

**LAKWOOD FOREST FUND, INC.**

**MINUTES OF THE OPEN SESSION MEETING OF THE BOARD OF DIRECTORS OF  
LAKWOOD FOREST FUND, INC. HELD ON MONDAY, FEBRUARY 6, 2017 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

**IN ATTENDANCE**

Heidi Flores, General Manager, Lakewood Forest Fund, Inc.  
Lieutenant Garza, Harris County Constable Precinct 4  
S. Rice, Attorney, The Law Office of Susan M. Rice  
(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 January 2017 which included a total of 280 contract calls.

**HOMEOWNER FORUM**

S. Rice, legal counsel representing Lakewood Forest Fund, answered questions from residents in follow up from the 2017 Annual Meeting of Owners held January 2017 regarding difficulties in HOA's achieving quorum due to statutes instituted by the Texas Legislature.

C. Bacon addressed the Board in regards to his interest in being appointed to the vacant trustee position.

**APPOINTMENT OF TRUSTEES, OFFICERS, AND ACC COMMITTEE MEMBERS**

On a motion duly made by B. Lewis, seconded by B. Bowen, through unanimous vote, the Board appointed officers for 2017 as follows: P. Marshall / President, B. Bowen / Vice President, B. Munz / Secretary, S. Johnson / Treasurer.

On a motion duly made by B. Lewis, seconded by B. Bowen, through unanimous vote, the Board appointed the Architectural Control Committee for 2017 as follows: V. Propst, A. Aroche, B. Lewis, S. Matto, J. Matson, H. Flores (alternate), P. Marshall (ex-officio).

**CONSIDERATION OF MEETING MINUTES**

On a motion duly made by B. Lewis, seconded by B. Bowen, through unanimous vote, the open session meeting minutes from December 5, 2016 were approved as presented.

**INDIVIDUAL TRUSTEES**

- Security Committee: B. Lewis stated all Constable Patrol is on par.
- Formation of Community Outreach / Events Chairperson: On a motion duly made by B. Lewis, seconded by S. Johnson, through unanimous vote, S. Matto was appointed as Events Chairperson for The Fund for 2017.
- S. Matto informed Board that plans are already underway for spring "Coffee with A Cop" event and National Night Out Event.

## **TREASURER'S REPORT**

Financial Overview: Financial review as of January 31, 2017 provided to Board reflected the following year to date figures:

- Total Operating Fund: 1,050,747.67
- Total Reserve Fund: 589,759.64
- Collection Rate: 75% fully collected
- YTD Operating Expenses under budget by \$ 12,652.45

## **GENERAL MANAGER'S REPORT**

- Board notified that seasonal color changes for 2017 tentatively scheduled for March, July and November.
- Board notified of donation of \$ 250.00 from Lakewood Garden Club to assist with 2016 expense regarding bull rock installation at the tip beds at the intersections of Louetta/Jones Road and Louetta/Lakewood Forest Drive.
- On a motion duly made by B. Lewis, seconded by S. Johnson, through unanimous vote, the board approved CertaPro Painters Proposal/Job ID#dm161200607 dated 01-31-17 to paint monument walls at Heatherwick Drive.
- On a motion duly made by B. Lewis, seconded by B. Bowen, through quorum vote, the board approved for Fund Office to commence official bid process for cluster box replacement in Tomball sections.
- On a motion duly made by B. Lewis, seconded by S. Johnson, through unanimous vote, the board approved Encore Landscaping estimates #284 and #285 for spring clean up after freeze and landscape overhaul at Hammerwood Court.
- Discussion held regarding streetlight LED upgrade; tabled for future review.
- Board provided with listing of intended projects for 2017 in regards to reserve study and approved community improvement projects.
- Board informed that bank transfers were initiated to respective bank accounts as per approved 2017 budget; 75K for 2017 annual community improvements and 85K for 2017 annual reserve contribution.
- Board members were presented with fraud questionnaire provided by McCall Gibson Swedlund Barfoot PLLC.
- Board informed the following insurance policies were renewed for 2017 with statement of value for association set at \$ 776,180: Commercial Auto, Directors and Officers, Commercial Package, Fidelity, Workers Compensation
- Board notified of E-waste and document shredding event to be held on April 1<sup>st</sup> from 10AM to 2PM at Moore Elementary.
- Board provided with listing of MUDs servicing Lakewood Forest and their monthly meeting dates.
- Coalition committee with surrounding neighborhoods; tabled.

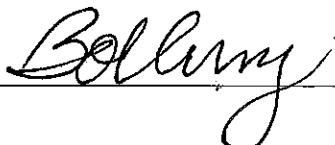
## **SCHEDULING OF NEXT MEETING**

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, March 6, 2017.

## **ADJOURNMENT OF OPEN SESSION**

There being no further business, the open session meeting adjourned at 7:54 pm.

Approved



Date

3/6/17