

**LAKWOOD FOREST FUND, INC.**

**MINUTES OF THE OPEN SESSION MEETING OF THE BOARD OF DIRECTORS OF  
LAKWOOD FOREST FUND, INC. HELD ON MONDAY, DECEMBER 3, 2018 AT 7:00 PM AT  
LAKWOOD FOREST FUND OFFICE, 12415 LOUETTA ROAD, CYPRESS, TX 77429**

**DIRECTORS PRESENT**

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

**DIRECTORS ABSENT**

All Present

Note: One trustee position is open due to Michael Lindauer's resignation

**IN ATTENDANCE**

Heidi Flores, General Manager, Lakewood Forest Fund, Inc.  
Lieutenant Garza, Harris County Constable Precinct 4  
Corporal Jose Suazo, Harris County Constable Precinct 4  
Deputy Salim Malik, Harris County Constable Precinct 4  
(1) 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 P. Marshall 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 November 2018 which included a total of 285 contract calls. Also introduced were Corporal Jose Suazo and Deputy Salim Malik who have recently been assigned to Lakewood Forest contract.

**HOMEOWNER FORUM**

Owner addressed Board in regards due to deed restriction violations; owner referred to present information in writing due to confidentiality issues.

**CONSIDERATION OF MEETING MINUTES**

On a motion duly made by B. Lewis, seconded by S. Johnson, through unanimous vote, the open session meeting minutes from November 5, 2018 were approved as presented.

**INDIVIDUAL TRUSTEES / COMMITTEE REPORTS**

Community Outreach / Events Update:

- Chair gave reminders regarding upcoming Santa Event and CRASE presentation.

**TREASURER'S REPORT**

Financial Overview: Financial review as of November 30, 2018 provided to Board reflected the following year to date figures:

- Total Operating Fund: 198,456.71
- Total Reserve Fund: 621,498.73
- Total Community Projects Fund: 195,824.60
- YTD Operating Expenses over budget by 49,987.96

**OLD / NEW BUSINESS**

- Board provided with electronic copy of reserve study updated on 11-26-18; 2019 reserve contribution is \$ 90,200.00 which is on target with 2019 budget and 2019 expenditures allocated at \$ 98,635.00.
- Board notified of Board Development Workshop scheduled for Saturday, January 19<sup>th</sup>, 2019; tabled.
- On a motion duly made by B. Bowen, seconded by B. Lewis, through unanimous vote, the Board approved utilizing the existing TOPS accounting modules in 2019 without initiating any changes.
- Upgrade to TOPS ONE module; tabled for future discussion in 2019-2020.
- Board notified the following issues are still pending:
  - (a) Proposals for Dick Taylor Pond/Erosion Point 8 Project – pending receipt from Diggitt Excavation Services and Erosion Control Systems
  - (b) Grant Road Wall Survey – pending receipt from Hovis Surveying
  - (c) LED Billboard – pending installation
  - (d) LED Streetlight Upgrade – pending further action by General Manager
- Board ratified email motion from 11-06-18 for temporary privacy fence installation on Grant Rd. behind 12011 and 12015 Flintstone Drive and removal of collapsed sections of wall
- Board ratified M. Lindauer resignation (11-15-18) and candidacy withdrawal (11-25-18) from 2019 Election of Trustees
- On a motion duly made by B. Lewis, seconded by S. Johnson, through unanimous vote, the Board approved Jaybird Networks Estimate 26375 dated 11-27-18 in the amount of \$ 1,395.00 for additional workstation and TOPS one time license fee of \$ 600.00.
- On a motion duly made by B. Bowen, seconded by S. Johnson, through unanimous vote, the Board approved to winterize PVB's to include purchase and installation of insulated jackets.
- On a motion duly made by S. Johnson, seconded by B. Lewis, through unanimous vote, the Board approved engaging McCall Gibson Swedlund Barfoot PLLC for 2018 audit and preparation of 2018 tax return.

**ADJOURNMENT OF OPEN MEETING SESSION I**

Open meeting session I adjourned at 7:37 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 9:20 pm with P. Marshall presiding and H. Flores assisting in recording the Minutes.

**RECAP OF INITIATION OF ENFORCEMENT ACTIONS**

- In regards to collection matters, Board reviewed settlement offer from a delinquent owner and approved counteroffer.
- In regards to pending deed restriction lawsuit, Board agreed to engage in alternative dispute resolution. Discussion held in executive session regarding settlement agreement for lawsuit in reference to deed restriction matter.

**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, February 4, 2019.

**ADJOURNMENT OF OPEN MEETING SESSION II**

There being no further business to discuss, the open meeting session II adjourned at 9:25 PM

Approved 

Date 2/4/19