

LAKWOOD FOREST FUND, INC.

**MINUTES OF THE OPEN SESSION MEETING OF THE BOARD OF DIRECTORS OF
LAKWOOD FOREST FUND, INC. HELD ON MONDAY, MARCH 5, 2018 AT 7:00 PM AT
LAKWOOD FOREST FUND OFFICE, 12415 LOUETTA ROAD, CYPRESS, TX 77429**

DIRECTORS PRESENT

Paul Marshall, President
Bobbi Munz, Secretary
Scott Johnson, Treasurer
Bob Lewis, Trustee
Michael Lindauer, Trustee
Sandy Matto, Trustee

DIRECTORS ABSENT

Boe Bowen, Vice President

IN ATTENDANCE

Heidi Flores, General Manager, Lakewood Forest Fund, Inc.
Jackie Wallace, Administration, Lakewood Forest Fund, Inc.
Lieutenant Garza, Harris County Constable Precinct 4
(3) Resident(s) present

ESTABLISHMENT OF QUORUM, CALL TO ORDER AND ADOPTION OF AGENDA

Due to the notice of the meeting having been given and a quorum being present, the open session meeting 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 February 2018 which included a total of 382 contract calls.

B. Lewis, chair for security committee, stated that upon review of report, association had 83% coverage.

HOMEOWNER FORUM

Owners addressed the board in regards to the following issues:
-Lack of enforcement of deed restrictions in patio home section
-Coalition to stop the flooding of Cypress Creek
-Board response to deed restriction issue

CONSIDERATION OF MEETING MINUTES

On a motion duly made by M. Lindauer, seconded by P. Marshall, through unanimous vote, the open session meeting minutes from February 5, 2018 were approved as presented.

TREASURER'S REPORT

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

- Total Operating Fund: 915,111.59
- Total Reserve Fund: 645,299.72
- Total Community Projects Fund: 283,181.11
- Collection Rate: 82.8% fully collected
- YTD Operating Expenses under budget by \$ 3,141.62

INDIVIDUAL TRUSTEES

Community Outreach / Events Update: Update provided by S. Matto which included volunteer recruitment for Coffee with a Cop / Spring Fling Event.

On a motion duly made by B. Lewis, seconded by B. Munz, through unanimous vote, the board approved a \$ 200.00 sponsorship for the association swim team, Lakewood Lightning.

Formation of Maintenance Committee: Discussion held regarding formation of a maintenance committee which would serve the association in the following manner:

- Advise Board on all matters pertaining to the maintenance, repair, or improvement of common areas, and to perform such other functions as the Board, in its discretion, determines.
- Advise Board on yearly budget appropriations for the Reserve Fund (based on Reserve Study) and for the Community Projects Fund.
- Advise the Board on yearly planned expenditures for maintenance, repair, or improvement projects of the common properties, using the Reserve Study as a reference guide.
- Serve as the driving force to follow the maintenance, repair, and improvement schedule for common properties as outlined in the Reserve Study.
- Advise the Board, working with the GM, on the bidding and selection of contractors for all Property projects.

On a motion duly made by B. Lewis, seconded by S. Matto, through unanimous vote, the board approved formation of a maintenance committee with M. Lindauer serving as chairperson and P. Marshall, S. Johnson, B. Lewis as committee members.

GENERAL MANAGER'S REPORT

- On a motion duly made by B. Lewis, seconded by S. Matto, through unanimous vote, the Board approved Jaybird Networks estimate #26358 dated 02-14-18 for installation of dual monitors in Fund Office; funded from operating account.
- On a motion duly made by B. Lewis, seconded by B. Munz, through unanimous vote, the Board approved Brick Restoration Inc. estimate #56098 dated 03-01-18 for repair work on Louetta concrete slab perimeter wall; funded from reserve account.
- On a motion duly made by B. Lewis, seconded by M. Lindauer, through unanimous vote, the Board approved Certapro Painters job#DB8D2400008 dated 02-21-18 for power washing & painting Louetta concrete slab perimeter wall and both sets (4 sets) of monument wing walls (Jones Road and Lakewood Forest Drive) in addition to painting the back of south side Fund Office monument wall; to be funded jointly from reserve and community project accounts.
- Board reviewed and tabled bids from Corestone, JJ Concrete, Pavecon, and The Paving Agency for paving of the Fund Office/Constable Substation parking lot to allow the maintenance committee the opportunity to analyze proposals and interview selective contractors.
- On a motion duly made by B. Lewis, seconded by B. Munz, through quorum vote, the Board approved Encore Landscaping estimate #313 dated 10-30-17 for irrigation install, bullrock border, and commercial grade planter installations (up to \$7,250.00) as part of Fund Office/Constable Substation improvement project; to be funded from community project account.
- On a motion duly made by M. Lindauer, seconded by S. Matto, through unanimous vote, the Board approved Encore Landscaping estimate #320 dated 03-01-18 for plant replacement due to freeze and tree removal on Cedar Point Court; to be funded from community project account.
- On a motion duly made by M. Lindauer, seconded by B. Lewis, through unanimous vote, the Board approved for treasurer, S. Johnson to research and renew certificate of deposit with Pioneer Bank expiring on March 6th as deemed appropriate.
- On a motion duly made by B. Lewis, seconded by S. Matto, through unanimous vote, the Board approved to hold a special meeting directly after the 2019 annual meeting of members and the second amendment draft to the by-laws which would allow the association to hold the annual meeting on any Monday in the first quarter if approved through quorum vote at the 2019 special meeting.
- Board notified that Spring 2018 Electronic Waste Pickup and Document Shredding hosted by Residential Recycling & Refuse to be held on Saturday, June 9th at St. Mary's Episcopal Church, 15415 N. Eldridge Parkway.

2018 SCHEDULE OF BOARD MEETING DATES

April 2nd

May 7th

June 4th

July 2nd

August 6th

September 10th

October 1st

November 5th

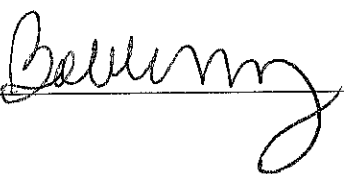
December 3rd

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, April 2, 2018.

ADJOURNMENT OF OPEN SESSION

There being no further business, the open session meeting adjourned at 8:18 PM.

Approved  04-02-18
Date