LAKEWOOD FOREST FUND, INC. (the HOA)
NEW RESIDENT WELCOME PACKET

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WELCOME TO LAKEWOOD FOREST

Dear Lakewood Forest Resident(s):

On behalf of the Board of Trustees of the Lakewood Forest Fund, I would like to WELCOME you as new homeowners in Lakewood Forest. The Lakewood Forest Fund is the homeowners association for our community otherwise referred to as "The Fund". The Fund is self-managed, which means that we do not pay a management company to handle our business. And, with 2,616 homes in Lakewood Forest, we are one of the largest self-managed associations in Texas. Seven volunteer Trustees, a General Manager and a Compliance Team Administrator manage the affairs of the Fund. Trustees serve without compensation and are elected for two-year terms.

As a cost saving effort, the Fund uses electronic communication as much as possible. With this being said, please visit our website at www.lakewoodforestfund.com to learn more about our community and the services provided along with community events hosted by the HOA and the Civic Association. Be sure to click on the "New Residents" tab under general information for an introduction. In addition, the Fund utilizes NEXTDOOR.COM as a means to broadcast important information and notify the community of special events. For this reason, we encourage new residents to join NEXTDOOR.COM.

Lakewood Forest is a deed restricted community therefore it is important that you are aware of the Covenants, Conditions, Restrictions along with policies which are in effect for the community which are all listed on the association website; www.lakewoodforestfund.com . If you are uncertain of your section, review your settlement statement section "G" which will provide this information or visit www.hcad.org and pull up your property address then review the legal description which will state the section.

In efforts to ensure that the Fund has updated information on file, it is requested that you fill out the enclosed "owner information form" and return either via email to gm@lakewoodforestfund.com or mail to Lakewood Forest Fund, 12415 Louetta Road, Cypress, TX 77429. Should you have any further questions, feel free to contact us by either by telephone or via email.

Fund office hours are from 9:00 am to 3:00 pm, Monday through Friday but only accept visitors via appointment.

Sincerely,
Heidi Flores, CMCA®, AMS®, PCAM®
General Manager

OWNER INFORMATION FORM

Lakewood Forest Fund understands your concerns regarding privacy, and we assure you that the requested information is for Association purposes only. This information will not be exchanged with others outside of association affairs. The email provided below will only be utilized by the General Manager for purposes of contacting you for various association business.

OWNER INFORMATION

Property Address:	
Full Name:	
Mailing Address:	
Home Phone:	
Cell Phone:	
Email Address:	

Will owner reside at property? ☐ Yes ☐ No

Please return form via any of the following methods:

Via mail to:
Lakewood Forest Fund
12415 Louetta Road
Cypress, TX 77429

Via email to: gm@lakewoodforestfund.com

LAKEWOOD FOREST FUND, INC. (the HOA) which is referred to as "THE FUND"

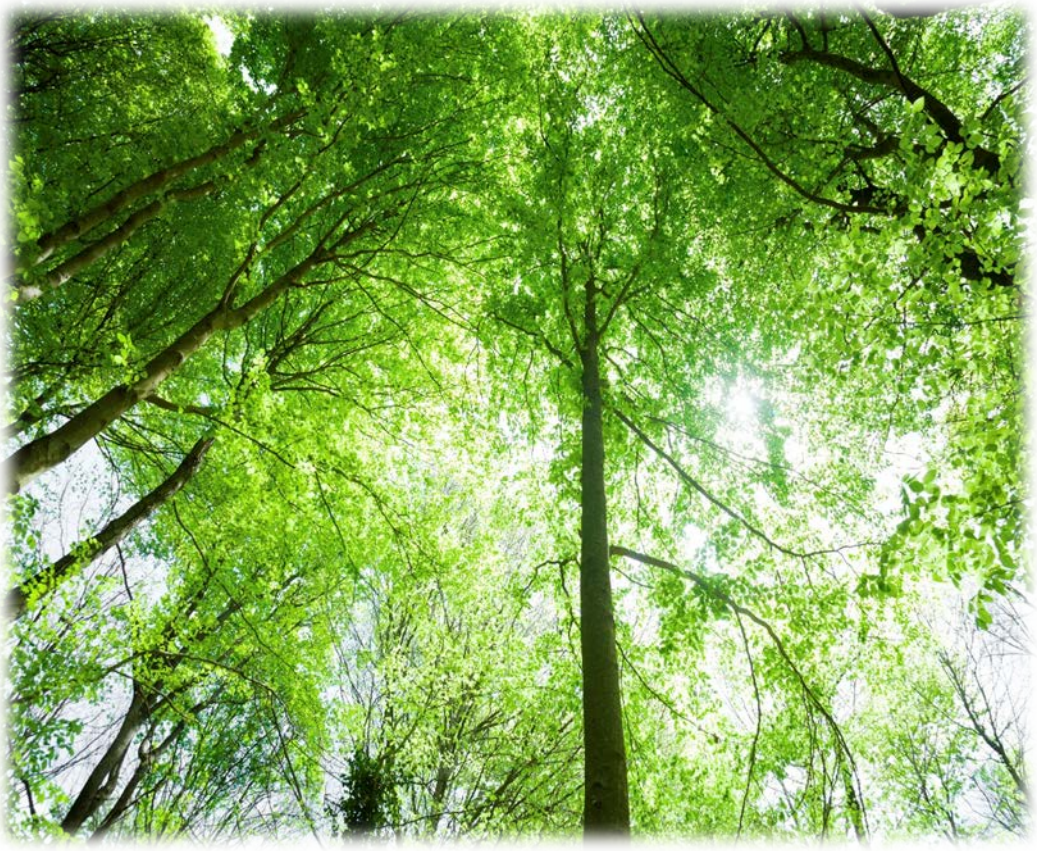
Lakewood Forest Fund (the HOA) also known as "The Fund", is the entity responsible for running the daily operations of the community which includes assessment collection and deed restriction enforcement. Through the dedication of the volunteers serving our association, Lakewood Forest continues to be a premier neighborhood in northwest Houston. The Fund utilizes the annual maintenance assessments to fund the daily operations of the subdivision. Examples of our administrative expenses are legal fees, insurance for common areas, and payroll expenses. Other expenses are for services provided to our residents such as trash and recycling services, electrical charges for street lightning, mosquito spraying, and Constable Patrol.

