

LAKEWOOD FOREST FUND, INC.

**MINUTES OF THE OPEN SESSION MEETING OF THE BOARD OF DIRECTORS OF
LAKEWOOD FOREST FUND, INC. HELD ON MONDAY, SEPTEMBER 10, 2018 AT 7:00 PM
AT LAKEWOOD FOREST FUND OFFICE, 12415 LOUETTA ROAD, CYPRESS, TX 77429**

DIRECTORS PRESENT

Paul Marshall, President
Bobbi Munz, Secretary
Scott Johnson, Treasurer
Bob Lewis, Trustee
Michael Lindauer, Trustee
Sandy Matto, Trustee

DIRECTORS ABSENT

Boe Bowen, Vice President

IN ATTENDANCE

Heidi Flores, General Manager, Lakewood Forest Fund, Inc.
Jackie Wallace, Administration, Lakewood Forest Fund, Inc.
Susie Rice, Law Offices M. Susan Rice
Sergeant Westmoreland, Harris County Constable Precinct 4
Deputy Patino, Harris County Constable Precinct 4
(0) Resident(s) present

**ESTABLISHMENT OF QUORUM, CALL TO ORDER AND ADOPTION OF AGENDA
OPEN MEETING SESSION I**

Due to the notice of the meeting having been given and a quorum being present, the open meeting session I was called to order at 7:00 pm with P. Marshall presiding and H. Flores assisting in recording the Minutes.

ADJOURNMENT OF OPEN MEETING SESSION I

Open meeting session I adjourned at 7:01 pm.

**ESTABLISHMENT OF QUORUM, CALL TO ORDER AND ADOPTION OF AGENDA
OPEN MEETING SESSION II**

Due to the notice of the meeting having been given and a quorum being present, the open meeting session II was called to order at 7:35 pm with P. Marshall presiding and H. Flores assisting in recording the Minutes.

SECURITY REPORT

Deputy Patino provided an overview of incidents for Lakewood Forest during the month of August 2018 which included a total of 313 contract calls.

HOMEOWNER FORUM

Areas of discussion included:

- B. Lewis reviewed real estate statistics for month of August 2018
- P. Marshall gave update in regards to traffic control at Moore Elementary

CONSIDERATION OF MEETING MINUTES

On a motion duly made by M. Lindauer, seconded by B. Munz, through unanimous vote, the open session meeting minutes from August 6, 2018 were approved as presented.

INDIVIDUAL TRUSTEES

Community Outreach / Events Update: Discussion held regarding Food Truck Splash Bash Event, electronic billboard options, various law enforcement classes geared for citizens.

Maintenance Committee Update: Board informed that parking lot project was completed in August and maintenance committee will continue discussions on perimeter wall in September.

Establish and fund a Contingency Account: Tabled.

TREASURER'S REPORT

Financial Overview: Financial review as of July 26, 2018 provided to Board reflected the following year to date figures:

- Total Operating Fund: 467,219.44
- Total Reserve Fund: 611,325.63
- Total Community Projects Fund: 210,024.60
- Collection Rate: 96% fully collected
- YTD Operating Expenses over budget by 16,439.97

2019 Open Session Budget Review: Tabled for special meeting

OLD / NEW BUSINESS

- Board provided with electronic copy of 2017 Audit and Management Letter
- Owner code of conduct for board meetings; tabled
- Aerial video of waterways within Lakewood Forest; tabled
- Board Leadership Development Workshop; tabled
- Board notified Fund Office initiated urgent irrigation conversion on Cypresswood Drive due to existing lines being destroyed during Grant Road expansion project
- Board notified Fund Office initiated urgent irrigation repair at Jones/Louetta Road median due to damage caused by vehicle accident which occurred week of August 27th
- Board notified Fund Office removed PVB and control box on Cypresswood Drive due to Grant Road expansion project; discussion held regarding infringement on Lakewood wall and sight restrictions in this area
- Board notified Fund Office requested bid from Southwestern Roofing for annual inspection and preventative maintenance on balcony and stairs at Fund Office/Constable substation
- Board notified Fund Office initiated electrical repairs as outlined on work order #391
- Board provided with a description of job responsibilities for (1) full -time and (2) part-time employees to be taken in consideration during budget discussions

2018 SCHEDULE OF BOARD MEETING DATES

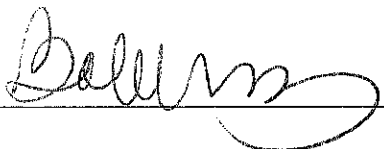
- October 1st
- November 5th
- December 3rd

SCHEDULING OF NEXT MEETING

The next Meeting of the Board of Directors will be held at the Lakewood Forest Fund Office, 12415 Louetta Road, Cypress, TX 77429 commencing at 7:00 pm on Monday, October 1, 2018.

ADJOURNMENT OF OPEN MEETING SESSION II

There being no further business to discuss, the open meeting session II adjourned at 9:30 PM

Approved 

Date 10/1/18