

**Lakewood Forest Civic Association**  
**Meeting Minutes – November 3, 2022, corrected Feb 6, 2023**

The monthly meeting of the LFCA was called to order at 6:58 pm by president Jodi Cole. Other board members present were Mary Blacklock, Lori Estepp, Scott Johnson, Jamie MacKeen, and Linda Musthaler. Guest in attendance was Ebony Eberhardt.

Minutes

The minutes from the October 2022 meeting were reviewed. Scott J. made a motion to accept the minutes as presented. Lori E. seconded the motion and it passed.

Treasurer Report

**Note: The financial information was corrected on February 6, 2023.**

Scott J. provided the monthly financial report. As of October 31, 2022, we had \$29,445.52 in total funds. There is \$13,874.08 in the checking account. The money market account has a balance of \$9,499.59 and the 12-month CD has a value of \$5,571.85. We received \$50.00 from the Fund for annual memberships. We wrote five checks during the month of October totaling \$1,586.24. At this point we are operating a deficit of \$2,836, but this will change as we start gaining income at the first of the year.

Mollen and Associates reviewed our finances. Linda M. made a motion to pay the \$300 fee for the review. Scott J. seconded the motion and it passed.

See Appendix A for Treasurer Report and 2022-2023 Budget-to-Actual Report.

**Administrative Reports**

Mail Call

We received a thank you note from Caroline Martin for her scholarship to Blinn College.

Insurance

The renewal for our Directors & Officers liability insurance is due. It is \$755 for one year. Scott J. Made a motion to approve this payment. Linda M. seconded the motion and it passed.

We are in the final year of a 3-year plan for Treasury Indemnity insurance. Scott J. made a motion to pay the \$358 payment and Jamie M. seconded the motion. It passed.

Storage Unit

Payment of \$1344 is due for one-year rental of the storage unit. Scott J. made a motion to approve this payment. Lori E. seconded the motion and it passed.

Webpage

Everything is up to date.

e-Newsletter

Our content is due to Shannon in the Fund office by the 26<sup>th</sup> of each month. Project leaders should submit articles about their events and activities.

**Projects and Events**

School Donations

Lori E. was informed that Lakewood Elementary intends to use its donation to purchase library books. Linda M. made a motion that we send this school a donation of \$500. Scott J. seconded the motion and it passed.

#### Fall Garage Sale

The garage sale is scheduled for the weekend of November 11-13. Mary B. will send a note to Shannon in the Fund office to remind the gardeners not to remove our signage in the common areas. We are waiting on an invoice for the purchase of additional signs and banners.

#### Curb Number Painting

Lori E. will begin working with the vendor on the second set of houses in February. We expect the painting to be done in early spring.

#### Military Packages

At this time there are two people designated to receive packages. Linda M. will send the packages in November around Thanksgiving.

#### National Night Out

The event was held October 8. Attendance was down from last year. We surmise it is because we no longer have the printed newsletter to inform residents of the event. Overall, it was a very successful event with at least 200 attendees.

### **Other Business**

#### Reimbursements

Lori Estep: \$106.83 for refreshments for National Night Out

Mary B. made a motion to approve the expense, Linda M.. seconded the motion and it passed.

#### Changes to Bylaws

Jodi provided a letter to the Fund to include in the HOA billing package stating that the LFCA intends to update our by-laws in 2023. The Fund approved the inclusion of this notice in the annual billing statement package. In this manner, all members of the LFCA have been given the required notice about the update. We will vote on the changes at the 2023 Annual meeting in October.

#### HOA Breakfast with Santa

The event is December 3 at the LRC. LFCA members are encouraged to volunteer to help. LFCA will provide \$400 in funding for this event.

#### End of Meeting

At 7:51 pm, Scott J. moved to adjourn the meeting. Linda M. seconded the motion and it passed. The next meeting is scheduled for Tuesday, January 3, 2023 at 7 PM at the Lakewood Forest Fund office.