The annual assessment is set each year in either September or October by the Board of Trustees. A statement is mailed to each homeowner no later than end of November indicating the assessment amount for the upcoming year. The due date of the assessment is January 1st of each year, however, the assessment is not considered delinquent until February 1st. Payments received after January 31st are subject to a late fee charged every month until the assessment is paid in full.

The annual budget for the association is posted on the association website under "Document Library" / "Financial Information". In addition, a detail of the services provided to residents can be found under the "Services" tab. (Please refer to Financial Q&A detailed in this packet).



FUND OFFICE / HARRIS COUNTY PRECINCT 4 CONSTABLE LAKEWOOD SUBSTATION



12415 Louetta Road,
Cypress, TX 77429

The Fund Office shares a building with Harris County Precinct 4 Constables /Lakewood Substation and is located at the intersection of Malcolmson Road and Louetta Road.

Please note that navigation systems do not correctly pick up this address therefore directions are listed below *or enter* ***12127 Louetta Road, Houston, TX 77070*** *which is directly located across from Fund Parking Lot*

Directions from "Neighborhood Walmart Market" located at intersection of Grant and N. Eldridge Parkway

-Go North on N. Eldridge Parkway until traffic light at intersection of N. Eldridge Parkway and Malcolmson Road
-Take a right onto Malcolmson Road
-Lakewood Forest Fund Building is located directly across from the Lakewood Montessori School
-Pull into back parking lot (same lot with Constable Patrol Cars)
-Walk around to front of building and drop payment/info through mail slot located on front door of building

Directions from intersection of Jones Road and Louetta Road

-Take Louetta westbound until intersection of Louetta Road & Heatherwick/Malcolmson
-Take left onto Malcolmson
-Take immediate right into Fund parking lot (same lot with Constable Patrol Cars)
-Walk around to front of building and drop payment/info through mail slot located on front door of building

BOARD OF TRUSTEE MEETINGS

Board meetings are normally held the first Monday of each month (except for holidays) and are open to residents. Meetings are held at the Lakewood Forest Fund office and begin at 7PM. The office is located at 12415 Louetta Road, Cypress TX, 77429. Meetings are advertised on community marquee boards and notification is sent out via an email blast to those individuals who have registered their email address through the association website. In addition, board meeting dates are posted on the home page of the association website. Every month the minutes from the preceding month board meeting are approved and placed on the association website under "Document Library"/ "Meeting Agenda & Minutes".

ANNUAL MEETING OF MEMBERS AND BOARD OF TRUSTEE ELECTIONS

Every year in the first quarter, The Fund holds the Annual Meeting of Members to discuss the business of the association and to elect board trustees. The Annual Meeting is an event which allows Board Members and homeowners of the community to gather and discuss important issues concerning the neighborhood. This is your opportunity to become involved in your community and have your voice heard regarding items such as; expenditure of funds, election of board members, and to provide input on issues that you would like to see addressed in order to maintain the integrity of our neighborhood.

If you are ever interested in running for an open position, The Fund, encourages you to contact the Fund Office for detailed information.

Model Code of Ethics for Community Association Board Members as presented by Community Association Institute is as follows:
Board Members should:
- Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
- Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances and resources.
- Act within the boundaries of their authority as defined by law and the governing documents of the association.
- Provide opportunities for residents to comment on decisions facing the association.
- Perform their duties without bias for or against any individual or group of owners or non-owner residents.
- Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
- Conduct open, fair and well-publicized elections.
- Always speak with one voice, supporting all duly-adopted board decisions even if the board member was in the minority regarding actions that may not have obtained unanimous consent.

COMMUNITY EVENTS

The Fund in conjunction with Lakewood Forest Civic Association host several community events throughout the year which are listed under "Calendar of Events" on the association website. Events held annually are "Coffee with A Cop", "Lakewood Forest Community Garage Sale", "E-waste and Document Shredding Event", "Lakewood Forest Civic Association Patriotic 4th of July Parade", "Food Tuck Splash Bash", "National Night Out Celebration", and "Holly Jolly Breakfast with Santa".

AMENITIES

Lakewood Forest is limited in amenities with only one small pond located in the Gardens of Lakewood Forest – entry is located between 11511 and 11515 Aspenway Drive, Houston, TX 77070. In addition, the association DOES NOT have a common area pool, however, located within our subdivision is Lakewood Residents' Club which provides several amenities including a pool, tennis courts and a sand volleyball court. Visit their website at www.lakewoodrc.org for more information or email lakewoodresidentsclub@gmail.com or call 281-376-1893.

In addition, both Precinct 3 and Precinct 4 maintain many parks in and around our subdivision. More information can be found regarding these parks by exploring their websites.

Harris County Precinct 3
Commissioner Steve Radack
www.pct3.com
281-463-6300

Harris County Precinct 4
Commissioner R. Jack Cagle
www.hcp4.net
281-353-8424



Popular amenities/parks which are located in and around Lakewood Forest are:

Faulkey Gully Hike and Bike Trail (see precinct 4 website for trail maps) www.hcp4.net
Kickerillo-Mischer Preserve – 20215 Chasewood Park Drive, Houston, TX 77070
Matzke Park – 13110 Jones Road, Houston, TX 77070
Lakewood Crossing Park – 11502 Cypresswood Drive, Houston, TX 77070
Richard D Taylor Park – 11606 Cypresswood Drive, Houston, TX 77070
Cypress Park-12925 N. Eldridge Pkwy, Cypress, TX 77429

NEIGHBORHOOD ORGANIZATIONS

LAKEWOOD FOREST CIVIC ASSOCIATION, INC.

