restrooms will be cleaner, more efficient and ADA compliant.

The socks come in many cute and fun motifs and are a great bargain at just \$11.99 for two pairs. Orders over \$50 get free shipping.

Purchase at www.sockathon.com/pages/lgca

Clubhouse Rentals

Are you throwing a party and need a large space to host your family and friends? Consider renting the LGCA. Information about how to rent is available at www.lgca.info/Clubhouse-Rental

Didn't find the answer you are looking for? Email: rentals4lgca@gmail.com

Interested in Advertising in the LGCA Bulletin?

You can purchase full-page ads for \$45, ½ page ads for \$30, ¼ page ads for \$20 and 1/8 page ads for \$10. Prices are per month, and ads will be printed in color.

Email BulletinLGCA@gmail.com for more information or to place an ad. You will reach all 441 homes in the Lakewood Gardens!
