

**Lakewood Forest Civic Association  
Board Meeting Minutes  
August 3, 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, Mary Blacklock, Lori Estepp, and Linda Musthaler.

Minutes

The minutes from the July 2021 meeting were reviewed and approved with minor corrections. Barbara W. moved to accept the minutes, the motion was seconded by Scott J. and passed unanimously.

Treasurer Report

Scott J. submitted the monthly financial report. As of July 31, 2021 we had \$33,039.78 in total funds. There is \$17,972.46 in the checking account. Outstanding checks total \$177.84. The money market account has a balance of \$9,497.56 and the 12-month CD has a value of \$5,569.76. In comparing our budget to actual expenses to date, we have a positive balance of \$6,321.

We received \$120 in membership renewals this month. A total of \$20,250 has been received to date this year.

In the past month, the following checks were written:

- \$42.80 to Barbara W. for postcards for the parade
- \$5.00 to the State of Texas to register our agent

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

**Administrative Reports**

Mail Call

There was nothing in the mail this month.

State registration

Scott J. filed the name transfer for TX Secretary of State. The cost was \$5.

Civic News Newsletter

Deadline to submit content for publication in the September issue is August 12. Barbara W. is looking for articles on the fall garage sale, National Night Out, the LFCA annual meeting, and military care packages.

Web Pages

Pages are up to date.

Reimbursements

- To Linda M. in the amount of \$74.18 for water and snacks for the parade and \$5.63 for plastic eggs for Eggstravaganza. Barbara W. made a motion to pay Linda for these expenses, Lori E. seconded the motion and it passed.

## **Committee Projects and Reports**

### National Night Out

This event will be held in October. The LRC is not available for our use. Jodi C. contacted Harris County Precinct 3 Parks Board to check on availability of the pavilion at the new Grant Road county park. She requested October 9 as the date, with October 16 as an alternate date. If we can get the venue, the event will be held in the afternoon. If the park is not available, we may have to change the date of the event once we get an alternate location.

### Fall Garage Sale

The dates are November 5-7. Mary B. will prepare an article for the newsletter.

### School Donations

Lori E. will begin the process in September once school is back in session.

### Military Care Packages

Linda M. will start the process in September with an article for the October newsletter.

### Other Business

Jodi wrote a letter to the Lakewood Forest Fund to get the process going for renewal of our billing agreement. We are asking for the same terms as the current year, with an annual fee of \$1800. The letter requires Bob Lewis' signature as president of the Fund. Linda M. made a motion that we submit the letter to the Fund and Mary B. seconded the motion. It passed. Scott J. will get a quote for the financial review.

We are looking to hold the LFCA Annual Meeting and election on October 5 at the Fund office. We went through the budget to update it for the next fiscal year.

The Lakewood Residents' Club renovations will not be completed until some time next spring. This might affect our plan for the spring egg hunt.

## **End of Business**

Scott J. moved to adjourn the meeting at 8:30 PM and the motion was seconded by Lori E. The next scheduled meeting is Tuesday, September 14.

Appendix A – Documents from Treasurer’s Report

**Lakewood Forest Civic Association, Inc.**  
**Financial Report**  
**as of July 31 2021**

***Summary***

Previous balances	\$ <u>33,097.47</u>
Net change	<u>(57.69)</u>
Current balances	33,039.78
Outstanding checks	<u>-</u>
Current balances per bank statements	<u>\$ 33,039.78</u>

***Checking Account xx44***

Previous balance	\$ <u>18,030.30</u>
Membership Renewals Fund Transfers	\$ 120.00
Lakewood Resident's Club Check 1430	(130.00)
Barbara Ward Check 1431	(42.84)
Texas Secretary of State Check 1432	(5.00)
	<u>-</u>
	<u>\$ 17,972.46</u>

Less Deposits in transit	-
Outstanding Checks 1432, Texas Secretary of State	5.00
Outstanding Checks 1425, Baylor University	<u>400.00</u>
<b>Current balance per bank statement</b>	<u>\$ 18,377.46</u>

***Money Market Account xx26***

Previous balance	\$ 9,497.54
Interest income (rate 0.01%)	<u>0.02</u>
Current balance	<u>\$ 9,497.56</u>

***12 Month C.D's***

*12 Month CD xx72 (Maturity Date 3/27/2020)	\$ 5,569.63
Interest Income	<u>\$ 0.13</u>
Current balance	<u>\$ 5,569.76</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 July 2021**

	<b>2021 Budget</b>	<b>Actual</b>
<b>Income</b>		
Membership Dues	\$ 21,000	19,782
Donations	-	465
Interest	-	2.54
<b>Total Income</b>	<b><u>21,000</u></b>	<b><u>20,250</u></b>

**Administrative Expense**

Directors' Liability Insurance	2,023	2,023
Treasurer's Indemnity Insurance	275	358
Check Printing Fees	-	22
Storage Unit (Lakewood Mini)	1,015	1,249
Post Office Box (Parcel Plus)	235	234
Office Supplies	75	-
Taxes and State Fees		5
Accountant Fees	300	-
Fund Fee	1,800	1,800.00
<b>Total Administrative Expense</b>	<b><u>5,723</u></b>	<b><u>5,691</u></b>

**Project Expenses**

<b>Publications</b>		
Directory (printing & binding)	-	-
Directory (postage)	-	-
Newcomer's Guide	-	-
Subtotal Publications	<u>-</u>	<u>-</u>

**Beautification Projects**

Curb Numbers	8,000	-
Miscellaneous Projects	500	-
Yard of the Month (Garden Club)	75	75
Subtotal Beautification	<u>8,575</u>	<u>75</u>

**Donations**

Scholarship Award Program	3,500	3,450
School Donations	1,800	1,800
Hurricane Harvey Donation-LFF	-	-
Lakewood Lightning Swim team	100	100
LRC Camp Sponsorship	150	-
Cypress Creek EMS	125	-
Lakewood Bee Initiative		100
Miscellaneous	500	
Military Care Packages	500	492
Subtotal Donations	<u>6,675</u>	<u>5,942</u>

**Neighborhood Events**

Fourth of July Parade	750	212
Neighborhood Night Out	400	582
Community-Wide Garage Sale	100	-
LRC Luau	-	-
Food Truck Event	-	-
Christmas Event	400	-
Easter Event	1,000	977
Bike Rodeo Event	-	-
LRC Dues - 5 shares	450	450
Subtotal Neighborhood Events	<u>3,100</u>	<u>2,221</u>

**Total Project Expenses** 18,350 8,238

**Total Expenses** 24,073 13,928

**Surplus (Deficit)** \$ (3,073) \$ 6,321