

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE LAKEWOOD FOREST FUND  
HELD ON MONDAY, MARCH 6, 2023 AT 7:00 P.M. IN PERSON AND VIA ZOOM MEETING**

**IN ATTENDANCE**

Desaree Prokos from Graham Management was also in attendance, in addition to eight homeowners.

**CALL TO ORDER**

Due notice of the meeting having been given and a quorum being present, Tami Smith called the meeting to order at 7:02 p.m. Annual meeting election results were discussed and confirmed that Scott Johnson, Jennifer Kozak, Philip Swift and Lesley Chronister are the four members of the board of directors with two year terms. There were thirty two (32) owners present in person and one hundred nineteen (119) owners attended via Zoom. Also present, Tami Smith, Community Manager with Graham Management and five board members, that being Scott Johnson, Jennifer Kozak, Philip Swift, Sandy Matto and Lesley Chronister.

**ELECTION OF OFFICERS**

President - Jennifer Kozak  
Vice President - Lesley Chronister  
Secretary - Philip Swift  
Treasurer - Scott Johnson  
Trustee #1 Sandy Matto

**APPROVAL OF MINUTES**

No meeting minutes were presented. The annual meeting minutes are being revised.

**RATIFICATION OF RESIGNATIONS**

Bob Lewis, Boe Bowen and Martin Cuellar submitted letters of resignation from the board.

**FINANCIALS**

The financial report ending January 31, 2023, was reviewed by Tami. The Operating Funds and the Reserves Funds were discussed. Cash located in the office was deposited into the petty cash account. Tami will look into obtaining a prepaid debit card for the association to utilize. The Statement of Income and Expense also was reviewed. The balance sheet reflects an accounts receivable balance of approximately \$1.1K, with assessments for 2023 being approximately \$650K of the balance. The February assessment balance has dropped to approximately \$330K.

**COMMITTEE REPORTS**

ACC: Currently has only one member, needs a minimum of three (3) members with a maximum of seven (7).

Community Events: Sandy Matto presented a brief recap of the community events. The budget comes from \$4.20 per household of the annual assessments.

- Bee and Butterfly initiative - all three schools have agreed to it
- Sponsored Lakewood Lighting
- Luncheon for First Responders and volunteers
- Cy Creek CERT 8 week course - 3 board members participated in it last year
- Graduated three classes on HAM
- Two board members attended active shooter class - door stop in purse can save lives
- Three board members became CPR certified
- Sponsorship with LFCA on Easter, Fourth of July, National Night Out, breakfast with Santa
- Visited at Parsons House

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Host Document shred for neighborhood  
Board will discuss forming other committees as needed for the neighborhood.

**OLD BUSINESS**

Tami will send out RFPs for monuments and fence repairs, requesting updated proposals.

**NEW BUSINESS**

The Board discussed the options for filling the two open board seats. The Board has the authority to appoint members to fill the open seats and requested that Tami send out communication to owners requesting those interested in serving on the board to submit name, address and short paragraph on why they would like to serve.

**ADJOURNMENT of BUSINESS MEETING into HOMEOWNER FORUM**

There being no further business to discuss, the business meeting was adjourned at 7:32 PM.

**OPEN FORUM**

Homeowner discussion details appear below.

**ADJOURNMENT of OPEN FORUM into EXECUTIVE SESSION**

Items discussed:

- Owner litigation request for Board member
- Interest Payment
- Lawn Maintenance
- Annual Audit
- Community Events Business
- LFCA Funding

**RETURN TO OPEN SESSION**

In a motion duly made and seconded, the owner requested extension on paying assessments was approved.

**ADJOURNMENT AT 9:15 pm**

OPEN FORUM FOR DISCUSSION OF GENERAL INTEREST TO THE MEMBERSHIP:

- Congratulations from Lisa Bernard, State of Texas changed the ruling on Wife.
- Two websites with Lakewood Forest name. One Fund and other Graham, any way to have link between the two?
- Request for review of 'where we came from last month' –A letter from the board- with recent history – will be distributed to owners.
- Do we have information on the email from Graham Management advocating for the incumbents? Came from their email address, however they did not write it but it was sent by them. Information built by the board at the time and the lawyer, Susie Rice forwarded to Graham for distribution. An apology has been made from Traci Graham regarding the email. Some of the board members stated that the entire board did not approve the email that went out. In

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response, Tami Smith, community manager, stated that she communicates with the entire board, not just one member.

- No agenda was sent out in the notification for the board meeting due to a miscommunication. First meeting is very generic agenda. Should have been stated in email to homeowners.
- Request for email address for Tami Smith.  
[tsmith@grahammanagementhouston.com](mailto:tsmith@grahammanagementhouston.com) and Graham Owner is Traci Graham.
- Suggestion was made by owners of termination of current Attorney Susan Rice
- How much we are paying Graham a month. Resale fees - how much is Graham collecting. To compensate Graham they are getting resale fees plus a fee. Money maybe justified but the reason we hired Graham is we couldn't find someone to do the job. Tami was appointed at 11 am this morning.
- Linda Musthaler wants a communication committee.
- Will the Graham Management rep if it will be changing. Response; not in the plans.
- Question regarding how to communicate with all owners? Example: When we send the email to gather the new board reps by end of the week and expect them due back in a week after they are sent out. How we are going to appoint people to the board and how are we going to reach everyone in the community? Suggestion: text everyone. Answer is it costs money
- Question regarding the write in candidates moving towards going without Graham Management. Is self governance still an option?
- Question in chat regarding the swimming pool/clubhouse - LWF fund is separate from the clubhouse - passed to the LFCA rep Jodi Cole - it is privately owned and opening back up and open by end of March. Used to go out in Newcomers Guide but that does not exist anymore. Swim Team Open House end of March
- Asked about adding link to Graham Management website and a place available to register with Graham Management on the LWFF web page. If something changes to notify residents. Intertwine websites has not been discussed. Way to insert/change from Graham on the LWFF site
- Owner Received approval letter to paint their house but it included a Sherwin Williams paint color. Owner didn't realize the paint color was a guide. Governing documents list ACC guidelines and to fill out application on website or mail it in. ACC approvals follow the address and not homeowner, to ensure the history is available. Will look at the ACC Guidelines to change the Sherwin Williams verbiage.
- Violations have been ongoing without correction and how do we change that. Asks board/neighborhood to look at it. Spend time in Summer looking at Lawns and Fall/Winter looking at Fences. Patio homes common area looks bad. Has been addressed with prior boards.
- CINC website not populated with information about the neighborhood, specifically the governing documents.
- Deed restrictions used to be mentioned in the newsletters and how we could suggest it again.
- LFCA is having meeting tomorrow night and discussing the newsletter.

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- Garden flag flying violation questions - Tami asked owner to send email.
- Tami clarified that we do not have a fining policy however, the 209.0076 states you have to put in the letter if they do not correct it you will fine them. The letter verbiage is dictated by the state as you can't fine them if you don't tell them in the first letter.
- Does Graham Management charge homeowners a fee for sending out the deed violation letters? Response: the cost is included in the monthly management fee.
- Deed restrictions in regard to businesses run in a house - See something Say Something. Very specific guidelines to it. Board is aware of three that will be addressed.
- People buying lots of houses in order to place them in the rental market. Thought there was a ruling not allowing rental properties it listed single family dwellings.
- Suggestion to add a section in the newsletter regarding deed restriction violations.