

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

The monthly meeting of the LFCA was called to order at 7:10 pm by President Jodi Cole. Other board members present were: Scott Johnson, Lori Estepp, Mary Blacklock and Linda Musthaler.

Minutes

The minutes from the March 2021 meeting were reviewed and approved with no 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 March 31, 2021 we had \$36,353.00 in total funds. There is \$21,286.27 in the checking account. The money market account has a balance of \$9,497.52. This account received \$.01 in interest. In comparing our budget to actual expenses to date, we have a positive balance of \$9,633.00.

In the past month, the following checks were written:

- \$100 to support the Fund's bee and butterfly initiative
- \$110 to Jodi Cole for a deposit for the petting zoo for the egg hunt event
- \$234 to Parcel Plus to cover the annual fee for our mail box

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

**Administrative Reports**

Mail Call

We received an invoice from Parcel Plus for our mailbox. Payment is due April 5. The treasurer sent a check.

Lakewood Forest Garden Club

Yard of the Month is resuming for April, May and June. The Garden Club participated in the Eggstravaganza event by passing out seed packets.

Civic News Newsletter

Deadline to submit content for publication in the May issue is April 12. Planned articles include: a look back at the egg hunt event (Jodi has pictures), and save the date for the Patriotic Parade.

Web Pages

Updates need to be submitted to Heidi.

Reimbursements

- To Jodi Cole in the amount of \$441.64 for the petting zoo at the egg hunt event
- To Linda Musthaler in the amount of \$416.67 for supplies for the egg hunt event.

## **Committee Projects and Reports**

### Eggstravaganza Event

The event was held April 3 at the county park at 11675 Grant Road, Cypress, TX 77429. The official turnout was 197 residents, but we estimate about 300 total in attendance. The budget for the event was \$1,000. Expenses totaled \$1,066.57, but \$97.82 of that total will be covered by the Fund for snacks. Thus, the event came in slightly under budget (\$968.75).

Postmortem of the event:

- The location worked well for our purposes. We had reserved the park's pavilion through Harris County Precinct 3 Parks department.
- The snacks and crafts were good.
- The petting zoo was popular. We would use a different company in the future and book well in advance.
- We used about 2,000 plastic eggs and could use more. Recommend 3,000 eggs for the next event.

### Scholarships

We received seven scholarship applications. Jodi C. will send them out to the award committee to review. The committee will meet online on May 1 at 10 AM to select the winner(s).

### Neighborhood Garage Sale

The dates of the spring garage sale are April 23-25. Jodi put a flyer in the e-newsletter and will give Heidi information for the LED sign. Mary will put out the signs and banners.

### Patriotic Parade

We don't know if the LRC will be ready to host this event. The facility was heavily damaged when pipes burst inside the building during the February freeze. Since the parade event is largely held outside, we might not be affected by the building's unavailability.

## **End of Business**

Mary B. moved to adjourn the meeting at 8:05 PM and the motion was seconded by Scott J. The next scheduled meeting is Tuesday, May 4 at the Lakewood Forest Fund office.

Appendix A – Documents from Treasurer’s Report

**Lakewood Forest Civic Association, Inc.**  
**Financial Report**  
**as of March 31,2021**

***Summary***

Previous balances	<u>\$ 36,787.20</u>
Net change	<u>(434.20)</u>
Current balances	<u>36,353.00</u>
Outstanding checks	-
Current balances per bank statements	<u>\$ 36,353.00</u>

***Checking Account xx44***

Previous balance	<u>\$ 21,720.71</u>
Membership Renewals Fund Transfers	\$ -
Other Membership Renewals	\$ 10.00
Lakewood Forest Fund Bee Initiative	(100.00)
Jodi Cole (advances for Eggstravaganza	(110.44)
Parcel Plus (Mailbox renewal)	(234.00)
	<u>\$ 21,286.27</u>
Less Deposits in transit	-
Outstanding Checks	-
<b>Current balance per bank statement</b>	<u><b>\$ 21,286.27</b></u>

***Money Market Account xx26***

Previous balance	<u>\$ 9,497.51</u>
Interest income (rate 0.01%)	<u>0.01</u>
Current balance	<u>\$ 9,497.52</u>

***12 Month C.D's***

*12 Month CD xx72 (Maturity Date 3/27/2020)	\$ 5,569.08
Interest Income	<u>\$ 0.13</u>
Current balance	<u><u>\$ 5,569.21</u></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.

## 2019-2021 Budget to Actuals

### As of March 2021

	<b>2021 Budget</b>	<b>Actual</b>
<b>Income</b>		
Membership Dues	\$ 21,000	17,980
Donations	-	465
Interest	-	0.16
	-	0.16
<b>Total Income</b>	<b><u>21,000</u></b>	<b><u>18,445</u></b>

### **Administrative Expense**

Directors' Liability Insurance	2,023	2,023
Treasurer's Indemnity Insurance	275	358
Electricity for Wingwall Lighting	-	-
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	1,800.00
	1,800	1,800.00
<b>Total Administrative Expense</b>	<b><u>5,723</u></b>	<b><u>5,664</u></b>

### **Project Expenses**

Publications		
Directory (printing & binding)	-	-
Directory (postage)	-	-
Newcomer's Guide	-	-
	-	-
Subtotal Publications	-	-

### **Beautification Projects**

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

### **Donations**

Scholarship Award Program	3,500	-
School Donations	1,800	1,800
Hurricane Harvey Donation-LFF	-	-
Lakewood Lightning Swimteam	100	-
LRC Camp Sponsorship	150	-
Cypress Creek EMS	125	-
Lakewood Bee Initiative		100
Miscellaneous	500	
Military Care Packages	500	492
Subtotal Donations	<u>6,675</u>	<u>2,392</u>
<b>Neighborhood Events</b>		
Fourth of July Parade	750	
Neighborhood Night Out	400	-
Community-Wide Garage Sale	100	582
LRC Luau	-	-
Food Truck Event	-	-
Christmas Event	400	-
Easter Event	1,000	100
Bike Rodeo Event	-	-
LRC Dues - 5 shares	450	-
Subtotal Neighborhood Events	<u>3,100</u>	<u>682</u>
<b>Total Project Expenses</b>		
	<u><b>18,350</b></u>	<u><b>3,149</b></u>
<b>Total Expenses</b>		
	<u><b>24,073</b></u>	<u><b>8,813</b></u>
<b>Surplus (Deficit)</b>		
	<u><u><b>\$ (3,073)</b></u></u>	<u><u><b>\$ 9,633</b></u></u>