

**Lakewood Forest Civic Association  
Board Meeting Minutes  
January 5, 2021**

The monthly meeting of the LFCA was called to order at 7:05 pm by President Jodi Cole. Other board members present were: Barbara Ward, Scott Johnson, Lori Estepp, Jasmine Hurey, Mary Blacklock and Linda Musthaler.

The following business took place prior to the January meeting but after the November 2020 meeting. The business was transacted via email to expedite the decision.

In November 2020, Jodi C. investigated the options for obtaining a larger storage unit. Via email, the Board discussed our options. It was decided to move to a different storage facility to get a larger unit.

Lori E. made a motion that LFCA relocate its storage to a 10x10 climate and pest-controlled unit at Store Quest for \$1,080/ year plus a one-time \$25 administrative fee. The motion also includes that we approve the \$144 annual cost for insurance. Linda M. seconded the motion. The motion passed. Jodi and Lori have moved our possessions into the new unit.

Minutes

The minutes from the November 2020 annual meeting were reviewed and approved with minor corrections. Scott J. moved to accept the minutes, the motion was seconded by Barbara W. and passed unanimously.

Treasurer Report

Scott J. submitted the monthly financial report. As of December 31, 2020 we had \$21,198.73 in total funds. There is \$6,132.46 in the checking account. We have received \$8,879 in membership dues collected through the LWF Fund.

We received an invoice in the amount of \$1800 from the LWF Fund for our annual administrative fee. Barbara W. made a motion to pay this invoice and Scott J. Seconded it. The motion passed.

We are running a deficit of \$4,283 at this point in the fiscal year that began in September.

See Appendix A for Treasurer Report and 2020-2021 Budget-to-Actual Report.

**Administrative Reports**

Mail Call

We received a thank you note from Hamilton Middle School for our school donation. We received thank you notes from Alex Durr and Captain Harris for the military care packages we sent them.

Lakewood Forest Garden Club

The club is holding reduced meetings due to the pandemic. It is awarding Yard of the Month for only three months this year – March, April and May.

Civic News Newsletter

Deadline to submit content for publication in the February issue is January 12. The newsletter has been reduced to 12 pages due to the loss of advertising.

### Web Pages

The web pages on the Fund's website are up to date with LFCA minutes and issues of the *Civic News*.

### School Donations

Donations were delivered to all of the schools before the holidays.

### Reimbursements

Linda M. submitted receipts totaling \$491.75 for the military care packages. Mary B. made a motion to pay this expense and Scott seconded the motion, which then passed.

### Curb Painting

Lori E. contacted the company we have used in the past to get pricing for about 800 homes.

### Christmas Party

Board members met at Trattoria Café on Cypresswood Drive on December 8.

### Comptroller Email and Filing

Jodi C. is now the person of record for the state. We have to file an information page and a statement saying we don't owe franchise taxes. This is due May 17.

### Storage Unit

We moved to a new storage unit in December to get more space. We purchased insurance for the contents and paid for a one-year contract.

### Correction to August 2020 Minutes

It was reported in the August minutes that the LFCA has ownership of the website lakewoodforestcivicassociation.com. This is incorrect. Jodi C.'s husband owns registration of the URL.

## **Committee Projects and Reports**

### Military Packages

Linda M. reported that 14 boxes were sent to active-duty military members. All packages were received before the Christmas holiday.

### Dates for Upcoming Events

We laid out dates for our various events for the rest of the year as follows:

- Eggstravaganza spring event – Sunday, March 28. Co-chairs are Linda M. and Jasmine H. Jodi C. will reserve the LRC.
- Spring garage sale – April 23-25. Mary B. is the chairperson.
- Patriotic Parade – July 3 (since July 4 is a Sunday). Co-chairs are Jodi C. and Jasmine H. Jodi will reserve the LRC.
- National Night Out – Friday, October 8. Jodi C. is the chairperson.
- Fall garage sale – November 5-7

**End of Business**

Scott J. moved to adjourn the meeting at 8:18 pm and the motion was seconded by Lori E. The next scheduled meeting is Tuesday, February 2 at the Lakewood Forest Fund office.

