

**Lakewood Forest Civic Association
Board Meeting Minutes – May 3, 2022**

The monthly meeting of the LFCA was called to order at 7:08 pm by president Jodi Cole. Other board members present were Mary Blacklock, Barbara Ward, Lori Estepp, Jamie MacKeen, Scott Johnson, and Linda Musthaler.

Minutes

The minutes from the April 2022 meeting were reviewed. Scott J. moved to accept the minutes as written, the motion was seconded by Barbara W. and passed unanimously.

Treasurer Report

Scott J. provided the monthly financial report. As of April 30, 2022, we had \$43,794.19 in total funds. There is \$28,725.52 in the checking account. The money market account has a balance of \$9,497.65 and the 12-month CD has a value of \$5,571.02. We received \$479.50 from the Fund for annual memberships and \$600 from the Garden Club for scholarships. In comparing our budget to actual expenses to date for the current fiscal year, we have a balance of \$10,968.

The Texas franchise tax return was filed.

Our membership dues for the Lakewood Residents Club are due by the end of May. Scott J. motioned that we pay the dues, and Jamie M. seconded the motion, which passed.

In the past month, the following checks were written:

Check 1461 Houston Face Painting. Partial payment	(150.00)
Check 1462 Lakewood Lightning Contribution	(100.00)
Check 1463 Linda Musthaler for Eggstravaganza Supplies	(293.05)
Check 1464 Mail Plus Renewal	(249.00)
Check 1465 John Stewart Security Fee, Eggstravaganza	(160.00)
Check 1466 I Jump Party Rentals, Eggstravaganza	(477.37)

See Appendix A for Treasurer Report and 2021-2022 Budget-to-Actual Report.

Administrative Reports

Mail Call

Nothing to report.

Civic News Newsletter

The final edition of the newsletter will go out in early May.

Projects and Events

Scholarship Committee

The winners have been notified. Linda M. will attend Cypress Creek High School's awards night to recognize their winners, and Jodi C. will attend awards night for Tomball Memorial High School.

Curb Painting

Painting is almost done.

Garage Sale

Several of the staked signs were stolen and we may need to have more made for the fall event.

Eggstravaganza

The board did a postmortem analysis of the egg hunt event:

- The event was very well attended – about 300 people.
- Kids liked the goody bags, the bouncy house and the face painter.
- If we do crafts again, they need to be simpler. The butterfly craft involved wet paper that took too long to dry.
- If the Garden Club helps again, we need to ask them to provide their own supplies.
- 3,000 eggs seemed to be sufficient.
- The park seems to be an ideal venue for this type of event.

Patriotic Parade

Jodi C. will confirm the LRC for July 4. Details for the event will be discussed next month.

New Business

The Fund is planning a 50th anniversary event for the subdivision toward the end of June. Sandy Matto asked if LFCA would sponsor a water slide. Scott J. motioned that we spend up to \$500 for this activity. Linda M. seconded the motion and it passed.

Reimbursement

\$70.83 to Linda M. for supplies for Eggstravaganza. \$4.86 to Barbara W. for Eggstravaganza supplies.

End of Meeting

At 8:24 pm, Barbara W. moved to adjourn the meeting. Scott J. seconded the motion and it passed. The next meeting is scheduled for Tuesday, June 7 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 April 30 2022**

Summary

Previous balances	<u>\$ 44,143.95</u>
Net change	<u>(349.76)</u>
Current balances	43,794.19
Outstanding checks	<u>-</u>
Current balances per bank statements	<u>\$ 43,794.19</u>

Checking Account xx44

Previous balance	<u>\$ 29,075.44</u>
Contribution from Lakewood Garden Club	\$ 600.00
Membership Fees Transfers from Lakewood Forest Fund	\$ 479.50
Check 1461 Houston Face Painting. Partial payment	(150.00)
Check 1462 Lakewood Lightning Contribution	(100.00)
Check 1463 Linda Musthaler Eggstravaganza Supplies	(293.05)
Check 1464 Mail Plus Renewal	(249.00)
Check 1465 John Stewart Security Fee, Eggstravaganza	(160.00)
Check 1466 I Jump Party Rentals	(477.37)
	<u>\$ 28,725.52</u>
Current balance per bank statement	<u>\$ 28,725.52</u>

Money Market Account xx26

Previous balance	\$ 9,497.64
Interest income (rate 0.01%)	<u>0.01</u>
Current balance	<u>\$ 9,497.65</u>

12 Month C.D's

*12 Month CD xx72 (Maturity Date 3/27/2022)	\$ 5,570.87
Interest Income	\$ 0.15
Current balance	<u>\$ 5,571.02</u>

Lakewood Forest Civic Association, Inc.

2021-2022 Budget to Actuals

As of April 30 2022

	2022	2022
	Budget	Actual
Income		
Membership Dues	\$ 21,000	19,226
Membership Dues in Arrears		373
Donations	-	1,154.95
Interest	<u>-</u>	<u>0.55</u>
Total Income	<u>21,000</u>	<u>20,755</u>

Administrative Expense

Directors' Liability Insurance	2,023	755
Treasurer's Indemnity Insurance	358	358
Financial Review	-	300
Storage Unit (Storage Stars)	1,249	1,344
Post Office Box (Parcel Plus)	235	249
Office Supplies	75	12
Taxes and State Fees		75
Accountant Fees	300	-
Fund Fee	<u>1,800</u>	<u>1,800</u>
Total Administrative Expense	<u>6,040</u>	<u>4,893</u>

Project Expenses

Publications		
Directory (printing & binding)	-	-
Directory (postage)	-	-
Newcomer's Guide	<u>-</u>	<u>-</u>
Subtotal Publications	<u>-</u>	<u>-</u>

Beautification Projects

Curb Numbers	8,058	-
Miscellaneous Projects	500	-
Yard of the Month (Garden Club)	<u>150</u>	<u>-</u>
Subtotal Beautification	<u>8,708</u>	<u>-</u>

Donations

Scholarship Award Program	3,500	
School Donations	1,800	1,800
Hurricane Harvey Donation-LFF	-	-
Lakewood Lightning Swim Team	100	100
LRC Camp Sponsorship	150	-
Cypress Creek EMS	125	-
Lakewood Bee Initiative		
Miscellaneous	500	
Military Care Packages	<u>500</u>	<u>219</u>
Subtotal Donations	<u>6,675</u>	<u>2,119</u>

Neighborhood Events

Fourth of July Parade	750	
Neighborhood Night Out	1,117	1,384
Community-Wide Garage Sale	250	-
LRC Luau	-	-
Food Truck Event	-	-
Christmas Event	400	-
Easter Event	1,500	1,390
Bike Rodeo Event	-	-
LRC Dues - 5 shares	<u>450</u>	-
Subtotal Neighborhood Events	<u>4,467</u>	<u>2,775</u>

Total Project Expenses 19,850 4,893

Total Expenses 25,890 9,786

Surplus (Deficit) \$ (4,890) \$ 10,968