

LAKEWOOD FOREST FUND, INC.

MINUTES OF THE 2021 ANNUAL MEETING OF MEMBERS OF LAKEWOOD FOREST FUND, INC. HELD ON MONDAY, FEBRUARY 8, 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
Boe Bowen, Vice President
Scott Johnson, Treasurer
Christy Jones, Trustee
Paul Marshall, Trustee
Sandy Matto, Trustee

DIRECTORS ABSENT

Bobbi Munz, Secretary

IN ATTENDANCE

Heidi Flores representing Lakewood Forest Fund, Inc., General Manager
Shannon Brandt representing Lakewood Forest Fund, Inc., Administration
Lieutenant Garza, Harris County Constable Precinct 4
Captain Hoover, Harris County Constable Precinct 4

Per Chapter 209.00592 of the Texas Property Code, an absentee or electronic ballot may be counted as an owner present and voting for the purpose of establishing a quorum only for items appearing on the ballot. At the 2021 Annual Meeting of Members for Lakewood Forest Fund, Inc. quorum was achieved through 20.33% (532) of the members being present.

ESTABLISHMENT OF QUORUM AND CALL TO ORDER

Due to the notice of the meeting having been given and a quorum being present, the 2021 Annual Meeting of Members was called to order at 7:00 pm with B. Lewis presiding and H. Flores assisting in recording the Minutes. Following the call to order, C. Jones read aloud the ZOOM guidelines to the membership and also indicated that the guidelines were posted on the home page of the association website.

INTRODUCTION OF BOARD OF TRUSTEES

B. Lewis introduced all members serving as trustees and thanked Paul Marshall for his volunteer efforts in serving as a Lakewood Forest Trustee over the last several years.

CONSTABLE REPORT

Lieutenant Garza introduced Captain Hoover who recently transferred to the Lakewood substation and gave a recap of the contract stats for the year of 2020. Calls taken were categorized as follows:

Burglary Habitation: 3	Burglary Vehicle: 4	Theft Habitation: 1
Theft Vehicle: 1	Theft Other: 16	Robbery: 1
Assault: 0	Sexual Assault: 0	Criminal Mischief: 19
Disturbance Family: 40	Disturbance Juvenile: 1	Disturbance Other: 22
Alarms: 118	Suspicious Vehicles: 114	Suspicious Persons: 65
Runaways: 5	Traffic Contacts: 1,311	Other Calls: 6,588

Also discussed, was the “C4 NOW” app which is being introduced by Constable Mark Herman. The app is for all of Precinct 4 and is designed to keep residents informed of real time crime in the area, traffic hazards, accidents, road conditions, and threats to public safety.

Lt. Garza fielded questions from members regarding crime hot spots, pan handlers and Constable Herman's SOV unit. Discussion ended with Lt. Garza indicating that the officers have been extremely pro-active and this is evident when reviewing the 2020 stats.

REVIEW OF PRIOR YEAR MINUTES

The 2020 Annual Meeting Minutes of Members were approved as presented.

YEAR IN REVIEW

Verbal presentations were given by several board members in regards to 2020 highlights and upcoming plans for 2021.

- Grant Road Wall Project, the largest infrastructure improvement initiated by the HOA since inception of the community in the 70's, to be completed in first quarter 2021. This wall will be magnified once new entry monuments are erected at Grant Road and Cypresswood, along with installation of landscape tip beds on Grant Road.

- Various beautification efforts in 2020 included initiation of a ten-year tree replacement plan, installation of live oaks on Grant Road medians by Harris County Precinct 3 Parks Department, seasonal mulching and three seasonal color changes in tip beds, new xeriscape designs implemented at Tomball medians and New Hampton entrance to overcome irrigation challenges, large scale repair project for irrigation damaged during Harris County Capital Improvement Projects (Grant Road Expansion and N. Eldridge Pkwy Traffic Control Project).

- Continued annual upgrades in technology to accommodate residents, staff and board members; use of owner and board member portals, online voting platform, online payables platform, zoom meetings.

- Bids solicited for the following services in 2020; (a) legal services/representation, (b) copier lease and monthly service agreement, (c) accounting firms for preparation of yearly audited financial statements and tax return.

- 2020 Community Events included, box lunches for first responders, document and e-waste event, Breakfast with Santa; many events cancelled due to pandemic

- 2021 Community Events calendar posted on HOA website; An Evening with Elvis, Breakfast with Santa, Bee and Butterfly initiatives with area elementary schools, pool party/bingo night, football game day at the pool and chili cook-off contest, CERT Events

- Recap of 2020 reserve and community project funds and projections for 2021; 2020 reserve spending \$191K /2021 projected spending \$434K, 2020 community project spending \$ 43K /2021 projected spending \$210K

- 2020 donation of 81 trees from Harris County Precinct 4 Parks Department through a grant from Apache Corporation to be planted in patio section pond area and in common area medians

- 2021 intent to request an additional donation of 50 trees from "Trees for Houston"

NOMINATION AND ELECTION OF TRUSTEES

Due to quorum being present, an election of trustees was held for four (4) open positions.

- Floor opened for nominations; no new nominations initiated

- Candidates running: Scott Johnson (incumbent), Natalee "Christy" Jones (incumbent). Roberta "Bobbi" Munz (incumbent), Martin C. Cuellar

- Since the race for the election of trustees was uncontested, written and signed ballots were not required as per Chapter 209.0058 of the Texas Property Code. Members present at the meeting were in favor of accepting the four candidates to fill the open positions; there were no objections.

- Members elected as trustees to serve a two-year term were: Scott Johnson (incumbent), Natalee "Christy" Jones (incumbent). Roberta "Bobbi" Munz (incumbent), Martin C. Cuellar

TREASURER'S REPORT

S. Johnson gave the treasurer's report which included a review of the 2020 year-end financial and 2021 budget both of which were available in electronic format for the meeting on the association website.

Cash Balances as of 12-31-2020

Operating cash – various accounts	660,019.35
Operating cash – Community Projects Fund	318,266.47
Operating cash – Contingency Fund	25,000.00
Reserve Fund – various accounts	642,033.72

Prepaid Expenses for 2021	31,461.95
Prepaid Owner Assessments for 2021	557,414.91

Actuals as of 12-31-20 (unaudited) - Total Income:	1,808,090.40
Actuals as of 12-31-20 (unaudited) - Total Expenses:	1,807,161.07

Maintenance assessment for 2021 is \$ 630.00; same as 2019 and 2020 rate

2021 Annual Budget – Amount budgeted for Income:	1,760,510.00
2021 Annual Budget – Amount budgeted for Expenses:	1,750,776.81

OPEN FORUM

- During open forum, trustees and membership held discussions regarding the following matters:
 - (a) Funding to replace monument wing walls at the intersection of Grant Road and Cypresswood Drive
 - (b) Faulkey Gully Hike and Bike Trail System in and around subdivision in regards to new trails
 - (c) Upcoming special board meeting of Lake Forest Utility District Board regarding the extension of trails along Faulkey Gully
 - (c) Funding requested from various water utility districts to complete Faulkey Gully Hike and Bike Trail system running from Guernsey to Spring Cypress
 - (d) Agreement for HOA to provide managerial support for Civic Association at a cost of \$ 1,800.00 annually for calendar year 2021
 - (e) Year in Review presentation; to be recapped in electronic newsletter
 - (f) Conflict of interest with S. Johnson serving as treasurer for both the HOA and Civic Association when negotiations were underway regarding the annual administrative fee being charged by the HOA

ADJOURNMENT 2021 ANNUAL MEETING OF MEMBERS

Annual Meeting was adjourned at 8:22 pm.