

**Lakewood Forest Civic Association
Board Meeting Minutes – September 6, 2022**

The monthly meeting of the LFCA was called to order at 7:04 pm by president Jodi Cole. Other board members present were Mary Blacklock, Barbara Ward, Lori Estepp, Scott Johnson, Jamie MacKeen, and Linda Musthaler.

Minutes

The minutes from the August 2022 meeting were reviewed. Scott J. indicated that financial information needs to be verified. Jamie made a motion for provisional acceptance of the minutes, pending the financial corrections, if necessary. The motion was seconded by Barbara W. and passed unanimously.

Treasurer Report

Scott J. provided the monthly financial report. As of August 31, 2022, we had \$31,781.14 in total funds. There is \$16,711.87 in the checking account. The money market account has a balance of \$9,497.70 and the 12-month CD has a value of \$5,571.57. We received \$35 from the Fund for annual memberships. We ended the fiscal year with a net deficit of \$1445. We wrote no checks during the month of August.

We have one scholarship for \$500 that did not get disbursed in FY22. We will add that amount to the FY23 budget to cover it.

There was a motion by Jamie M. to approve the FY23 budget as amended. Lori E. seconded the motion and it passed. Final approval will come at the annual meeting in October.

We will owe payment for the D&O liability insurance next month. Jodi will check the policy to verify payment terms.

Our annual financial verification will be done soon.

See Appendix A for Treasurer Report and 2021-2022 Budget-to-Actual Report.

Administrative Reports

Mail Call

There was nothing in the mail this month.

Webpage

We need to post the National Night Out information.

Projects and Events

Scholarship Committee

One student was late in submitted her information for payment to her school. A check will be mailed soon.

School Donations

We allocated a total of \$1,000 for the year. We plan to give \$500 to each of two schools and rotate the six schools every three years. For this year we will give checks to Moore Elementary and Lakewood Elementary schools.

Fall Garage Sale

The garage sale is scheduled for the weekend of November 11-13. Mary B. is looking into getting more signs made.

Clothing Swap

This was a first-time event held in August and it was not well attended. We might try it again next year, perhaps holding it indoors at the LRC. It needs to be promoted earlier and better. It was held on a Sunday morning. Perhaps try a different day or different hours to attract more people.

National Night Out

Jodi reserved the pavilion at Russ Poppe Family Park on Grant Road on October 8. We discussed the details of the event. The constables and an ambulance are confirmed. There will be a demonstration by the CERT group. There will be a band and a bounce house, as well as food and drinks. The HOA is sponsoring \$500 worth of the refreshments. HEB is providing a cake and two local breweries are donating beer.

Other Business

Reimbursements

Jodi C. submitted a request for reimbursement in the amount of \$150.25 for a bounce house deposit for NNO. Scott J. made a motion to approve the expense, Jamie M. second the motion and it passed.

End of Meeting

At 8:18 pm, Lori E. moved to adjourn the meeting. Mary B. seconded the motion and it passed. The next meeting is scheduled for Tuesday, October 4 at 7 PM at the Lakewood Forest Fund office. This will be the annual meeting and election of board members and officers.

Appendix A – Documents from Treasurer’s Report

**Lakewood Forest Civic Association, Inc.
Financial Report as of August 31, 2022**

Summary

Previous balances	<u>\$31,746.10</u>
Net change	<u>35.04</u>
Current balances	31,781.14
Outstanding checks	<u>-</u>
Current balances per bank statements	<u>\$31,781.14</u>

Checking Account xx44

Previous balance	<u>\$16,676.87</u>
Membership Fees Transfers from Lakewood Forest Fund	\$ 35.00
Balance Per Bank	<u>\$16,711.87</u>
Current balance per bank statement	<u>\$16,711.87</u>

Money Market Account xx26

Previous balance	\$ 9,497.70
Interest income (rate 0.01%)	<u>-</u>
Current balance	<u>\$ 9,497.70</u>

12 Month C.D's

*12 Month CD xx72 (Maturity Date 3/27/2023)	\$ 5,571.43
Interest Income	<u>\$ 0.14</u>
Current balance	<u>\$ 5,571.57</u>

**Lakewood Forest Civic Association, Inc.
2021-2022 Budget to Actuals**

	2022 Budget	2022 Actual
Income		
Membership Dues	\$ 21,000	19,796
Membership Dues in Arrears		373
Donations	-	1,154.95
Interest	<u>-</u>	<u>1.03</u>
Total Income	<u>21,000</u>	<u>21,325</u>

Administrative Expense

Directors' Liability Insurance	2,023	755
Treasurer's Indemnity Insurance	358	358
Financial Review	300	300.00
Storage Unit (Lakewood Mini)	1,249	1,344
Post Office Box (Parcel Plus)	235	249
Office Supplies	75	12
Taxes and State Fees		5
Admin Fees	-	-
Fund Fee	<u>1,800</u>	<u>1,800.00</u>
Total Administrative Expense	<u>6,040</u>	<u>4,823</u>

Project Expenses

Publications		
Directory (printing & binding)	-	-
Directory (postage)	-	-
Newcomer's Guide	<u>-</u>	<u>-</u>
Subtotal Publications	<u>-</u>	<u>-</u>

Beautification Projects

Curb Numbers	8,058	7,942
Miscellaneous Projects	500	-
Yard of the Month (Garden Club)	<u>150</u>	<u>-</u>
Subtotal Beautification	<u>8,708</u>	<u>7,942</u>

Donations

Scholarship Award Program	3,500	3,000
School Donations	1,800	1,800
Hurricane Harvey Donation-LFF	-	-
Lakewood Lightning Swim Team	100	100
LRC Camp Sponsorship	150	-
Cypress Creek EMS	125	-
Lakewood Bee Initiative		
Miscellaneous	500	
Military Care Packages	<u>500</u>	<u>219</u>
Subtotal Donations	<u>6,675</u>	<u>5,119</u>

Neighborhood Events

Fourth of July Event	750	646
Neighborhood Night Out	1,117	1,384
Community-Wide Garage Sale	250	-
LRC Luau	-	-
Lakewood 50th Anniversary Party	-	500
Christmas Event	400	400
Easter Event	1,500	1,506
Bike Rodeo Event	-	-
LRC Dues - 5 shares	<u>450</u>	<u>450</u>
Subtotal Neighborhood Events	<u>4,467</u>	<u>4,886</u>
		—
Total Project Expenses	<u>19,850</u>	<u>17,947</u>
Total Expenses	<u>25,890</u>	<u>22,770</u>
Surplus (Deficit)	<u><u>\$ (4,890)</u></u>	<u><u>\$ (1,445)</u></u>