13121 Louetta Road, PMB #1025, Cypress, TX 77429

Lakewood Forest Civic Association and Lakewood Forest Fund (the HOA) are committed to serving the residents of Lakewood Forest. While these are two separate non-related entities, they work in tandem through volunteer board members to manage the affairs of the association.

The Lakewood Forest Civic Association is chartered "to promote the general welfare of residents by bringing about civic betterment"…

The LFCA is managed by a board of Directors, elected from the general membership in October. Membership is open to all residents of Lakewood Forest. The voluntary annual dues of $10.00 per household are entirely separate from the mandatory yearly maintenance fee paid to the Lakewood Forest Fund. Because the civic Association depends on your support, please help us with timely payments of your dues when billed.

The Civic Association advocates for the community by providing improvements to the neighborhood from the voluntary dues collected from residents in addition to promoting the civic spirit of the community. Every year, the Civic Association organizes and co-hosts numerous community events with Lakewood Forest Fund (the HOA). Other ways the Civic Association serves the neighborhood is by conducting a scholarship program for graduating high school seniors, donations to local schools, care packages to military members, publishing of monthly newsletter, resident directory and newcomer guide, curb number repainting, and assisting the HOA with unexpected expenses.



The *Lakewood Forest Civil News* is a monthly publication of the Lakewood Forest Civil Association and is distributed monthly via mail to all residents and advertisers. The *Lakewood Forest Civil News* accepts articles, announcements, etc., for church and non-profit groups, and other articles of general interest to residents of Lakewood Forest.

Visit the www.lakewoodforestfund.com and click on the "Civic Association" tab to view their latest information.

LAKEWOOD RESIDENTS' CLUB

15006 Lakewood Forest Drive, Houston, TX 77070

Welcome to Lakewood Forest! Join us and have some fun!

Lakewood Residents' Club is the area's premier private swim and tennis club – built for families!



The club is in the heart of the Lakewood Forest subdivision in northwest Houston. We are a member-owned club that is open to anyone regardless of where they reside. Become a member and enjoy lively social events, a competitive summer swim team for children and teens, a strong tennis league program, and more!



Lakewood Residents' Club has four lighted, regulation tennis courts available to members for day and night play. With wind breaks, practice net, practice wall and well maintained playing surface, LRC is a great place to play tennis. Play for leisure or join one of our active league teams. We have women's teams, men's teams and youth teams. Never played or it's been a long time? Programs and leagues are available for all skill levels including beginners.



Lakewood Residents' Club has a private lake as a background making it a beautiful place to relax with the kids, a cool drink, or a good book. We are fortunate to have one of the few 50 meter Olympic size pools in the Houston area. The swim team program is known for its team spirit, festive social events, excellent swimming instruction and good sportsmanship.

Club Amenities:

- Beautiful clubhouse with kitchen, dance floor and bar for social events
- 50-meter, temperature controlled swimming pool with diving area
- Children's wading pool
- 4 lighted, hard surface tennis courts
- Sand volleyball court
- Children's playground
- Private lake frontage with catch-and-release fishing
- Several grills around pool area

We invite you to stop by and learn more about all that the Lakewood Residents' Club has to offer. The Lakewood Residents' Club offers several membership plans to fit your needs or your budget.

25% off a full year or summer membership for new residents of Lakewood Forest!

Call our office 281-376-1893 and mention this flyer

www.lakewoodrc.org lakewoodresidentsclub@gmail.com

LAKEWOOD FOREST GARDEN CLUB

Lakewood Forest Garden Club has several planned outings throughout the year, is responsible for awarding "yard of the month", hosts an annual plant sale, selects seasonal flowers and provides consultation to "The Fund" on various landscape projects.



Guidelines for Judging Yard of the Month

Garden Club members judge yards for March, April, May, June, October, and November. Judging is usually done the last week of the previous month, i.e. judging, for October would be done the last week of September. Your yard does not have to be entered to be judged, but all fees and dues for the neighborhood must be current to win. Once a yard has received the award, it is not eligible for the further awards for that year.

The first place winner each month receives a $50 gift certificate from Plants for All Seasons and recognition in the Civic News. An honorable mention yard receives a $25 gift certificate.

Overall landscape design should be compatible with the architecture of the house, e.g. no windows hidden by shrubs, color, balanced design, etc.

- Grass: green, except in winter, mowed and edged; weed free
- Color contrast, e.g. well placed variegated of colored shrubs, use of flowers and bulbs such as caladiums to add interest.
- General neatness, e.g. air conditioner hidden by shrubs; garden horse rolled up, garbage can, toys, etc., kept out of sight
- Shrubs: neatly pruned
- Walks and curbs swept and cleaned

LAKEWOOD LIGHTNING SUMMER SWIM TEAM

Lakewood Lightning is a summer swim team that has an 8 week season from the first week of May until the last weekend in June each year.

The Lightning is for families with children aged 5-18 years, you must have a current membership level in the Lakewood Residents Club to participate. In the pool, Lightning coaches work on teaching correct stroke technique in all four strokes, competition skills like dives and turns, and improving endurance. The coaches also emphasize teaching the value of sportsmanship and team spirit - all in a fun and friendly environment. Swimmers compete in swim meets against other teams in the Northwest Aquatic League each Saturday.

Summer league swimming is a "family" sport. Parents are an integral part of the success of the team as the Lakewood Lightning is a volunteer lead, and run, organization.

We would love for you to join the Lakewood Lightning family; to learn more, go to http://lwf.swimtopia.com or email swim@lakewoodlightning.com



GREATER HOUSTON OFF ROAD BIKING ASSOCIATION (GHORBA)



The Greater Houston Off Road Biking Association (GHORBA) manages and maintains about 10 miles of natural surface trails along Cypress Creek that are easily accessible to Lakewood Forest residents. These trails are shared by walkers, joggers, dog walkers, mountain bikers, and equestrians and flow from Grant Rd to 249. Look out for activities and tours at their website www.ghorba.org



IMPORTANT INFORMATION REGARDING LAKEWOOD FOREST

Lakewood Forest is a Deed Restricted Community and Architectural Approval (ACC) is required prior to initiation of any exterior improvements

A deed restricted community is where the community has a homeowner association that has rules and regulations pertaining to the use of land and the look of the neighborhood.

