

## **LAKEWOOD FOREST FUND, INC.**

### **MINUTES OF THE OPEN SESSION MEETING OF THE BOARD OF DIRECTORS OF LAKEWOOD FOREST FUND, INC. HELD ON MONDAY, MARCH 7, 2016 AT 7:00 PM AT LAKEWOOD FOREST FUND OFFICE, 12415 LOUETTA ROAD, CYPRESS, TX 77429**

#### **DIRECTORS PRESENT**

Paul Marshall, President  
Boe Bowen, Vice President  
Bobbi Munz, Secretary  
Scott Johnson, Treasurer  
Andrea Aroche, Trustee  
Bob Lewis, Trustee  
Sandy Matto, Trustee

#### **DIRECTORS ABSENT**

All Present

#### **IN ATTENDANCE**

Heidi Flores representing Lakewood Forest Fund, Inc., General Manager  
Lieutenant Jolly, Harris County Constable Precinct 4  
S. Rice, Law Office of Susan M. Rice  
(5) Owner(s) present

#### **ESTABLISHMENT OF QUORUM, CALL TO ORDER AND ADOPTION OF AGENDA**

Due to the notice of the meeting having been given and a quorum being present, the meeting was called to order at 7:00 pm with P. Marshall presiding and H. Flores assisting in recording the Minutes.

#### **SECURITY REPORT**

Lieutenant Jolly provided an overview of incidents for Lakewood Forest during the month of February 2016 which included a total of 223 contract calls.

#### **HOMEOWNER FORUM**

No discussion brought forward in homeowner forum.

#### **CONSIDERATION OF MEETING MINUTES**

On a motion duly made by B. Bowen, seconded by S. Johnson, through unanimous vote, the open session meeting minutes from February 1, 2016 were approved as presented.

#### **INDIVIDUAL TRUSTEES**

On a motion duly made by B. Lewis, seconded by S. Johnson, through unanimous vote, the Board appointed the following individuals to the Finance Committee: A. Aroche, B. Bowen, S. Johnson, B. Lewis, S. Matto, B. Munz. (Chairperson not appointed)

B. Lewis, Chairperson for Security Committee, presented board with an outline security committee recommendations. Board agreed that Security Committee will make arrangements to meet with Lt. Jolly after Constable Billing Audit is received by Fund.

#### **TREASURER'S REPORT**

Financial Overview: Financial review as of February 29, 2016 provided to Board reflects the following year to date figures:

- Total Operating Fund: 1,150,744.96
- Total Reserve Fund: 500,000.00
- Collection Rate: 84.8 % fully collected
- YTD Operating Expenses under budget by \$ 212,446.29

On a motion duly made by S. Johnson, seconded by B. Bowen, through unanimous vote, the Board approved renewing certificate of deposit expiring on March 6<sup>th</sup> with Pioneer Bank.

### **GENERAL MANAGER'S REPORT**

-On a motion duly made by B. Lewis, seconded by B. Bowen, through unanimous vote, the Board approved Brick Restoration, Inc. proposal #46329 dated 02-10-16 for perimeter wall repairs running from Grant Road / N. Eldridge Parkway to Pine Road.

-On a motion duly made by B. Lewis, seconded by S. Matto, through unanimous vote, the Board approved the following bids:

- a. Encore Landscape Management Inc. proposal #247 dated 02-10-16 for landscape trimming/reduction at monument walls
- b. Encore Landscape Management Inc. proposal #248 dated 02-10-16 for trimming & pruning of crape myrtle trees
- c. Encore Landscape Management Inc. proposal #252 dated 03-03-16 for bed refurbishment

-Board notified that representatives from firm of McCall Gibson Swenlund Barfoot LLC, present at Fund Office week of February 22<sup>nd</sup> to commence 2015 audit of Lakewood Forest records.

-On a motion duly made by P. Marshall, seconded by S. Matto, through unanimous vote, B. Munz was appointed to Security Committee.

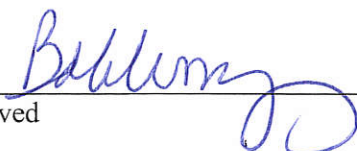
-Board notified that violations report, ACC report, open work order history report available for review in dropbox.

### **SCHEDULING OF NEXT MEETING**

The next Meeting of the Board of Directors will be held at the Lakewood Forest Fund Office, 12415 Louetta Road, Cypress, TX 77429 commencing at 7:00 on Monday, April 4, 2016.

### **ADJOURNMENT OF OPEN SESSION**

There being no further business, the open session meeting adjourned at 7:45 pm.

  
Approved

4/4/16  
Date