Appendix A – Documents from Treasurer’s Report

**Lakewood Forest Civic Association, Inc.**  
**Financial Report**  
**as of December 31,2020**

***Summary***

Previous balances	\$ 22,387.73
Net change	(1,189.00)
Current balances	<u>21,198.73</u>
Outstanding checks	<u>-</u>
Current balances per bank statements	<u><u>\$ 21,198.73</u></u>

***Checking Account xx44***

Previous balance	<u>\$ 7,321.46</u>
StorQuest, Storage Rental	\$ (1,249.00)

Dues, Estrada	10.00
Contributions	<u>50.00</u>
	<u><u>\$ 6,132.46</u></u>

Outstanding Checks	<u>300.00</u>
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Current balance per bank statement	<u><u>\$ 6,432.46</u></u>
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***Money Market Account xx26***

Previous balance	\$ 9,497.48
Interest income (rate 0.01%)	<u>-</u>
Current balance	<u><u>\$ 9,497.48</u></u>

***12 Month CD's***

*12 Month CD xx72 (Maturity Date 3/27/2020)	\$ 5,568.38
Interest Income	<u>\$ 0.41</u>
Current balance	<u><u>\$ 5,568.79</u></u>

### Due Dates

Mail Box (all boxes the same price)	4/5/2020	\$234
Storage space	12/1/2021	\$1,014
TX Franchise Tax Report	5/15/2021	TBD
LRC Annual Dues	5/15/2021	\$450.00
Insurance- D & O Liab/Treasure Indemnity	11/14/2021	TBD

## **Lakewood Forest Civic Association, Inc. 2020-2021 Budget to Actuals As of December 2020**

	<b>2021 Budget</b>	<b>Actual</b>
<b>Income</b>		
Membership Dues	\$ 21,000	90
Donations	-	465
Interest	<u>-</u>	<u>0</u>
<b>Total Income</b>	<b><u>21,000</u></b>	<b><u>555</u></b>

### **Administrative Expense**

Directors' Liability Insurance	2,023	2,023
Treasurer's Indemnity Insurance	275	358
Electricity for Wingwall Lighting	-	-
Storage Unit (Lakewood Mini)	1,015	-
Post Office Box (Parcel Plus)	235	-
Office Supplies	75	-
Accountant Fees	300	-
Fund Fee	<u>1,800</u>	<u>-</u>
<b>Total Administrative Expense</b>	<b><u>5,723</u></b>	<b><u>2,381</u></b>

### **Project Expenses**

Publications		
Directory (printing & binding)	-	-
Directory (postage)	-	-

Newcomer's Guide	-	-
Subtotal Publications	<u>-</u>	<u>-</u>
<b>Beautification Projects</b>		
Curb Numbers	8,000	-
Miscellaneous Projects	500	-
Yard of the Month (Garden Club)	<u>75</u>	<u>75</u>
Subtotal Beautification	<u>8,575</u>	<u>75</u>
<b>Donations</b>		
Scholarship Award Program	3,500	-
School Donations	1,800	1,800
Hurricane Harvey Donation-LFF	-	-
Lakewood Lightning Swim Team	100	-
LRC Camp Sponsorship	150	-
Cy Creek EMS	125	-
Miscellaneous	500	-
Military Care Packages	<u>500</u>	<u>-</u>
Subtotal Donations	<u>6,675</u>	<u>1,800</u>
<b>Neighborhood Events</b>		
Fourth of July Parade	750	-
Neighborhood Night Out	400	582
Community-Wide Garage Sale	100	-
LRC Luau	-	-
Food Truck Event	-	-
Christmas Event	400	-
Easter Event	1,000	-
Bike Rodeo Event	-	-
LRC Dues - 5 shares	<u>450</u>	<u>-</u>
Subtotal Neighborhood Events	<u>3,100</u>	<u>582</u>
<b>Total Project Expenses</b>	<b><u>18,350</u></b>	<b><u>2,457</u></b>
<b>Total Expenses</b>	<b><u>24,073</u></b>	<b><u>4,838</u></b>
<b>Surplus (Deficit)</b>	<b><u>\$ (3,073)</u></b>	<b><u>\$ (4,283)</u></b>