The Fund initiates deed restriction inspections on a weekly basis therefore it is important for each resident to understand the Covenants, Conditions, and Restrictions governing the section they live in along with all of the various policies governing the HOA. All Covenants, Conditions, and Restrictions for Lakewood Forest, require that ACC approval is granted prior to initiation of any exterior improvements.

In order to obtain an Architectural review of proposed exterior changes, the homeowner/applicant initiates the review process by submitting an application to The Fund Office either electronically, via postal mail or by delivery.

a. Application(s) can be found on The Fund's website.
b. Reviews are submitted by The Fund Office to the Architectural Control Committee electronically via email.
c. An approval or disapproval letter will be forwarded to applicant upon review by the ACC Committee
d. An effort is made to expedite all submissions received, however, applicants should allow ten (10) business days from date of submission for final notification.
e. Fees may be charged to the applicant by The Fund when professional consultation is needed.

Visit the association website for more information:

Covenants, Conditions, Restrictions along with all the various policies governing the HOA can be found under "Document Library" / "Association Formal Documents"

ACC information can be found under the "Architectural Control Tab"

Underground Digging Clearance Contact Information

www.texas811.org
or dial 811

Lakewood Forest has a set of Architectural Guidelines and Community Standards

Lakewood Forest was specifically planned and designed as a first class residential community, intended to provide a high quality of life in a stunning natural setting.

Although each lot is owned privately, and the common areas are for the use of all members of the Community, there are certain restrictions and guidelines for the use, improvement, and alteration of the properties within Lakewood Forest. It was approved as a self-contained, deed restricted community with its own set of covenants, conditions and restrictions (e.g., "the CCR's"). These covenants, conditions and restrictions exist so that the overall aesthetics, congruity, appearance and safety of the neighborhood will be maintained in such a way that the homeowners can live in harmony. Each homeowner is assured, to some degree, that basic guidelines are in place to support the quiet enjoyment of their home and property, and to protect the value of their investment. The ultimate intent of the CC&Rs is not to create a rigid set of controls that limit personal freedom or property rights, but rather to create and maintain a self-governing community where members of the Homeowners Association protect their investment. By monitoring the exterior design of improvements within Lakewood Forest, The Fund is able to maintain a high standard of aesthetic quality which enhances property values.

The purpose and intent of the Architectural Guidelines and Community Standards is to:
- Preserve the original architectural harmony and aesthetic qualities of the homes located in Lakewood Forest
- Provide guidelines to aid the homeowners when making exterior modifications or repairs
- Provide standards to aid the homeowners regarding the typical maintenance of lots and exterior of homes

The Architectural Guidelines and Community Standards can be found on the association website under "Document Library" / "Association Formal Documents" – scroll down to "Policies/Resolutions/Guidelines" or under the "Architectural Control" tab



Lakewood Forest has an Exterior Painting Policy

One of the most important functions of the Board of Trustees for Lakewood Forest Fund, Inc. ("The Fund") is to preserve and enhance property values as well as maintain the architectural character of the community. For this reason, The Fund, has adopted an exterior painting policy which must be followed by every owner when re-painting exterior of home.

- Exterior painting of home requires approval from Architectural Control Committee.

- Approval is mandatory and strictly enforced.

- Any owner that does not obtain approval from Architectural Control Committee is in violation of the Restrictions and Covenants governing Lakewood Forest and may be pursued through legal channels in efforts to meet compliance.

- All homes must have their exterior re-painted to the extent and frequency necessary to maintain the original character of the neighborhood. Noticeable fading or peeling of exterior paint on any home is cause for The Fund to require re-painting of a portion, or all, of the home's exterior at the owner's expense.

- Original paint colors may not be approved. Owner must select paint colors from approved color schemes as provided in this policy based on style of home. A paint scheme is a complete set of colors. When a scheme is chosen, all the colors specified shall be used to cover various parts of homes such as main body/gutters, soffits/fascia, accents/window trim/shutters.
Styles of homes are: Traditional, Tudor, and Victorian.

- Owner(s) not wishing to utilize any of the approved paint colors, may request a variance which will be reviewed by a professional color consultant. Owner(s) will be charged an administrative fee which will be equivalent to the cost paid by the association to the color consultant for review.

- Brick portion of home may not be painted. Owner(s) wishing to paint brick, may request a variance which will be reviewed by a professional color consultant. Owner will be charged an administrative fee which will be equivalent to the cost paid by the association to the color consultant for review.

- Driveways may not be painted.

- All exterior paint utilized on homes shall be done in an exterior satin finish.

- All exterior doors can be done in either exterior satin finish or exterior gloss finish; stains may also be utilized.

- Gutters should be painted in the corresponding color they are attached to.

- Current photo of home must be submitted with ACC application.

Continued on following page

- Paint materials may not be disposed through trash service provided by Lakewood Forest; contractor shall haul off any excess paint that needs to be discarded.

- Lakewood Forest reserves the right to make a final inspection of the project to ensure it matches the request submitted for approval.

- Lakewood Forest reserves the right to update the approved color schemes in the future through referral with a professional certified in color consulting.

Exterior Painting Policy and application may be acquired by any of the following methods:
-Request via phone by calling Fund Office at 281-370-8943
-Request via by sending email to gm@lakewoodforestfund.com
-Acquire by printing directly from association website www.lakewoodforestfund.com

Questions regarding this policy should be directed to Fund Office.
Phone: 281-370-8943
Email: gm@lakewoodforestfund.com



Guidelines which are actively enforced but commonly violated are listed below:

Homes in Lakewood Forest Fund may only be used for single family purposes meaning rooms may not be rented out to several different individuals or families or used for commercial purposes. Garage apartments also may not be used for rental purposes.

