

**LAKWOOD FOREST FUND, INC.**

**MINUTES OF THE OPEN SESSION MEETING OF THE BOARD OF DIRECTORS OF  
LAKWOOD FOREST FUND, INC. HELD ON MONDAY, SEPTEMBER 12, 2022 AT 7:00 PM  
VIA ZOOM VIDEO CONFERENCE HOSTED BY BOARD OF TRUSTEES AT 12415  
LOUETTA ROAD, CYPRESS TX 77429**

**DIRECTORS PRESENT**

Bob Lewis, President  
Boe Bowen, Vice President  
Scott Johnson, Treasurer  
Sandy Matto, Trustee  
Martin Cuellar, Trustee  
Christy Jones, Trustee (via ZOOM)

**DIRECTORS ABSENT**

Bobbi Munz, Secretary

**IN ATTENDANCE**

Heidi Flores & Shannon Brandt, Lakewood Forest Fund, Inc.  
Lieutenant Whiteley, Harris County Constable Precinct 4  
Resident(s)/guests present via ZOOM (4)

**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 open session meeting was called to order at 7:00 pm with B. Lewis presiding and H. Flores assisting in recording the Minutes.

**SECURITY REPORT**

Monthly Contract Stats from Harris County Constable, Precinct 4 were reviewed which included a total of 155 contract calls for the month of August 2022.

**2023 BUDGET REVIEW WITH MEMBERSHIP**

S. Johnson, Treasurer, reviewed the 2023 budget draft with the membership based on an assessment rate of \$ 690 which is an increase of thirty-five dollars (\$ 35) from the 2022 rate of \$ 655. The floor was opened for questioning from the membership. Summary overview of 2023 draft budget presented:

|                           | <u>Annual Budget</u> | <u>Cost per household</u> |
|---------------------------|----------------------|---------------------------|
| Total Income              | 1,980,030.00         | 756.60                    |
| Total Operating Expenses  | 1,970,398.36         | 752.92                    |
| Reserve Fund Contribution | 124,400.00           | 47.54                     |
| Net Income                | 9,631.64             | 3.68                      |

**TREASURER'S REPORT**

Financial Overview: .

Report Date: August 31 , 2022

- Operating Fund: 689,363.11
- Reserve Fund: 714,385.29
- Community Projects Fund: 107,205.04
- Community Projects Fund (Tree Fund for 2022): 7,050.00
- Total Contingency Fund: 25,000.00
- YTD Income: 1,920,408.19
- YTD Operating Expenses: 1,273,953.21
- Collection Rate: 99.13%

**CONSIDERATION OF OPEN SESSION MINUTES**

On a motion duly made by M. Cuellar, seconded by S. Johnson, through unanimous vote, the open session meeting minutes for August 01, 2022 were approved as presented.

## **COMMITTEE REPORTS**

Updates given by chair, S. Matto in regards to upcoming community events.

## **OLD/NEW BUSINESS**

Discussions/announcements/updates/reviews held regarding:

-OB-01: Open Work Order Report; review of open items

-OB-02: Status updates on:

\*OB-2a.-Waste and recycling contract/updates

1. Detailed mailing sent to each address end of August
2. 09-06-2022: In person meeting conducted with RRR & LWF management teams
3. Bandit signage to be placed in common area medians a few days prior to implementation of new service
4. Portal link to be added to LWF website which will link directly into RRR customer portal
5. Advertised through August and September newsletter and on home page of HOA website

\*OB-2b.-Monument projects/updates

1. Monument rebuilt at the intersection of N. Eldridge Pkwy and Louetta Rd; pending addition of lettering which is scheduled for this month
2. Tentatively scheduled to meet with B. Sharrett, Hardscape, during course of this month to discuss Cypresswood and Grant monument wall project

\*OB-2c.-FY2022-2023 Constable Pct. 4 Patrol Contract

1. CD4 Patrol Contracts Dept acknowledged receipt of signed contract August 19<sup>th</sup>; will forward fully executed contract when it is received back from Commissioner's Court (anticipated to be end of September)

\*OB-2d.-Sec. 202.023 of Texas Property Code; discussion held regarding update from general counsel indicating that guidelines should be updated to state what type of fencing is allowed in front lawn

\*OB-2e.-Development of HR policy for Fund staff; pending

-NB-01: Estimate 487 dated 08-23-2022 from Encore Landscape; insect control

On a motion duly made by B. Bowen, seconded by S. Johnson, through unanimous vote, the board approved Encore Landscaping estimate #487 in the amount of \$ 6,250.00

-NB-02: Findings/recommendations from Harris County to HCPCT3 regarding safety analysis conducted at Louetta Rd. and Hunterfield Dr.

