

**Lakewood Forest Civic Association
Board Meeting Minutes
July 6, 2021**

The monthly meeting of the LFCA was called to order at 7:18 pm by Corresponding Secretary Barbara Ward. Other board members present were: Scott Johnson, Lori Estepp, Linda Musthaler and Jodi Cole.

Minutes

The minutes from the June 2021 meeting were reviewed and approved with minor corrections. Scott J. moved to accept the minutes, the motion was seconded by Lori E. and passed unanimously.

Treasurer Report

Scott J. submitted the monthly financial report. As of June 30, 2021 we had \$33,097.47 in total funds. There is \$18,030.30 in the checking account. Outstanding checks total \$3,450. The money market account has a balance of \$9,497.54 and the 12-month CD has a value of \$5,569.63. In comparing our budget to actual expenses to date, we have a positive balance of \$6,379.

We received \$470 in membership renewals this month. A total of \$19,662 has been received to date this year.

In the past month, the following checks were written:

- \$38.97 to Lori Estepp for reimbursement for trophies for the parade

See Appendix A for Treasurer Report and 2020-2021 Budget-to-Actual Report.

The question came up as to whether we need to have another financial review done at the end of the fiscal year to satisfy Lakewood Forest Fund requirements. We need to sign a new annual contract with the Fund. We will ask if they require the review of our finances or not.

Administrative Reports

Mail Call

There was nothing in the mail this month.

Civic News Newsletter

Deadline to submit content for publication in the August issue is July 12. Barbara W. is looking for pictures from the parade to publish.

Web Pages

Pages are up to date.

Reimbursements

- To Barbara Ward in the amount of \$42.84 for postage for the parade postcard mailing. Scott J.. made a motion to pay Barbara for this expense, Lori E. seconded the motion and it passed.

TX Secretary of State report

We need to designate a registered agent to get back in good standing. Barbara Ward offered to be the agent. The cost is \$5 and a form must be submitted to the Secretary of State.

Committee Projects and Reports

Scholarships

Checks have been sent to the scholarship recipients' schools of choice.

Patriotic Parade

Recap:

- Attendance was lower than previous years.
- It was good to have the musician.
- We need to block off the Lakewood Forest Drive "cut out" space for the firetruck.
- The photobooth went over well. Connie Inmon offered to sponsor it again.
- Boy Scouts picked up the flags in the neighborhood.

National Night Out

This event will be held in October and we still are still waiting to see if we can use the LRC. If it's still unavailable by October, we could look into changing the date of the event and making it "Lakewood Forest Night Out". Another option is to see if we can get the county park on Grant Road and have a mid-day event.

Other Community Events

Scott J. mentioned the possibility of sponsoring a CERT class on active shooter drills with the Fund.

New Business

None

End of Business

Scott J. moved to adjourn the meeting at 8:35 PM and the motion was seconded by Lori E. The next scheduled meeting is Tuesday, August 3. The location is to be determined, as the Lakewood Forest Fund office is not available that night.

Appendix A – Documents from Treasurer’s Report

Lakewood Forest Civic Association, Inc.
Financial Report
as of June 30, 2021

Summary

Previous balances	<u>\$ 32,666.28</u>
Net change	<u>431.19</u>
Current balances	33,097.47
Outstanding checks	<u>-</u>
Current balances per bank statements	<u>\$ 33,097.47</u>

Checking Account xx44

Previous balance	<u>\$ 17,599.27</u>
Membership Renewals Fund Transfers	\$ 470.00
Lori Estopp (reimbursement for Trophies)	(38.97)
	<u>-</u>
	<u>\$ 18,030.30</u>

Less Deposits in transit	-
Outstanding Checks (for scholarships)	<u>3,450.00</u>
Current balance per bank statement	<u>\$ 21,480.30</u>

Money Market Account xx26

Previous balance	\$ 9,497.53
Interest income (rate 0.01%)	<u>0.01</u>
Current balance	<u>\$ 9,497.54</u>

12 Month C.D's

*12 Month CD xx72 (Maturity Date 3/27/2020)	\$ 5,569.48
Interest Income	<u>\$ 0.15</u>
Current balance	<u>\$ 5,569.63</u>

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. 2020-2021 Budget to Actuals As of June 2021

	2021 Budget	Actual
Income		
Membership Dues	\$ 21,000	19,662
Donations	-	465
Interest	-	2.54
	<hr/>	<hr/>
Total Income	<u>21,000</u>	<u>20,130</u>

Administrative Expense

Directors' Liability Insurance	2,023	2,023
Treasurer's Indemnity Insurance	275	358
Check Printing Fees	-	22
Storage Unit (Lakewood Mini)	1,015	1,249
Post Office Box (Parcel Plus)	235	234
Office Supplies	75	-
Accountant Fees	300	-
Fund Fee	1,800	1,800
	<hr/>	<hr/>
Total Administrative Expense	<u>5,723</u>	<u>5,686</u>

Project Expenses

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

Beautification Projects

Curb Numbers	8,000	-
Miscellaneous Projects	500	-
Yard of the Month (Garden Club)	<u>75</u>	<u>75</u>
Subtotal Beautification	<u>8,575</u>	<u>75</u>

Donations

Scholarship Award Program	3,500	3,450
School Donations	1,800	1,800
Hurricane Harvey Donation-LFF	-	-
Lakewood Lightning Swimteam	100	100
LRC Camp Sponsorship	150	-
Cypress Creek EMS	125	-
Lakewood Bee Initiative		100
Miscellaneous	500	
Military Care Packages	<u>500</u>	<u>492</u>
Subtotal Donations	<u>6,675</u>	<u>5,942</u>

Neighborhood Events

Fourth of July Parade	750	39
Neighborhood Night Out	400	582
Community-Wide Garage Sale	100	-
LRC Luau	-	-
Food Truck Event	-	-
Christmas Event	400	-
Easter Event	1,000	977
Bike Rodeo Event	-	-
LRC Dues - 5 shares	<u>450</u>	<u>450</u>
Subtotal Neighborhood Events	<u>3,100</u>	<u>2,048</u>

Total Project Expenses **18,350** **8,065**

Total Expenses **24,073** **13,751**

Surplus (Deficit) **\$ (3,073)** **\$ 6,379**