The owners and occupants of each Lot shall have the duty and responsibility, at their sole cost and expense, to maintain the lot and Property so that it is well maintained in a safe, neat and attractive condition at all times. Such maintenance includes, but is not limited to, the following:

- Prompt removal of all litter, trash, refuse, and wastes. Trash/recycle containers must be stored out of public view on non-trash/recycle service days.
- Perform lawn maintenance on a continuous basis to include watering, fertilizing, mowing, edging, weeding of flowerbeds and tree wells, raking of leaves/pine needles and necessary shrub and tree trimming.
- Perform exterior home maintenance on a continuous basis to include replacement of rotted wood/siding/fencing, removal of mold/mildew on homes, gutter repair(s), roof replacement, and painting as needed.
- Keep parking areas and driveways in good repair.
- Keep pools free of algae and properly maintained in working order.
- Treat and maintain ponds/lakes to reduce excessive algae and plankton growth.
- Comply with all government health and policy requirements.
- Maintain property to prevent the development of unsightly or unkempt conditions. Unsightly objects include (but are not limited to):
  * Inoperable vehicles
  * Non-functioning equipment (such as bicycles, toys, plant containers)
  * Construction related materials (such as paint cans, building materials, bricks)

Commercial vehicles, inoperable vehicles, mobile homes, bus, tractor/trailer rig, house trailer, recreational vehicle (trailer, ATV, camper, camper trailer, boat, watercraft, boat trailer) may not be parked in the subdivision or any public street within the subdivision; these vehicles may only be parked in the subdivision if parked in the garage with the garage door down.

No animals, livestock, or poultry of any kind shall be raised, bred or kept on any lot, except that dogs, cats or other household pets may be kept provided they are confined to the Lots of their owners by leash or fence; and further provided that they are not kept, bred, or maintained for any commercial purpose and are not kept in such numbers as to become a nuisance.

Recreational equipment may not be located in any front yard or side yard which can be viewed from street with the exception of basketball goals.

Above ground swimming pools are prohibited in Lakewood Forest.

Trash and recycle containers may not be stored in public view on non-service days.

SERVICES PROVIDED BY LAKEWOOD FOREST

(these services are paid through your annual assessment)

Constable Services

Lakewood Forest Fund has a contract with Harris County Precinct 4's Contract Deputy Program. Five officers are assigned to working approximately 70% of their time in Lakewood Forest and 30% for Harris County. These officers are assigned to the Lakewood Substation located in the subdivision in the same building housing the Fund Office, located at 12415 Louetta Road, Cypress, TX 77429. The officers are primarily patrolling the subdivision therefore if you need their assistance, you must contact them by calling the Constable Dispatch at 281-376-3472. For non-emergency assistance, contact Constable Dispatch at 281-376-3472. For an emergency, contact 911.

The services listed below can be obtained by requesting through Harris County Precinct 4 Constable Office's online services. Go to Harris County Precinct 4's website www.constablepct4.com and click "community involvement" then scroll down and click on "services offered" to fill out the online form.

-Accident Reports
-Business Security Check Request
-Citizen Property Inventory System – Report It
-Extra Patrol Request
-Fingerprinting Services
-Open Records Request
-Report Alcohol and Tobacco Sales to Minors
-Report a Crime Online
-Report Illegal Drug Activity Anonymously
-Report a Traffic Complaint
-Report Suspicious Gambling, Massage Parlors, and Sexually Oriented Businesses
-Trespass Affidavit
-Vacation Watch Request

Precinct 4 Headquarters - 6831 Cypresswood Dr., Spring, TX 77379

The following operations and services are available at this location:

-Administration Office: 832-927-6205
-Central and South Central Patrol Operations: 832-927-6200
-Records Division: 832-927-6230
-Human Resources: 832-927-6211
-Internal Affairs: 832-927-6228 / 832-927-6229
-Property Division: 832-927-6239
-Technical Services: 832-927-6212

Central Services Substation - 330 Meadowfern, Houston, TX 77067

The following operations and services are available at this location:

-Civil Division: 832-927-6108 (Fee Schedule)
-Clean Air Task Force: 832-927-6150
-Computer Crimes Division: 832-927-6158
-Domestic Violence and Victim Assistance: 832-927-6157
-Regulatory Enforcement Division: 832-927-6161
-Special Crimes and Investigations Unit: 832-927-6158
-Training Division: 832-927-6190 (Training Schedule)
-Warrant Division: 832-927-6114
-Writs Division: 832-927-6139 (Fee Schedule)

Recycling and Trash Services

As a new resident, you do not have to sign up for trash or recycling services; you only need to place your containers out prior to 7:00 AM the morning of pick up.

The recycling and trash service for Lakewood Forest is provided by: RESIDENTIAL RECYCLING AND REFUSE OF TEXAS. If for some reason your recycling or trash service is missed, please call them at 866-516-9805 (Monday thru Friday) and tell them you are a Lakewood Forest resident and your pick-up was missed.

If you need a recycle bin, please contact the Fund Office at 281-370-8943 or via email to gm@lakewoodforestfund.com to request a container. Only (1) container is given per household however the Fund can provide recycling logo stickers to place on additional cans purchased at owner expense. Residents must provide their own trash cans.

Trash containers, bags, and recycle bins must be kept from public view except on or after 6:00 PM the day prior to scheduled pickup. Once pickup has been completed, containers and bins must be stored out of public view by 8:00 PM same day as pickup.

Your HOA fees cover the cost of trash and recycling and the bill is paid directly by the Fund Office. If you are a new resident, there is no sign up required, merely place your recycling and trash out on scheduled days.

Observed holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If the holiday falls on a scheduled pick up day, then pick up will not be held until the next scheduled pick up day.

