

LAKEWOOD FOREST FUND, INC.

MINUTES OF THE OPEN SESSION MEETING OF THE BOARD OF DIRECTORS OF LAKEWOOD FOREST FUND, INC. HELD ON MONDAY, MARCH 01, 2021 AT 7:00 PM VIA ZOOM VIDEO CONFERENCE HOSTED BY BOARD OF TRUSTEES AT LAKEWOOD FOREST FUND OFFICE, 12415 LOUETTA ROAD, CYPRESS, TX 77429

DIRECTORS PRESENT

Bob Lewis, President
Bobbi Munz, Secretary
Scott Johnson, Treasurer
Christy Jones, Trustee
Sandy Matto, Trustee
Martin Cuellar, Trustee

DIRECTORS ABSENT

Boe Bowen, Vice President

IN ATTENDANCE

Heidi Flores, General Manager, Lakewood Forest Fund, Inc.
Lieutenant Garza, Harris County Constable Precinct 4
(1) Resident(s)/guests present via ZOOM

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

Lieutenant Garza provided an overview of incidents for Lakewood Forest during the month of February 2021 which included a total of 276 contract calls.

CONSIDERATION OF MEETING MINUTES

On a motion duly made by S. Johnson, seconded by S. Matto, through unanimous vote, the open session meeting minutes for January 11, 2021 were approved as presented.

COMMUNITY EVENTS/OUTREACH REPORT

S. Matto, chairperson, indicated that Elvis event rescheduled due to building damage to Lakewood Residents' Club from February winter storm. Other 2021 scheduled events, contributions, outreach include Constable Luncheon, Bee & Butterfly contributions to elementary schools serving Lakewood residents, contribution of ice cream cart for July 4th parade, and contribution towards flag retirement box for Eagle Scout project.

TREASURER'S REPORT

Financial Overview: Financial information provided in board packet reflected the below figures.

Report Date: February 28, 2021

- Total Operating Fund: 1,430,389.39
- Total Reserve Fund: 478,246.49
- Total Community Projects Fund: 308,931.47
- Total Contingency Fund: 25,000.00
- YTD Income: 1,442,063.59
- YTD Operating Expenses: 385,595.38
- Collection Rate: 85.02% of annual assessment billed has been collected

NEW/OLD BUSINESS

- Review of letter dated February 19, 2021 from Property Acquisition Services, LLC regarding North Harris County Regional Water Authority intent to acquire easement rights for Parcels 28E3-2 & 28E3-3 and Texas Landowner's Bill of Rights. Board instructed staff to acknowledge receipt of letter; further discussion tabled pending offer letter
- Proposal for reserve study update requested from Reserve Advisors on February 24th; further discussion tabled pending receipt of proposal
- Staff indicated that Hartford Workers Compensation Audit for 2020, 1099's for 2020 and W2's for 2020 were completed and filed in January 2021 with no additional action required
- 2020 audit to be conducted by Cox CPA Services and scheduled to start week of March 29th
- Ratification of email vote from February 9th, 2021 for owl video conference camera at a cost of approximately \$ 1,156.00 to include warranty
- On a blanket motion duly made by S. Johnson, seconded by B. Munz, through unanimous vote, the following were approved:
 - A. Removal of freeze damaged bottle brush trees at all wing wall entrances
 - B. Repair of flood light on east side of monument wall at Spring Cypress/Avenfield
 - C. Landscape bed refurbishment at monument wall at Spring Cypress/Avenfield; to be funded from 2021 reserve allocation
 - D. Landscape bed refurbishment at monument walls at Pines of Lakewood Forest; to be funded from 2021 reserve allocation
 - E. Irrigation upgrade at cost not to exceed \$ 2,500.00 at Fund Office to include PVB cage and relocating controller to outside of building
- Discussion held regarding the addition of (3) common area medians to existing lawn maintenance contract; 1. Spring Cypress Road near Avenfield entrance (Qty 2); 2. On N. Eldridge Pwky near New Hampton Drive in front of church (Qty 1); tabled to allow for obtaining proposal for additional cost and permission from Harris County Precinct 4
- Discussion held regarding power washing and painting of various monument walls and marquee board upon completion of Grant Road Wall Project and Lake Forest Utility District water relocation project; tabled to allow for obtaining proposal from CertaPro Painters
- Discussion held regarding bandit sign ranger program training conducted by Harris County Attorney's Office; staff to contact attorney's office for scheduling
- Update given on Grant Road Wall progress; vertical columns to be erected soon and still awaiting delivery of horizontal blocks

ADJOURNMENT OF OPEN MEETING SESSION

Open meeting session adjourned at 7:46 pm.

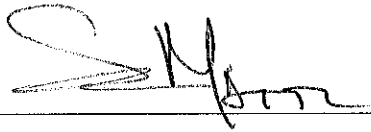
SCHEDULING OF NEXT MEETING

The next meeting of the Board of Directors will be held on Monday, April 5th 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

RECAP OF EXECUTIVE SESSION

- Approval of January 11th executive session meeting minutes
- Approval of election of officers and appointment of architectural control committee;
Officers: B. Lewis, President, B. Bowen, Vice President, B. Munz, Secretary, S. Johnson, Treasurer
Architectural Control Committee: B. Lewis (ex-officio), A. Aroche, C. Jones, J. Matson, S. Matto, V. Propst, M. Cuellar, H. Flores
- Approval of holding all second quarter board meetings via Zoom video conference
- Insurance premiums for 2021 paid end of January totaling \$ 34,412.00
- Approval of 2021 Cypress Creek Mosquito Control Agreement at cost of \$ 173.00/per spray per section; duration is April 1, 2020 thru October 30, 2021
- Discussion held regarding recommendation from resident to conduct inspection of newly constructed perimeter wall to ensure that there are no voids in the top horizontal surface; tabled

- Approval of Hardscape invoice 24980 in the amount of \$ 20,400.16
- Review of anticipated Hardscape costs through duration of Grant Road Wall Project
- Board informed that no collection action initiated in February due to winter storm; will resume in March with friendly reminder notice
- Approval for filing (4) lawsuits due to outstanding compliance issues
- Civic fees collected year to date total \$ 17,870.00
- Removal of footnote 3 of the 2019 audit for future audits as it is not required
- Approved to increase the statement of account fees and transfer fee by \$ 25.00
- Approved for staff to bid out for new office furniture in 2021 as this was deferred in 2020 due to pandemic; reserve study lists 2020 allocation at \$ 34,990.00
- Approval to have an assessment done on Malcolmson Road perimeter wall by a structural engineering company



Approved

4.5.21

Date