

LAKWOOD FOREST FUND, INC.

**MINUTES OF THE OPEN SESSION MEETING OF THE BOARD OF DIRECTORS OF
LAKWOOD FOREST FUND, INC. HELD ON MONDAY, OCTOBER 1, 2018 AT 7:00 PM AT
LAKWOOD FOREST FUND OFFICE, 12415 LOUETTA ROAD, CYPRESS, TX 77429**

DIRECTORS PRESENT

Boe Bowen, Vice President
Bobbi Munz, Secretary
Scott Johnson, Treasurer
Bob Lewis, Trustee
Michael Lindauer, Trustee
Sandy Matto, Trustee

DIRECTORS ABSENT

Paul Marshall, President

IN ATTENDANCE

Heidi Flores, General Manager, Lakewood Forest Fund, Inc.
Lieutenant Garza, Harris County Constable Precinct 4
Deputy Patino, Harris County Constable Precinct 4
(2) 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 B. Bowen presiding and H. Flores assisting in recording the Minutes.

SECURITY REPORT

Lieutenant Garza provided an overview of incidents for Lakewood Forest during the month of September 2018 which included a total of 305 contract calls.

HOMEOWNER FORUM

Owners did not address the board during homeowner forum.

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 September 10, 2018 were approved as presented.

INDIVIDUAL TRUSTEES / COMMITTEE REPORTS

Community Outreach / Events Update:

-Reminder given regarding National Night Out Event being held on October 6th and upcoming Santa Event.

Maintenance Committee Update:

-Committee to make recommendation in regards to surveying Grant Road wing wall area and perimeter wall.

-Erosion at patio home wall is slowing down.

-Maintenance Committee seeking engineering firms for consult on Grant Road perimeter wall.

TREASURER'S REPORT

Financial Overview: Financial review as of September 28, 2018 provided to Board reflected the following year to date figures:

- Total Operating Fund: 274,370.40
- Total Reserve Fund: 611,325.63
- Total Community Projects Fund: 210,024.60
- Collection Rate: 97.5% fully collected
- YTD Operating Expenses over budget by 28,761.52

OLD / NEW BUSINESS

- On a motion duly made by S. Johnson, seconded by B. Lewis, through unanimous vote, the board approved the 2019 Budget and 2019 Annual Maintenance Resolution to include a ratification in the 2019 reserve contribution amount which was incorrect due to a transposition of numbers; assessment rate set at \$ 630.00/per lot for 2019.
- Motion made by M. Lindauer to create contingency account in the operating fund; failed motion.
- Board informed of 2018 reserve study update meeting and inspection scheduled for Thursday, October 25th with final report being emailed to all board members.
- Board informed that year end dinner to be held on Thursday, December 13th.
- On a motion duly made by S. Matto, seconded by S. Johnson, through unanimous vote, the board approved holding an active shooter CRASE presentation prior to Annual Meeting in January.
- On a motion duly made by S. Matto, seconded by B. Lewis, through quorum vote, the board approved the installation of an LED billboard with costs not to exceed \$ 10K excluding electrical work.
- Board reminded of E-waste and document shredding sponsored by Residential Recycling and Refuse being held at Fund Office/Constable Substation on Saturday, November 3rd from 9 AM to 12 PM
- Board notified of 01-2019 term expirations and that open seats to be published in newsletter, association website, NEXTDOOR, and through email distribution blast
- Discussion held in regards to modification of TOPS accounting module; tabled for Fund Office to contact audit firm in regards to FASB-ASC 972-205-45 and FASB-ASC 972-605-45.
- On a motion duly made by M. Lindauer, seconded by S. Johnson, through unanimous vote, the board approved Encore Landscaping estimate #344 dated 09-24-18 for landscape bed installation, irrigation installation and bullrock installation at Fund Office/Constable Substation to be funded from Community Projects Fund.
- On a motion duly made by S. Johnson, seconded by B. Lewis, through unanimous vote, the board approved Southwestern Roofing proposal dated 09-11-18 for annual inspection and preventative maintenance of Fund Office/Constable Substation balcony and stairwell as recommended in reserve study.
- On a motion duly made by B. Lewis, seconded by M. Lindauer, through unanimous vote, the board approved M. Chidalek to initiate minor repair on perimeter wall at Fund Office/Constable substation and to be reimbursed for material costs up to \$ 100.00.
- On a motion duly made by S. Johnson, seconded by M. Lindauer, through unanimous vote, the board approved to hire company, Pape-Dawson, to survey entire Grant Road perimeter wall and Grant Road/Cypresswood Drive wing walls as to property boundaries, ROW, easements and line of sight clearances with cost not to exceed \$ 2,500.00.
- On a motion duly made by M. Lindauer, seconded by S. Johnson, through unanimous vote, the board approved Fund Office to remove lettering and decorative lights from Cypresswood Drive monument walls. Landscaping to be removed if survey indicates that wing walls are in County ROW.
- Board reviewed scope of work for structural engineering services as recommended by P. Marshall.

2018 SCHEDULE OF BOARD MEETING DATES

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, November 5, 2018.

ADJOURNMENT OF OPEN MEETING SESSION I

Open meeting session I adjourned at 8:40 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 9:10 pm with B. Bowen presiding and H. Flores assisting in recording the Minutes.

RECAP OF INITIATION OF ENFORCEMENT ACTIONS

-Discussion held in executive session regarding settlement agreement for lawsuit in reference to deed restriction matter.

-Violations report reviewed by board dated 09-27-18 indicated (quantity 140) outstanding compliance issues.

ADJOURNMENT OF OPEN MEETING SESSION II

There being no further business to discuss, the open meeting session II adjourned at 9:11 PM

Approved



Date

11-5-18