Recycling Pickup Specification Sheet

- Regular weekly recycling pickup day is Wednesday
- Service is curbside
- Residents must place items out by 7:00 a.m.
- Leave lids off all plastic and glass– lids can go into recycling container
- All containers should be rinsed and free of residue
- Medium and large cardboard boxes should be broken down
- Styrofoam products (packing peanuts, cups, plates, egg cartons, etc.) are not accepted
- Items do not need to be separated - everything can go into the same bin
- Excess items can be put in a regular trash can that has been marked as “recycling”; recycling emblem stickers are available upon request to be used on “recycle” trash cans into “recycling containers” – just email the Fund Office at gm@lakewoodforestfund.com requesting a sticker
- On windy days, items should be placed in a white or clear trash bag and set it in the recycling bin (this prevents items from blowing out and across yards)

Items accepted for recycling pickup

Paper – magazines, newspapers, copy paper, computer paper, phone books, junk mail, etc.
Plastic #1 - #7 with exception of #6 Styrofoam – juice, water, milk, soda, detergent, cleaners, Rx bottles (if in doubt please check bottom of container for recycling emblem and number in center – if no emblem it is not recyclable)
Aluminum – any type soda, beer, drink can, etc.
Tin Cans – any food can, pet food can, etc. (no aerosol containers please)
Cardboard – boxes, cereal, food, detergent, pet food, etc.
Glass – any color glass (amber, green, brown, clear, etc.) must be pure glass cannot be ceramic, mirror, pottery, stoneware or china type items
Thin Plastics – bags from grocery, sleeve on newspaper, wrapping on dry cleaning

Items Not accepted for recycling pickup

Styrofoam
Computer parts
Batteries
Medical Waste
Biohazard
Appliances
Hazardous Materials (Oil, Motor Oil, Anti-Freeze, etc.)
TVs
Wire hangers
Paint cans
Used paper towels, paper plates or napkins
Used baby diapers

Trash Pickup Specification Sheet

-Trash collection days are Wednesday and Saturday
-Heavy trash collection day is every Saturday
-Service is curbside
-Residents will provide their own trash containers and containers must be placed out by 7:00 AM
-All trash containers must have lids and trash must be bagged so as to avoid blowing into streets, storm drains and neighboring yards
-Up to six (6) cans of properly contained household waste each weighing less than 40 pounds will be accepted for weekly pickup; and
-Up to six (6) bags of yard waste (per pickup) will be collected at the curb and must be placed in sturdy plastic bags weighing no more than 40 pounds.
-All branches and tree trimmings should be no more than 3 inches in diameter and no longer than four (4) feet in length. Bundles must be securely tied and weigh less than 40 pounds
-Bulk items/heavy trash will be picked up once a week on Saturday however there is a limit of one bulk item per household per week. Residents should contact RRR prior to putting out heavy trash between the hours of 8:00 AM and 5:00 PM Monday thru Friday. Callers will be advised as to whether there will be an additional charge for bulky items such as stoves, refrigerators (which have been properly certified freon-fee for disposal), water heaters, washing machines, furniture, construction debris, dead animals or hazardous waste
-Contractor debris and waste from building projects (rocks, lumber, carpet, bricks, roofing material, etc.) is excluded and will not be picked up. Contractors are responsible for hauling construction debris from premises
-Excluded items: It is illegal to transport any hazardous waste in a trash truck and dispose of it in a landfill. Hazardous waste includes: medical waste, any appliance containing Freon, acids, car batteries, dead animals, and chemicals of any kind, car parts, car tires, and construction trash (includes concrete, large quantities of carpeting, fencing, rolls of carpet or any construction type material or debris). Toxic or radioactive waste, paint, petroleum products or filters are not accepted. Other excluded items include: large pieces of glass (must be broken down in smaller pieces and placed in a closed box), large sofas and sleepers, furniture with metal frames and other metal item.
-Any CFC (Freon) item must be properly tagged and certified by Customer that all Freon has been properly removed in accordance with the Federal Clean Air Act regulations. If items are not tagged, they will be left at curb
-Bulk items which are too large for Contractor to put in with the normal weekly pickup may be collected separately upon request. Party requesting service will be billed separately at a negotiated price depending on size, quantity and handling required to remove and dispose of item(s)
-Owners and contractors are responsible for paint disposal as trash hauler will not accept. (Click on "General Tab" and then "Hazardous Waste Disposal" for information on disposing of paint or hazardous waste)

Mosquito Spraying

From April through October, Cypress Creek Pest Control provides mosquito fogging services for Lakewood Forest which occurs on a weekly basis. Owners can be proactive in addressing the mosquito situation by eliminating standing water around their home – just a few examples are: clearing roof gutters of debris, repairing leaky outdoor faucets, changing water in bird baths often, maintaining pools.

Electronic Waste Pickup and Document Shredding provided in Spring and Fall

Residential Recycling and Refuse of Texas provides electronic waste pickup and document shredding for Lakewood Forest two times per year at no cost to the association. Watch while your documents are shredded on-site!! The event is normally held at Moore Elementary, 13734 Lakewood Forest Drive, Houston, TX 77070 and is advertised through nextdoor.com blog, Lakewood Forest Civic News, advertised on community marquee boards, and through email blast sent to individuals who have registered their email through this website.

Items Accepted:
Personal computers
TV's ($25.00 disposal Fee)
Keyboards, mouse, and speakers
Cameras
Switches & routers
Cords & cables
Game consoles
Small kitchen appliances
Computer monitors (including: CRT, LCD, LED, Plasma)
Laptops
Hard drives
Car batteries
Rechargeable batteries
AAA – AA – D – C Type batteries
Memory chips
Hubs and routers
Tape drives
Printers, copiers, and plotters
Fax machines
PDAs
Projectors
Telephones
Cell phones
Toner cartridges

Paper Documents For Shredding – Please remove all binders, binder clips, and metal objects prior to bringing the items to the event
If item not on list – call us – we'll find out for you and let you know prior to scheduled date

TV's accepted – but fee of a disposal to be advertised in advance

Items Not Accepted:

CFL light bulbs	Major appliances
Paint	Aerosol containers
Medical Waste	Hazardous Waste (other than batteries)

CONTACT INFORMATION FOR WATER DISTRICTS

Each resident should determine which section they live in to determine which water district services their area. If you are uncertain of your section, review your settlement statement section "G" which will provide this information or visit www.hcad.org and pull up your property address then review the legal description which will state the section.

