

LAKEWOOD FOREST FUND, INC.

MINUTES OF THE OPEN SESSION MEETING OF THE BOARD OF DIRECTORS OF LAKEWOOD FOREST FUND, INC. HELD ON MONDAY, JANUARY 11, 2021 AT 7:00 PM VIA ZOOM VIDEO CONFERENCE HOSTED BY BOARD OF TRUSTEES AT LAKEWOOD FOREST FUND OFFICE, 12415 LOUETTA ROAD, CYPRESS, TX 77429

DIRECTORS PRESENT

Bob Lewis, President
Boe Bowen, Vice President (via zoom)
Scott Johnson, Treasurer
Christy Jones, Trustee
Paul Marshall, Trustee
Sandy Matto, Trustee

DIRECTORS ABSENT

Bobbi Munz, Secretary

IN ATTENDANCE

Heidi Flores, General Manager, Lakewood Forest Fund, Inc.
Shannon Brandt, Administrative Assistant, Lakewood Forest Fund, Inc.
Lieutenant Garza, Harris County Constable Precinct 4
(5) Resident(s)/guests present via ZOOM

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 7:03 pm with B. Lewis 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 December 2020 which included a total of 299 contract calls.

B. Lewis discussed Chapter 393 of the Texas Transportation Code which states it is unlawful for any individual or entity to place and/or commission the placement of a sign on the right-of-way of a public road that is not otherwise authorized by law. He informed the board of the negative effect the signage has on property values and discussed the "Sign Ranger Program" offered by Harris County Attorney's Office where residents can be officially approved as volunteers through Commissioners Court. Community Events/Outreach committee to work with staff for advertisement of volunteers and class scheduling.

CONSIDERATION OF MEETING MINUTES

On a motion duly made by P. Marshall, seconded by S. Johnson, through unanimous vote, the open session meeting minutes for December 7, 2020 were approved as presented.

TREASURER'S REPORT

Financial Overview: Financial information provided in board packet reflected the below figures.

Report Date: December 31, 2020

- Total Operating Fund: 660,019.35 (of which 558,054.91 is prepaid owner assessments)
- Total Reserve Fund: 642,033.72
- Total Community Projects Fund: 318,266.47
- Total Contingency Fund: 25,000.00
- YTD Income: 1,808,090.40
- YTD Operating Expenses: 1,807,161.07
- Collection Rate: 98.6% of annual assessment billed has been collected

COMMUNITY EVENTS/OUTREACH REPORT

S. Matto, chairperson notified board of the following:

- Book selections for the 2021 Santa Event which were already ordered and delivered; expense charged in 2020 as funding was available since most 2020 events were cancelled due to pandemic
- 2021 HOA event planning session is scheduled to be held this month
- 2021 events for Lakewood Forest Civic Association are eggstravaganza, July 4th parade, National Night Out

NEW/OLD BUSINESS

- Discussion held regarding donation of 80 native trees from Harris County Precinct 4 Parks Department through grant from Apache Corporation. Canopy trees for esplanades: Southern Magnolia (10), Red Trident Maple (2), Southern Red Oak (7), Tupelo (17). Understory trees for esplanades: Shining Sumac (3), Southern Crabapple (16), Flowering Dogwood (5), Texas Mayhaw (8). Trees for pond area behind patio homes: Pecan (4), Red Mulberry (4), Chickasaw Plum (4).
- On a motion duly made by S. Johnson, seconded by C. Jones, through unanimous vote, the board approved formation of an ad hoc committee to assist C. Jones (chair) with coordinating exact planting locations for all (80) trees.
- On a motion duly made by S. Johnson, seconded by C. Jones, through unanimous vote, the board approved Encore Landscaping estimate #410 dated 01-06-2021 in the amount of \$ 3,750.00 for materials and labor to plant and stake donated trees.
- On a motion duly made by S. Johnson, seconded by C. Jones, through unanimous vote, the board approved for C. Jones to submit a letter of confirmation to "Trees for Houston" to request a contribution for another (50) trees.
- Update given on Grant Road Wall Project / Phase 3: (a) delayed hydro-excavation services rescheduled for week of January 11th with a total of (38) still needing to be drilled; (b) board to review settlement agreement concerning lot 58 in executive session.

HOMEOWNER FORUM

Board responded to chat questions from residents regarding the following matters:

- Advertisement of payment plans

ADJOURNMENT OF OPEN MEETING SESSION

Open meeting session adjourned at 7:51 pm.


SCHEDULING OF NEXT MEETING

The 2021 Annual Meeting of Members will be held on Monday, February 8th via ZOOM video conference at 7:00 pm being hosted by Board of Trustees at Fund Office, 12415 Louetta Road, Cypress, TX 77429. Meeting ID: N490 416 5823 Passcode: 8Pk2mk

RECAP OF EXECUTIVE SESSION

- Approval of December 7th executive session meeting minutes.
- Video conference with owner of Texas Pride Disposal to discuss impact of COVID19 on trash industry and recurring service issues.
- Approval for engaging with Cox CPA Services for the preparation of the HOA 's yearly audited financial statements and tax return as per proposal dated September 29, 2020 with costs estimated at \$10,995 for audit and \$ 625 for tax return filing.
- Review of variance request from owner regarding compliance issue; tabled for consultation with legal counsel representing association.
- Approval for legal referral for all residents still displaying political signage or flags upon expiration of certified 209 demand letter.
- Approval for legal referral for (2) accounts due to outstanding compliance issues.
- Approval for filing (3) lawsuits due to outstanding compliance issues.

- Pending litigation; board approved Settlement Agreement Cause No. 2020-081120, Lakewood Forest Fund, Inc. vs. Buck B. Wilke as drafted by Law Firm of Rice and Rice.
- Approval for reclassifying \$ 40,925.00 in 2020 and \$ 9,335.00 in 2021 from operating expenses to community projects for various improvements.
- Discussion regarding three-year proforma budget to serve as planning tool for board
- Notification that CCEMS made final payment in the amount of \$ 12,154.00 for Grant Road Wall Project upon receipt of demand letter from HOA.
- Notification that representatives from CCMTB reached out to HOA to indicate that vandalism on HOA wall was not initiated by any of their members, however, they agreed to paint the HOA wall to cover the graffiti and the issue is now resolved.
- Board approved 2021 meeting dates as follows:
 - Monday, February 8th, Annual Meeting to be held via ZOOM
 - Monday, March 1st, Monthly Meeting to be held via ZOOM
 - Monday, April 5th, Monthly Meeting
 - Monday, May 3rd, Monthly Meeting
 - Monday, June 7th, Monthly Meeting
 - Monday, July 5th, Monthly Meeting
 - Monday, August 2nd, Monthly Meeting
 - Monday, September 13th, Monthly Meeting
 - Monday, October 4th, Monthly Meeting
 - Monday, November 1st, Monthly Meeting
 - Monday, December 6th, Monthly Meeting



Approved

3-1-21

Date