Copy of findings and recommendations provided in board packet; tabled as no additional action needed

## **HOMEOWNER FORUM**

Suggestions from resident in regards to reporting collection rate and payment plan tracking.

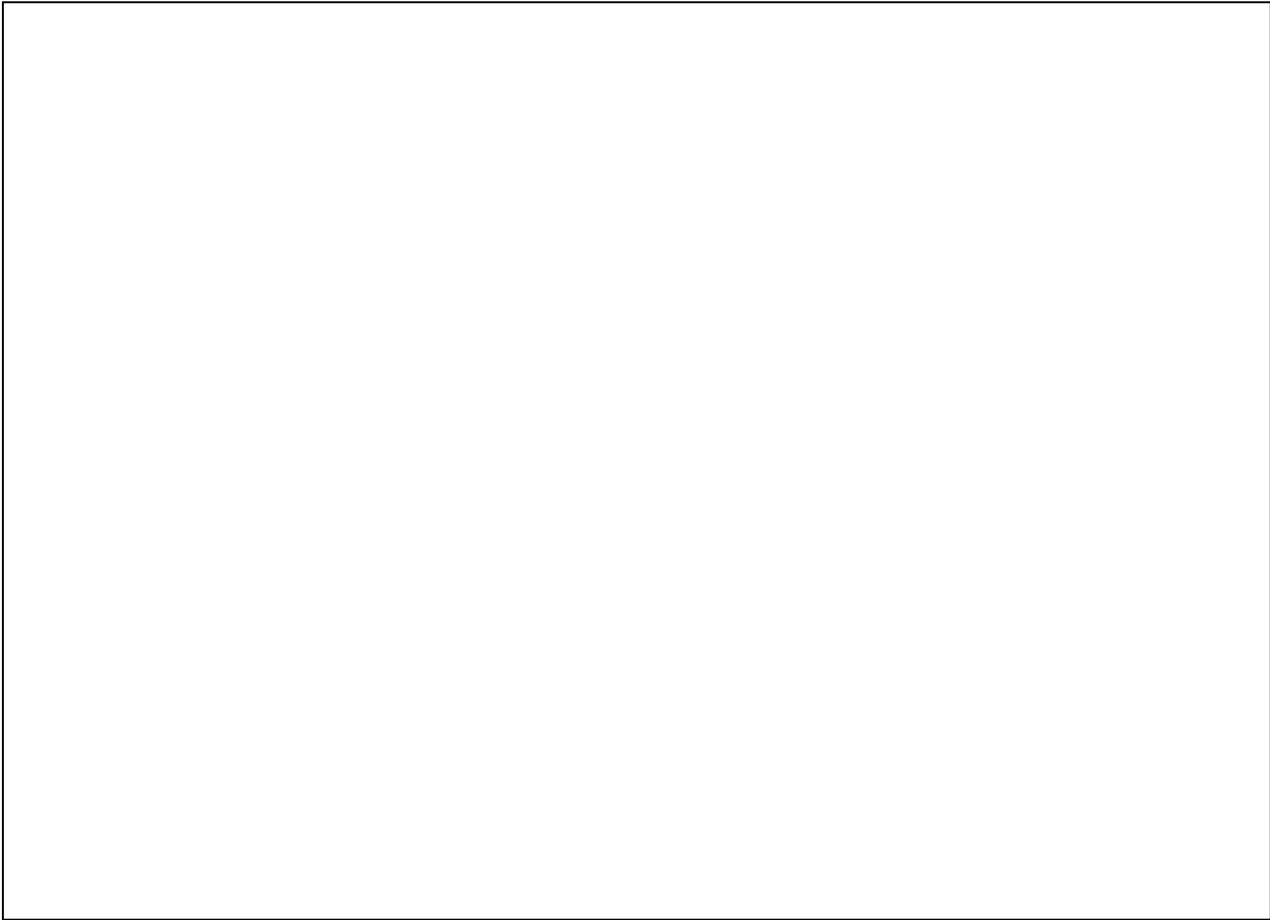
## **ADJOURNMENT OF OPEN MEETING SESSION**

Open meeting session adjourned at 8:08 pm.

## **SCHEDULING OF NEXT MEETING**

The next scheduled meeting will be held on Monday, October 3rd via ZOOM video conference at 7:00 pm being hosted by Board of Trustees at Fund Office, 12415 Louetta Road, Cypress, TX 77429. Meeting ID: N490 416 5823 Passcode: 8Pk2mk

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-Adjournment at 8:46 PM

  
Approved

10/03/2022  
Date