

**Lakewood Forest Civic Association  
Board Meeting Minutes  
June 1, 2021**

The monthly meeting of the LFCA was called to order at 7:08 pm by Board President Jodi Cole. Other board members present were: Scott Johnson, Lori Estepp, Mary Blacklock, Barbara Ward and Linda Musthaler.

Minutes

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

Treasurer Report

Scott J. submitted the monthly financial report. As of May 31, 2021 we had \$36,666.28 in total funds. There is \$21,049.27 in the checking account. Outstanding checks total \$3,450. The money market account has a balance of \$9,497.53 and the 12-month CD has a value of \$5,569.48. In comparing our budget to actual expenses to date, we have a positive balance of \$5,946.

We received \$420 in membership renewals this month. We anticipate receiving another \$1,300 to \$1,400 for the fiscal year. A total of \$19,192 has been received to date this year. Our budget is based on expectations of \$21,000 in income this fiscal year.

In the past month, the following checks were written:

- \$450 to the Lakewood Residents' Club for annual membership dues
- \$18.99 to Linda Musthaler for Eggstravaganza expenses
- \$1,000 to University of Houston for scholarship award
- \$700 to Texas A&M University Corpus Christi for scholarship award
- \$700 to Texas Tech University for scholarship award
- \$400 to University of Tennessee for scholarship award
- \$400 to Baylor University for scholarship award
- \$250 to University of Texas Dallas for scholarship award

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.

Civic News Newsletter

Deadline to submit content for publication in the July issue is June 11. We are still soliciting information about graduating seniors.

Web Pages

Pages are up to date.

Reimbursements

- To Lori Estepp in the amount of \$38.97 for trophies for the parade. Mary B. made a motion to pay Lori for this expense, Barbara W. seconded the motion and it passed.

## **Committee Projects and Reports**

### Scholarships

Jodi C. got back all but one of the forms to send checks to the scholarship winners' schools. Linda M. attended Cy Creek's student awards ceremony to announce the Cy Creek winners.

### Patriotic Parade

The event is Saturday, July 3 at the LRC. The board discussed coordination plans and assignments for the day.

### National Night Out

This event will be held in October and we still hope to host it at the LRC if the building is restored by then.

### New Business

None

### Executive Session

Private board business was discussed.

## **End of Business**

Barbara W. moved to adjourn the meeting at 8:32 PM and the motion was seconded by Jodi C. The next scheduled meeting is Tuesday, July 6 at the Lakewood Forest Fund office.

Appendix A – Documents from Treasurer’s Report

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

***Summary***

Previous balances	<u>\$ 31,186.84</u>
Net change	1,479.44
Current balances	32,666.28
Outstanding checks	-
Current balances per bank statements	<u>\$ 32,666.28</u>

***Checking Account xx44***

Previous balance	<u>\$ 21,119.96</u>
Membership Renewals Fund Transfers	\$ 420.00
Amegy Bank, Check printing fees	(21.70)
Lakewood Residence Club Annual Dues	(450.00)
Linda Musthaler (reimbursement for Eggstravaganza	(18.99)
Scholarship University of Houston	(1,000.00)
Scholarship Texas A&M University Corpus Christi	(700.00)
Scholarship Texas Tech University	(700.00)
Scholarship University of Tennessee	(400.00)
Scholarship Baylor University	(400.00)
Scholarship University of Texas Dalles	(250.00)
	-
	<u>\$ 17,599.27</u>

Less Deposits in transit	-
Outstanding Checks	<u>3,450.00</u>
Current balance per bank statement	<u>\$ 21,049.27</u>

***Money Market Account xx26***

Previous balance	\$ 9,497.52
Interest income (rate 0.01%)	0.01
Current balance	<u>\$ 9,497.53</u>

*12 Month CD's*

*12 Month CD xx72 (Maturity Date 3/27/2020)	\$ 5,569.21
Interest Income	\$ 0.27
Current balance	<u>\$ 5,569.48</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

**2019-2021 Budget to Actuals  
As of May 2021**

	<b>2021 Budget</b>	<b>Actual</b>
<b>Income</b>		
Membership Dues	\$ 21,000	19,192
Donations	-	465
Interest	-	0.44
<b>Total Income</b>	<b><u>21,000</u></b>	<b><u>19,657</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	-
Accountant Fees	300	-
Fund Fee	<u>1,800</u>	<u>1,800.00</u>
<b>Total Administrative Expense</b>	<b><u>5,723</u></b>	<b><u>5,686</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	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	<u>500</u>	<u>492</u>
Subtotal Donations	<u>6,675</u>	<u>5,942</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	977
Bike Rodeo Event	-	-
LRC Dues - 5 shares	<u>450</u>	<u>450</u>
Subtotal Neighborhood Events	<u>3,100</u>	<u>2,009</u>
<b>Total Project Expenses</b>	<b><u>18,350</u></b>	<b><u>8,026</u></b>
<b>Total Expenses</b>	<b><u>24,073</u></b>	<b><u>13,712</u></b>
<b>Surplus (Deficit)</b>	<b><u>\$ (3,073)</u></b>	<b><u>\$ 5,946</u></b>