

**Lakewood Forest Civic Association
Board Meeting Minutes – August 2, 2022
Amended September 28, 2022**

The monthly meeting of the LFCA was called to order at 7:04 pm by president Jodi Cole. Other board members present were Mary Blacklock, Barbara Ward, Lori Estepp, Scott Johnson, and Linda Musthaler.

Minutes

The minutes from the July 2022 meeting were reviewed. Scott J. moved to accept the minutes with a minor correction, the motion was seconded by Barbara W. and passed unanimously.

Treasurer Report – amended September 28, 2022

Scott J. provided the monthly financial report. As of July 31, 2022, we had **\$31,746.10** in total funds. There is **\$16,676.97** in the checking account. The money market account has a balance of \$9,497.70 and the 12-month CD has a value of \$5,571.43. We received \$70 from the Fund for annual memberships. In comparing our budget to actual expenses to date for the current fiscal year, we have a deficit of \$1,480. We wrote 10 checks during the month for a total of \$3,300.90.

In the past month, the following checks were written:

1476 Blinn College Scholarship	\$ (500.00)
1477 Texas A&M Scholarship	(500.00)
1478 Texas Tech Scholarship	(500.00)
1479 Univ. of Houston Scholarship	(500.00)
1480 Brigham Young University Scholarship	(500.00)
1481 Colgate University	(500.00)
1482 Barbara Ward Postage 4th of July	(51.50)
1483 Linda Musthaler Water 4th of July	(32.19)
1484 Mary Blacklock 4th of July Ice	(17.21)
1485 Forrest Martino Music, 4th of July	(200.00)

See Appendix A for Treasurer Report and 2021-2022 Budget-to-Actual Report.

Administrative Reports

Mail Call

There was nothing in the mail this month.

Webpage

Content is up to date.

Projects and Events

Scholarship Committee

Five of the six checks have been sent to the schools. One student hasn't responded for follow-up on her school.

National Night Out

Jodi reserved the pavilion at Russ Poppe Family Park on Grant Road on October 8. Details for the event will be discussed next month.

Fall Garage Sale

The garage sale is scheduled for the weekend of November 11-13.

Children's Clothing Exchange

Jamie M. is spearheading a children's clothing exchange before the start of school. She has reserved the pavilion at Russ Poppe Park for August 28. The hours for the event are 9 AM to noon.

New Business

Updates to LFCA bylaws

Jodi C. has proposed we update the LFCA bylaws to come into compliance with state regulations. We could possibly update the annual membership fee and the process for election of officers. Scott J. made a motion to authorize the expenditure of up to \$500 to hire an attorney to help us rewrite the bylaws. Jamie M. seconded the motion and it passed. The end of the LFCA fiscal year is August 31. November 1 is when new officers assume their positions. We discussed hiring the attorney in the new fiscal year and preparing a draft of new bylaws to have ready for members to vote on at our annual meeting in October of 2023.

Annual Budget

We prepared a draft budget for the fiscal year beginning September 1, 2022. It will be presented and voted on at the annual meeting in October.

Other Business

Reimbursements

There were no requests for reimbursements submitted this month.

End of Meeting

At 8:10 pm, Mary B. moved to adjourn the meeting. Scott J.. seconded the motion and it passed. The next meeting is scheduled for Tuesday, September 6 at 7 PM at the Lakewood Forest Fund office.

Appendix A – Documents from Treasurer’s Report – amended September 28, 2022

**Lakewood Forest Civic Association, Inc.
 Financial Report
 as of July 31, 2022 – **amended** September 28, 2022**

Summary

Previous balances	<u>\$35,126.83</u>
Net change	<u>(3,380.73)</u>
Current balances	31,746.10
Outstanding checks	<u> -</u>
Current balances per bank statements	<u>\$31,746.10</u>

Checking Account xx44

Previous balance	<u>\$20,057.87</u>
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Membership Fees Transfers from Lakewood Forest Fund	\$ 70.00
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1476 Blinn College Scholarship	\$ (500.00)
1477 Texas A&M Scholarship	(500.00)
1478 Texas Tech Scholarship	(500.00)
1479 Univ. of Houston Scholarship	(500.00)
1480 Brigham Young University Scholarship	(500.00)
1481 Colgate University	(500.00)
1482 Barbara Ward Postage 4th of July	(51.50)
1483 Linda Musthaler Water 4th of July	(32.19)
1484 Mary Blacklock 4th of July Ice	(17.21)
1485 Forrest Martino Music, 4th of July	(200.00)

Balance Per Bank	<u>\$16,676.97</u>
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Current balance per bank statement	<u>\$16,676.97</u>
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Money Market Account xx26

Previous balance	\$ 9,497.66
Interest income (rate 0.01%)	<u> 0.04</u>
Current balance	<u>\$ 9,497.70</u>

12 Month C.D's

*12 Month CD xx72 (Maturity Date 3/27/2022)	\$ 5,571.29
Interest Income	<u> 0.14</u>
Current balance	<u>\$ 5,571.43</u>

Lakewood Forest Civic Association, Inc.

2021-2022 Budget to Actuals

As of July 31, 2022

	2022	2022
	Budget	Actual
Income		
Membership Dues	\$ 21,000	19,761
Membership Dues in Arrears		373
Donations	-	1,154.95
Interest	-	<u>1.03</u>
Total Income	<u>21,000</u>	<u>21,290</u>

Administrative Expense

Directors' Liability Insurance	2,023	755
Treasurer's Indemnity Insurance	358	358
Financial Review	300	300.00
Storage Unit (Lakewood Mini)	1,249	1,344
Post Office Box (Parcel Plus)	235	249
Office Supplies	75	12
Taxes and State Fees		5
Accountant Fees	-	-
Fund Fee	<u>1,800</u>	<u>1,800.00</u>
Total Administrative Expenses	<u>6,040</u>	<u>4,823</u>

Project Expenses

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

Beautification Projects

Curb Numbers	8,058	7,942
Miscellaneous Projects	500	-
Yard of the Month (Garden Club)	<u>150</u>	<u>-</u>
Subtotal Beautification	<u>8,708</u>	<u>7,942</u>

Donations

Scholarship Award Program	3,500	3,000
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		
Miscellaneous	500	
Military Care Packages	<u>500</u>	<u>219</u>
Subtotal Donations	<u>6,675</u>	<u>5,119</u>

Neighborhood Events

Fourth of July Parade	750	646
Neighborhood Night Out	1,117	1,384
Community-Wide Garage Sale	250	-
LRC Luau	-	-
Lakewood 50th Anniversary Party	-	500
Christmas Event	400	400
Easter Event	1,500	1,506
Bike Rodeo Event	-	-
LRC Dues - 5 shares	<u>450</u>	<u>450</u>
Subtotal Neighborhood Events	<u>4,467</u>	<u>4,886</u>

Total Project Expenses 19,850 17,947

Total Expenses 25,890 22,770

Surplus (Deficit) \$ (4,890) \$ (1,480)