

**Lakewood Forest Civic Association
Board Meeting Minutes - November 2, 2021**

The monthly meeting of the LFCA was called to order at 7:04 pm by president Jodi Cole. Other board members present were: Barbara Ward, Scott Johnson, Lori Estepp, Jamie MacKeen, Mary Blacklock and Linda Musthaler. Guest in attendance was Forrest Martino.

Minutes

The minutes from the October 2021 annual meeting were reviewed. Scott J. moved to accept the minutes with minor corrections, the motion was seconded by Jamie M. and passed unanimously.

Treasurer Report

Scott J. submitted the monthly financial report. As of October 31, 2021, we had \$33,287.23 in total funds. There is \$16,752.49 in the checking account. The money market account has a balance of \$9,497.59 and the 12-month CD has a value of \$5,570.18. In comparing our budget to actual expenses to date for the current fiscal year, we have a deficit balance of \$1,400. Keep in mind that September was the start of a new fiscal year and we don't anticipate receiving residents' payments until January. We received \$185.98 in membership renewals this month.

The Fund invoiced LFCA \$1800 for administrative support.

In the past month, the following checks were written:

- #1437 Jodi Cole for National Night Out Expenses (68.35)
- #1438 Jodi Cole for National Night Out Expenses (20.00)
- #1440 Top Choice Party Rentals for NNO (380.19)
- #1441 James Coney Island for NNO (509.55)
- #1442 Moore Elementary School (300.00)
- #1443 Lakewood Elementary School (300.00)
- #1444 Texas Secretary of State (75.00)

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

Administrative Reports

Mail Call

Jodi C. received an email that the storage facility is increasing our rent by \$10/month. The new total is \$1344/year. Jamie M. made a motion to write a check to Storage Star Tomball for rent. Scott J. seconded the motion and it passed.

D&O Insurance

We got a quote for a new D&O policy from Wiemers Insurance Group. This policy is through Tapco Underwriters and is significantly less expensive than our previous provider. Linda M. made a motion to change our policy to this provider. Scott J. seconded the motion and it passed. Linda M. will contact the agent to request that an invoice be sent to our treasurer.

Treasurer's Insurance

We received an invoice in the amount of \$358 for this insurance. Lori E. made a motion to pay the invoice. Scott J. seconded it and the motion passed.

Civic News Newsletter

Deadline to submit content for publication in the December issue is November 12.

Web Pages

Updates were sent to the Fund general manager to make changes.

Projects and Events

Curb Painting

Lori E. emailed the vendor to get an updated quote for service.

School Donations

Lori E. has contacted the six elementary and middle schools. Checks in the amount of \$300 have already been written for Moore Elementary and Lakewood Elementary. Lori made a motion to write checks for Hamilton Middle School, Hamilton Elementary, Northpointe Intermediate, and Willowood Junior High. Jodi C. seconded the motion and it passed.

Military Care Packages

Linda M. is putting together the packages to send to active military members. She aims to mail the packages by the end of November.

Garage Sale

The community garage sale will be November 5 to 7. Mary B. will put out the signage to advertise the event.

National Night Out

The event was held from 4 pm to 7 pm on Saturday, October 9. 239 people officially signed in but the actual crowd estimate is higher.

Reimbursements

- \$36.60 to Linda Musthaler for NNO expenses, stamps
- \$81.13 to Jamie MacKeen for NNO expenses

A motion was made by Barbara W. to issue these reimbursements. Scott J. seconded the motion and it passed.

Other Expenses

Jodi C. made a motion to give the Fund \$400 to support the Breakfast with Santa event in early December. Linda M. seconded the motion and it passed.

Board Christmas Party

The annual board Christmas party will be held on December 7. Jodi C. will propose locations and the group will vote by email. Each member covers the cost of his/her own meal. Spouses are welcome to attend.