**Appendix A – Documents from Treasurer’s Report**

**Lakewood Forest Civic Association, Inc.  
Financial Report  
as of October 31, 2022**

***Summary***

Previous balance of all accounts	<u><b>\$30,980.82</b></u>
Net change	<u>(1,535.30)</u>
Current balances	<b>29,445.52</b>
Outstanding checks	<u>-</u>
Current balances per bank statements	<u><b>\$29,445.52</b></u>

***Checking Account xx44***

Previous balance	<u><b>\$15,910.32</b></u>
Membership Fees Transfers from Lakewood Forest Fund	<b>\$ 50.00</b>
1489 Moore Elementary School	<b>(500.00)</b>
1490 Jodi Cole National Night Out Expenses	<b>(601.01)</b>
1491 Grab and Go Taco National Night Out Refreshments	<b>(641.38)</b>
1492 Linda Musthaler National Night Out supplies	<b>(43.85)</b>
1493 Forrest Martino National Night Out Music	<b>(300.00)</b>
Balance Per Bank	<u><b>\$13,874.08</b></u>
Outstanding Checks	-
1489 Moore Elementary	500.00
<b>Current balance per bank statement</b>	<u><b>\$14,374.08</b></u>

***Money Market Account xx26***

Previous balance	<b>\$ 9,498.78</b>
Interest income (rate 0.01%)	<u>0.81</u>
Current balance	<u><b>\$ 9,499.59</b></u>

***12 Month CD***

<b>*12 Month CD xx72 (Maturity Date 3/27/2023)</b>	<b>\$ 5,571.72</b>
<b>Interest Income</b>	<u><b>\$ 0.13</b></u>
Current balance	<u><b>\$ 5,571.85</b></u>

**Budget to Actuals as of October 31, 2022**

**Lakewood Forest Civic Association, Inc.**

**2022-2023 Budget to Actuals**

	<b>2023</b>	<b>2023</b>
	<b>Budget</b>	<b>Actual</b>
<b>Income</b>		
Membership Dues	21000	
Membership Dues in Arrears		112.50
Donations		
Interest		2.17
	<hr/>	<hr/>
<b>Total Income</b>	<b>21,000</b>	<b>115</b>

**Administrative Expense**

Directors' Liability Insurance	800	
Treasurer's Indemnity Insurance	358	
Financial Review	300	
Storage Unit (Lakewood Mini)	1400	
Post Office Box (Parcel Plus)	249	
Office Supplies	50	
Taxes and State Fees	0	
Admin Fees	500	
Fund Fee	1800	
	<hr/>	<hr/>
<b>Total Administrative Expense</b>	<b>5,457</b>	<b>-</b>

**Project Expenses**

Publications		
Directory (printing & binding)		
Directory (postage)		
Newcomer's Guide		
Subtotal Publications		

**Beautification Projects**

Curb Numbers	9000	
Miscellaneous Projects	500	
Yard of the Month (Garden Club)	150	
Subtotal Beautification	<hr/>	<hr/>
	<b>9,650</b>	

**Donations**

Scholarship Award Program	2000	500
School Donations	1000	500

Hurricane Harvey Donation-LFF	0	
Lakewood Lightning Swim Team	100	
LRC Camp Sponsorship		
Cypress Creek EMS		
Lakewood Bee Initiative		
Miscellaneous		
Military Care Packages	<u>500</u>	-
Subtotal Donations	<u>3,600</u>	<u>1,000</u>
<b>Neighborhood Events</b>		
Fourth of July Event	1000	
Neighborhood Night Out	1500	1950.29
Community-Wide Garage Sale	250	
LRC Luau		
Lakewood 50th Anniversary Party		
Christmas Event – Breakfast with Santa	400	
Easter Event	1700	
Bike Rodeo Event		
LRC Dues - 5 shares	<u>450</u>	
Subtotal Neighborhood Events	<u>5,300</u>	<u>1,950</u>
<b>Total Project Expenses</b>	<u><b>18,550</b></u>	<u><b>2,950</b></u>
<b>Total Expenses</b>	<u><b>24,007</b></u>	<u><b>2,950</b></u>
<b>Surplus (Deficit)</b>	<u><b>\$ (3,007)</b></u>	<u><b>\$ (2,836)</b></u>