EDP (Environmental Development Partners, LLC)
17495 Village Green Drive, Houston, TX 77040
Billing, Service & Repair..... 832-467-1599
customerservice@edpwater.com
www.edpwater.com

Services the following entities/sections in Lakewood Forest:
Lakewood Forest MUD (Section 1, 3, 5, 6, 7, 8, 11, & 12 & Patio Homes)
Malcolmson Road MUD (Section 2)

Eagle Water Management
5118 Spring Cypress Rd, Spring TX 77379
Billing, Service & Repair..... 281-374-8989
www.eaglewatermanagement.com

Services the following entities/sections in Lakewood Forest:
Faulkey Gully MUD (Sections 10, 14, 15, 17, & 18)
MUD 18 (Section 9)

OTHER UTILITIES

Electric Providers
www.powertochoose.com
1-866-393-1033

Gas
CenterPoint Energy
centerpointenergy.com
1-800-752-8036 or 713-659-2111

SCHOOL INFORMATION

Cypress-Fairbanks Independent School District

www.cfisd.net

Hamilton Elementary
12050 Kluge Rd.
Cypress, 77429
281-370-0990

Moore Elementary
13734 Lakewood Forest Dr.
Houston, 77070
281-370-4040

Hamilton Middle
12330 Kluge Rd.
Cypress, 77429
281-320-7000

Cy-Creek High School
9815 Grant Rd.
Houston, TX 77070
281-897-4200

Tomball Independent School District

www.tomballisd.net

Lakewood Elementary
15614 Gettysburg
Tomball, 77377
281-357-3260

Northpoint Intermediate
11855 Northpointe Blvd.
Tomball, 77377
281-357-3030

Tomball Memorial High
19100 Northpointe Ridge Ln.
Tomball, 77377
281-357-3230

INFORMATION REGARDING POST OFFICES SERVICING LAKEWOOD FOREST

(Keys for post office may only be obtained from respective post office servicing your area; the HOA does not have access nor can they issue mailbox keys)

www.usps.com

For general questions such as locations, hours of operation, ZIP code information, etc.

Willow Place - 12955 Willowplace West
281-890-2392

Cypress - 16635 Spring Cypress Rd
281-373-9125

Tomball - 122 N. Holderrieth
281-516-0513



INFORMATION REGARDING HARRIS COUNTY OFFICES

Harris County Precinct 4 Constable's Office
Constable Mark Herman
www.constablepct4.com
6831 Cypresswood Drive
Spring, TX 77379
General Information: 832-927-6200
Constable Dispatch: 281-376-3472

Harris County Fire Marshal Office
www.hcfmo.net
fmosupport@fmo.hctx.net
281-436-8030 (Humble Office)
281-436-8000 (Houston Office)

Visit the Precinct 3 and 4 websites to find valuable information such as area parks, libraries, voter registration, senior programs, and community amenities.

Harris County Precinct 4
Commissioner R. Jack Cagle
www.hcp4.net
cadir@hcp4.net
281-353-8424

Harris County Precinct 3
Commissioner Steve Radack
www.pct3.com
281-463-6300

Harris County Precinct Emergency Management (OHSEM)
www.readyharris.org
713-881-3100

Harris County Flood Control
www.hcfcd.org
713-684-4000

Harris County Animal Control
281-999-3191
Dead animal pick-up Harris County Roadways
If animal located in Precinct 4 - 281-353-8424
If animal located in Precinct 3 - .281-463-6300

Harris County Public Health and Environmental Services
www.hcphes.org
713-439-6000
713-755-5050 to report an emergency at any time

HAZARDOUS WASTE DISPOSAL

Harris County Household Hazardous Waste Collection Facility
6900 Hahl Road
Houston, TX 77040
Phone: 281-560-6200
Hours open to public:
- Every Wednesday: 9:00 am to 3:00 pm
- Every 2nd Saturday of the month: 9:00 am to 2:00 pm

Information below taken from their website:
The Harris County Household Hazardous Waste Collection Facility opened March 10, 2010 and provides free services to approximately 1.3 million residents of unincorporated Harris County. Our services allow residents a convenient, safe, and environmentally compliant way to dispose of the chemicals and some other non-hazardous recyclable items used in their home. The facility is also used as a point of operations for disaster management in the event of a hurricane, flood, tornado, or other type disaster.

We do not have a home pick-up service. You must bring your items to the facility and we offload them for you. For your safety we request that you put your vehicle in park, turn off the ignition, and remain in your vehicle. Trained staff will pack the items according to all Federal, state, and local regulations and send them for proper disposal using best environmental management practices. Approximately 75% of all items collected are sent for recycling or energy recovery. The remaining percentage is disposed using treatment techniques that ensure the hazardous components are completely destroyed.

Or…feel free to visit www.earth911.com for various options based on material you are trying to dispose/recycle

FINANCIAL Q&A

What is the difference between the various bank accounts utilized by The Fund?

The Fund utilizes various bank accounts in order to ensure that all funds are protected through FDIC and also to differentiate funds set aside for various purposes.

1. The PRIMARY OPERATING ACCOUNT utilized by the Fund is a checking account which is used to pay all of the standard operating expenses for the association. The standard operating expenses are those expenses which are listed on the association budget. Some examples of these expenses are trash and recycling, constable patrol/security, street lighting, mosquito fogging, and administrative expenses.