End of Meeting

At 7:55 pm, Linda M. made a motion to adjourn the meeting. Mary B. seconded the motion and it passed. The next meeting is scheduled for Tuesday, January 4 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 2021

Summary

Previous balances	\$ <u>33,287.23</u>
Net change	<u>(1,466.97)</u>
Current balances	31,820.26
Outstanding checks	<u>-</u>
Current balances per bank statements	<u>\$ 31,820.26</u>

Checking Account xx44

Previous balance	\$ <u>18,219.60</u>
Membership Renewals Fund Transfers	\$ 185.98
Contribution Lakewood Forest Fund (NNO)	\$ -
	-
1437 Jodi Cole National Night Out Expenses	(68.35)
1438 Jodi Cole National Night Out Expenses	(20.00)
1440 Top Choice Party Rentals	(380.19)
1441 James Coney Island	(509.55)
1442 Moore Elementary School	(300.00)
1443 Lakewood Elementary School	(300.00)
1444 Texas Secretary of State	(75.00)
	<u>\$ 16,752.49</u>

Outstanding Checks 1432, Texas Secretary of State	5.00
Outstanding Checks 1443 Lakewood Elementary School	300.00
Outstanding Checks 1444 Texas Secretary of State	75.00
Current balance per bank statement	<u>\$ 17,132.49</u>

Money Market Account xx26

Previous balance	\$ 9,497.58
Interest income (rate 0.01%)	<u>0.01</u>
Current balance	<u>\$ 9,497.59</u>

12 Month C.D's

*12 Month CD xx72 (Maturity Date 3/27/2020)	\$ 5,570.05
Interest Income	<u>\$ 0.13</u>

Current balance \$ 5,570.18

Due Dates

Mail Box (all boxes the same price)	4/5/2020	\$234
Storage space	12/1/2021	\$1,014
TX Franchise Tax Report	5/15/2021	TBD
LRC Annual Dues	5/15/2021	\$450.00
Insurance- D & O Liab/Treasure Indemnity	11/14/2021	TBD

**Lakewood Forest Civic Association, Inc.
2021-2022 Budget to Actuals
As of October 2021**

	2022 Budget	2022 Actual
Income		
Membership Dues	\$ 21,000	-
Membership Dues in Arrears		\$ 372.98
Donations	-	479.95
Interest	-	0.16
Total Income To Date	<u>21,000</u>	<u>853</u>

Administrative Expenses

Directors' Liability Insurance	2,023	
Treasurer's Indemnity Insurance	358	
Financial Review	-	300.00
Storage Unit (Lakewood Mini)	1,249	
Post Office Box (Parcel Plus)	235	
Office Supplies	75	-
Taxes and State Fees		75
Accountant Fees	300	-
Fund Fee	<u>1,800</u>	
Total Administrative Expense	<u>6,040</u>	<u>375</u>

Project Expenses

Publications		
Directory (printing & binding)	-	-
Directory (postage)	-	-

Newcomer's Guide	-	-
Subtotal Publications	<u>-</u>	<u>-</u>
Beautification Projects		
Curb Numbers	8,058	-
Miscellaneous Projects	500	-
Yard of Month (Garden Club)	<u>150</u>	—
Subtotal Beautification	<u>8,708</u>	<u>-</u>
Donations		
Scholarship Award Program	3,500	
School Donations	1,800	600.00
Hurricane Harvey Donation-LFF	-	-
Lakewood Lightning Swim Team	100	
LRC Camp Sponsorship	150	-
Cypress Creek EMS	125	-
Lakewood Bee Initiative		
Miscellaneous	500	
Military Care Packages	<u>500</u>	—
Subtotal Donations	<u>6,675</u>	<u>600</u>
Neighborhood Events		
Fourth of July Parade	750	
Neighborhood Night Out	1,117	1,278
Community-Wide Garage Sale	250	-
LRC Luau	-	-
Food Truck Event	-	-
Christmas Event	400	-
Easter Event	1,500	
Bike Rodeo Event	-	-
LRC Dues - 5 shares	<u>450</u>	—
Subtotal Neighborhood Events	<u>4,467</u>	<u>1,278</u>
		—
Total Project Expenses	<u>19,850</u>	<u>1,878</u>
Total Expenses	<u>25,890</u>	<u>2,253</u>
Surplus (Deficit)	<u>\$ (4,890)</u>	<u>\$ (1,400)</u>