

**Lakewood Forest Civic Association**  
**Meeting Minutes – May 2, 2023**

The monthly meeting of the LFCA was called to order at 7:05 pm by president Jodi Cole. Other board members present were Scott Johnson, Terri Cole, Mary Blacklock, Lori Estepp and Linda Musthaler. Andrea Lightcap also attended.

Board Appointment

Scott J. made a motion to appoint Andrea Lightcap to position 3 of the Civic Association Board. Mary B. seconded the motion and it passed unanimously.

Minutes

The minutes from the April 2023 meeting were reviewed. Scott J. made a motion to accept the minutes as submitted. Lori E. seconded the motion and it passed unanimously.

Treasurer Report

Scott J. provided the monthly financial report for April. As of April 30, 2023, we had \$37,935.66 in total funds. There is \$22,820.95 in the checking account, with no outstanding checks. We issued three checks in April totaling \$347.50. The money market account has a balance of \$9,517.31 and the 12-month CD has a value of \$5,597.40.

We received \$15,000 from Graham Management for homeowners' LFCA membership dues.

In comparing the budget to actual expenditures as of end of April, we have a surplus of \$6,154.

See Appendix A for Treasurer Report and 2022-2023 Budget-to-Actual Report.

**Administrative Reports**

Mail Call

We received new checks from the bank.

Garden Club

The last meeting before summer break is in April.

Webpage

Everything pertaining to LFCA is up to date on the website [www.Lakewoodforestfund.com](http://www.Lakewoodforestfund.com).

Texas SOS report

Scott J. is preparing a form to send the franchise tax return to the state. It must be filed with the Texas comptroller.

HOA Contract

Jodi C. drafted a contract between LFCA and The Fund. Other board members provided input on the draft.

**Projects and Events**

Curb Number Painting

Curb number painting starts May 3 and should take 3 to 4 weeks to complete.

### Garage Sale

The fall garage sale dates are November 10, 11 and 12, 2023.

### Scholarships

The committee is awarding scholarships to 4 students in the amount of \$400 each. Linda M. is making arrangements to have checks sent directly to the schools. Scott J. wrote out 2 checks at this meeting. We have not yet heard from the other 2 students about their school bursar information.

### 4<sup>th</sup> of July event

Linda M. met with Lynn Moore and Shannon Miller of the LRC and confirmed we can rent the pool for the 4<sup>th</sup> of July event. She presented an outline of the event plan to the board and got approval for the go-ahead.

### National Night Out

Jodi C. contacted Precinct 3 Parks Department about booking the local park pavilion, but no bookings can be made more than 3 months out. A tentative date for the event is September 30, with a backup date of October 7.

### **Other Business**

#### Reimbursements and Checks

There were no reimbursements this month.

Terri C. made a motion to make a donation of \$100 to the Lakewood Lightning swim team. Scott J. seconded the motion and it passed unanimously.

#### End of Meeting

At 8:14 pm, Terri C. moved to adjourn the meeting. Scott J. seconded the motion and it passed. The next meeting is scheduled for Tuesday, June 6, 2023 at 7 PM at the Lakewood Forest Fund office.

**Appendix A – Documents from Treasurer’s Report**

**Lakewood Forest Civic Association, Inc.  
Financial Report  
as of April 30 2023**

**Summary**

Previous balances	<u>\$ 23,451.28</u>
Net change	<u>14,484.38</u>
Current balances	37,935.66
Outstanding checks	<u>-</u>
Current balances per bank statements	<u>\$ 37,935.66</u>

**Checking Account xx44**

Previous balance	<u>\$ 8,213.92</u>
Memberships Lakewood Forest Fund	\$ 15,000.00
Checks:	
1507 Jodi Cole Flyers for Townhall	(45.47)
1511 Linda Musthaler Eggstravaganza Expenses	(98.50)
1509 Parcel Post Box Renewal	(249.00)
Balance Per Bank	<u>\$ 22,820.95</u>
Outstanding Checks	-
<b>Current balance per bank statement</b>	<u>\$ 22,820.95</u>

**Money Market Account xx26**

Previous balance	\$ 9,513.10
Interest income (rate 0.01%)	<u>4.21</u>
Current balance	<u>\$ 9,517.31</u>

**13 Month CD xx72 (Maturity Date 4/30/2024)**

	\$ 5,574.26
Interest Income	<u>\$ 23.14</u>
Current balance	<u>\$ 5,597.40</u>

**Budget to Actuals as of April 30, 2023**

	<b>2023 Budget</b>	<b>2023 Actual</b>
<b>Income</b>		
Membership Dues	21000	15194.15
Membership Dues in Arrears		112.50
Donations		25.00
Interest		45.40
<b>Total Income</b>	<b><u>21,000</u></b>	<b><u>15,377</u></b>
<b>Administrative Expense</b>		
Directors' Liability Insurance	800	755
Treasurer's Indemnity Insurance	358	358
Financial Review	300	300
Storage Unit (Lakewood Mini)	1400	1344
Post Office Box (Parcel Plus)	249	249
Office Supplies	50	
Admin Fees	500	
Fund Fee	1800	1800
<b>Total Administrative Expense</b>	<b><u>5,457</u></b>	<b><u>4,806</u></b>
<b>Beautification Projects</b>		
Curb Numbers	9000	
Miscellaneous Projects	500	
Yard of the Month (Garden Club)	150	
Subtotal Beautification	<u>9,650</u>	
<b>Donations</b>		
Scholarship Award Program	2000	500
School Donations	1000	1000
Townhall Meeting	0	45.47
Lakewood Lightning Swim Team	100	
Military Care Packages	<u>500</u>	<u>155.86</u>
Subtotal Donations	<u>3,600</u>	<u>1,701</u>
<b>Neighborhood Events</b>		
Fourth of July Event	1000	
Neighborhood Night Out	1500	1357.12
Community-Wide Garage Sale	250	165
Christmas Event	400	400
Easter Event	1700	793.12

LRC Dues - 5 shares	<u>450</u>	<u>0</u>
Subtotal Neighborhood Events	<u>5,300</u>	<u>2,715</u>
<b>Total Project Expenses</b>	<b><u>18,550</u></b>	<b><u>4,417</u></b>
<b>Total Expenses</b>	<b><u>24,007</u></b>	<b><u>9,223</u></b>
<b>Surplus (Deficit)</b>	<b><u>\$ (3,007)</u></b>	<b><u>\$ 6,154</u></b>