2. The Fund also has a RESERVE ACCOUNT set up to house the monies which are utilized to replace or repair the common area elements of the association as specifically outlined in the Lakewood Forest Reserve Study.

   As defined by Reserve Advisors:
   "A reserve study is an in-depth evaluation of a property's physical components and an analysis of its reserve funds. Based on a thorough on-site inspection, a custom reserve study details anticipated replacements or repairs to common-area elements and recommends annual reserve funding to cover capital expenditures for the next 30 years.

   Reserve studies give community association managers, board members and property owners assurance that future major property expenses are identified early and that a funding plan is in place to pay for those expenses.

   A well-prepared reserve study can avert special assessments and supports a harmonious community."

   In 2017, the Fund is expected to exhaust around $83K of reserve funding for various projects to include fence replacement in "The Pines" section, partial landscape replacements throughout the community, perimeter wall repairs/painting and replacement of HVAC equipment at the Fund Office.

3. In addition to the primary operating account and the reserve account, the association also utilizes a separate account for COMMUNITY PROJECTS/IMPROVEMENTS AND BEAUTIFICATION. Retained earnings for the association were utilized to subsidize this account at inception. These are discretionary funds which are primarily utilized for community improvements and beautification projects however they can also be utilized for reserve elements if so desired by the Board of Trustees. In 2016, the association spent approximately $154K from the community improvement fund which primarily funded several phases of the perimeter wall project to include ivy/landscape/tree removal, restoration and painting of the walls. Other discretionary projects financed through this account included trimming of all crape myrtle trees in association common areas, refurbishment of various landscape beds at entrance monuments, relocation of electrical lines and upgrade of monument flood lights at Jones Rd/Louetta Rd intersection and

Lakewood Forest Drive/Louetta Rd intersection. Harris County Precinct 3 Commissioner's Office contracted to install irrigation sleeves for the Fund during the Grant Road widening project which was paid for from this particular account.

I have heard complaints on nextdoor.com regarding the cost the association pays for security – why is this so high?

The Fund is under contract with Harris County which authorizes the Constable to provide (1) Lieutenant and (4) deputies to devote 70% of their working time to provide law enforcement services to residents of Lakewood Forest. Law enforcement services included, but are not limited to, patrolling, preparing reports, appearing in court, investigating crimes, arresting persons, and transporting suspects.

The cost that the association is paying for these services is equivalent to paying 70% of the full-time equivalent cost to the County for supplying law enforcement services, including salaries, benefits, vacation, sick leave, and any additional expenses the County may incur in providing the services under this agreement.

What is street lighting expense – I thought the street lights were paid for by the county or Centerpoint?

While street lights are provided by Centerpoint, the association is billed monthly for the energy charges derived from the streetlights located throughout in the subdivision. The average cost per month is close to 12K.



What areas does the association maintain in respects to ground maintenance listed on the budget?

The association maintains approximately 50 common area medians located within the subdivision and around the main entrances to Lakewood Forest including setbacks running along major roads.
Also incorporated in grounds maintenance is mulching and seasonal color which is performed 2-3 times per year, force mows initiated on abandoned homes, patio lake maintenance, holiday flag program and irrigation repairs throughout all of the common areas.

The association has several homes located on lakes/ponds within the subdivision- who pays for the maintenance of these lakes/ponds?

The only body of water owned and maintained by the association is a pond located within the Gardens of Lakewood directly off of Aspenway Drive in the patio home section. All other ponds/lakes belong to and are maintained by the respective owners whose lots border these ponds/lakes. For this reason, you may see "no trespassing" signs posted near these areas.

The administrative costs of the association make up almost 20% of the association budget – this also seems very high?

The total administrative costs of the association are derived from a myriad of various sub-categories which consist of the following:

1. Payroll costs to include taxes for (2) employees consisting of a General Manager and Compliance Inspector
2. Legal expenses which are paid to an outside law firm to assist with both collection and deed restriction issues. Often times, the association must file lawsuits against owners in Harris County Civil Court in efforts to collect outstanding assessments or seek compliance on severe violations of deed restrictions. Out of 2616 lots, on average, 5-8% are under legal consultation at any given time. The Fund does recoup a portion legal fees on an annual basis.
3. Also included under administrative expenses are insurance expenses and accounting expenses.
    - The Fund has a comprehensive insurance program to protect itself from casualty losses, personal injury and property damage claims, as well as miscellaneous areas of liability exposure, such as officers and directors liability for the Board of Trustees.
    - Once a year, the Fund hires an outside accounting firm to perform an audit of the association financial records to ensure that the responsibilities are being handled correctly, and that no fraud is occurring.
4. Office/building expenses along with office equipment/supplies fall under administrative expenses as they directly relate with the administrative operations of the association. These include electricity, phone/internet access, office equipment (such as computers, copiers, IPADs, cell phones) and supplies/postage used in daily operations.
5. IT consulting and software have become major components in the administrative operations of the association. Since 2014, the Fund has made huge efforts in utilizing technology to provide convenience to both residents and employees of the association. Integrating our desktop software with cloud based software allows our employees to better manage compliance issues which is a top priority for the association.
6. The current Board of Trustees for Lakewood Forest are committed to providing community events which will appeal to our residents and have set aside funds allocated for this purpose.

There are comments made on occasion stating the Board is secretive and that information is not shared with the residents of the community. What will the Board do to provide more transparency to members of the association?

The Board disagrees with this assessment as information is actively made available to residents. The association website (www.lakewoodforestfund.com) has a multitude of information available for public viewing to include meeting minutes of all sessions. In addition, all board meetings are open to the public and advertised on the association website, association marquee boards, and a monthly reminder is sent out via an email distribution group for those individual who have signed up. The Board encourages input and participation from association members.

Lakewood Forest Fund, Inc.
"Serving the Residents of Lakewood Forest"

12415 Louetta Road
Cypress, TX 77429
www.lakewoodforestfund.com
Email: gm@lakewoodforestfund.com
Phone: 281-370-8943

