

**LAKWOOD FOREST FUND, INC.  
NOVEMBER 2023 BOARD MEETING**

**MEETING AGENDA**

**DATE: MONDAY, NOVEMBER 6, 2023**

**TIME: 7:00-8:00 PM**

**PLACE: IN PERSON @ 12415 Louetta Road, Cypress TX 77429**

**CONFIRM QUORUM AND CALL TO ORDER 7:02pm**

**In attendance:**

Jennifer Kozak, President

Lesley Chronister, Vice President

Ben Anderson, Secretary

Scott Johnson, Treasurer

Sandy Matto, Trustee

Philip Swift, Trustee

Tami Smith, Community Manager, Graham Management

**Absent**

Brian Accrocco, Trustee

Prior to meeting being called to order EZEE Fiber spoke to board and community. Meeting was called to order at 7:18 pm.

**Constable report**

- No criminal mischief for October reported.
- Homeowner shared concern about speeding. Officer Whitley shared same concern and they are overwhelmed working all the main intersections.

**CLARIFICATION OF ROBERT'S RULE OF ORDER FOR BOARD MEETING & VOTES**

Tami Smith presented modified general types of procedures to follow, presenting a flow chart of recommended procedures. Also recommended that the motion be repeated prior to vote if there was discussion.

Sandy raised a point that the October 17 Agenda item, future general manager hiring for an hourly rate for 6 months, stated that certain members of the board were blindsided.

Sandy wanted to ensure that board members feeling blindsided didn't occur again and Tami suggested writing a code of conduct for board members to sign upon being elected to the board.

**RATIFICATION OF ELECTRONIC APPROVALS**

None

## **MEETING MINUTES – SEPTEMBER 2023 & OCTOBER**

Upon a motion duly made and seconded the September Meeting minutes were approved with the following corrections: Correct spelling of Philip Swift name and redact the section to remove Philip as a board member (The board does not have authority to perform this task).

Upon a motion duly made and seconded the October meeting minutes were approved with the following corrections: Correct spelling of Philip Swift name, under ratification of electronic approvals add job description for general manager of Lakewood Forest fund, Add detail for financial report.

### **FINANCIAL REPORT**

Scott Johnson reported on the September 2023 Financials. Operating Cash \$746,336, Cash Reserve: \$982,083, Net Income Year to Date \$682,478.82 per Graham 649,666.19 per LFF YTD, and Assessment Collection Rate: 96.62%

Scott Johnson presented a draft of the 2024 budget. Upon a motion made by Scott Johnson and seconded by Jennifer Kozak the budget was approved.

### **PRESENTATION OF PROPOSED ACCOUNTING SERVICES**

Upon a motion duly made and seconded, an offer of a 6 (six) month contract beginning Dec 1<sup>st</sup> with Michael Lindauer for accounting services.

### **CHANGES TO INSURANCE POLICY**

Jennifer mentioned they have Lakewood listed as a Condo ---needs corrected and she will proceed with doing so.

### **CYPRESSWOOD TREE TRIMMING**

Upon a motion duly made and seconded, the proposal from Land Crafters to trim 25 trees for a total of \$13,200 was approved.

### **ATTORNEY FEES – NON-COLLECTIONS**

Tami explained to the board that there are different kinds of fees. Both Collection legal fees which are passed through to homeowner accounts and all other legal fees are administrative.

### **MALCOMSON ROAD WALL – REPAIR/REPLACE**

Tabled

### **REVISION OF 2021 RESERVE STUDY (by RESERVE ADVISORS)**

Tabled

## **IRRIGATION FOR JONES RD & LORTON ESPLANADES**

Jennifer mentioned soliciting bids for the work.

## **ANNUAL ELECTION TIMELINE**

Tami discussed the timeline for the Annual Meeting. The date for meeting was set for February 26, 2024

## **SELF MANAGEMENT TRANSITION/TIMELINE**

Graham will mail out assessment statements with Lakewood Forest Fund contact information.

## **EXECUTIVE SESSION ACTIONS –**

Upon a motion duly made and seconded, Scott Johnson will open and operating account and gram management will provide a \$10,000 check from operating funds for said bank account.

Upon a motion duly made and seconded the lawsuit court number 214 -100-30786, to settle lawsuit Was approved.

Upon a motion duly made and seconded, the board agreed mediation as proposed by the attorney.

Upon a motion duly made the board agreed to extend 120 day variance for driveway repair.

Upon a motion duly made and seconded the board approved who have dead trees removed from the lot 11715 Fawnview if less than \$2,000

Meeting Adjourned 8:27pm