

**LAKWOOD FOREST FUND, INC.**

**MINUTES OF THE OPEN SESSION MEETING OF THE BOARD OF DIRECTORS OF  
LAKWOOD FOREST FUND, INC. HELD ON MONDAY, JUNE 3, 2019 AT 7:00 PM AT  
LAKWOOD FOREST FUND OFFICE, 12415 LOUETTA ROAD, CYPRESS, TX 77429**

**DIRECTORS PRESENT**

Bob Lewis, President  
Bobbi Munz, Secretary  
Scott Johnson, Treasurer  
Christy Jones, Trustee  
Paul Marshall, Trustee  
Sandy Matto, Trustee

**DIRECTORS ABSENT**

Boe Bowen, Vice President

**IN ATTENDANCE**

Heidi Flores, General Manager, Lakewood Forest Fund, Inc.  
Jackie Jimenez, Lakewood Forest Fund, Inc.  
Jackie Wallace, Lakewood Forrest Fund, Inc.  
Captain Blackledge, Harris County Constable Precinct 4  
Corporal Abercia, Harris County Constable Precinct 4  
Officer Deputy Malik, Harris County Constable Precinct 4  
(6) Resident(s) present

**ESTABLISHMENT OF QUORUM, CALL TO ORDER AND ADOPTION OF AGENDA  
OPEN MEETING SESSION I**

Due to the notice of the meeting having been given and a quorum being present, the open meeting session I was called to order at 7:00 pm with B. Lewis presiding and H. Flores assisting in recording the Minutes.

**SECURITY REPORT**

Corporal Abercia provided an overview of incidents for Lakewood Forest during the month of May 2019 which included a total of 432 contract calls.

**CONSIDERATION OF MEETING MINUTES**

On a motion duly made by P. Marshall, seconded by S Johnson, through unanimous vote, the open session meeting minutes from May 6, 2019 were approved as presented.

**INDIVIDUAL TRUSTEES / COMMITTEE REPORTS**

Community Outreach / Events Update: S. Matto, chairperson, indicated that no summer events were planned and due to low turnout at Coffee with a Cop, the fall Coffee with a Cop is cancelled. Due to the popularity of the spring bingo event, a fall family event is being considered.

**TREASURER'S REPORT**

Financial Overview: Financial information as of May 31, 2019:

- Total Operating Fund: 779,679.21
- Total Reserve Fund: 718,710.72
- Total Community Projects Fund: 246,861.59
- YTD Income: 1,679,939.67
- YTD Operating Expenses: 812,702.34
- Collection Rate: 95.96%

## **NEW/OLD BUSINESS**

-On a motion duly made by S. Johnson, seconded by P. Marshall, through unanimous vote, the Board approved to cash reserve Pioneer CD in the amount of \$ 106,283.55 upon maturity on 06-06-19 due to upcoming perimeter wall replacement on Grant Road

- Following wish list items to be taken in consideration for 2020 budget planning:

(a) Reserve study update; upon completion of Grant Road wall replacement

(b) Tree replacement for Bradford Pears that have matured to life expectancy

- Follow up from May Board meeting in regards to Appfolio management software; tabled for contract discussion in executive session.

- Board given following updates in regards to Grant Road Wall Replacement Project:

(a) Geotechnical Study prepared by TEG-Tolunay Engineering Group, Inc. received on 05-22-19 and forwarded to Hardscape Inc.; cost of \$ 3,800.00 to be funded from reserve account

(b) Soil report looks to be in association favor in regards to existing design but will need confirmation from engineer

(c) Contract between both entities drafted and to be reviewed in Executive Session

- Board notified that "Yaupon Evergreen – Texas Native Plant" was recommended by Plants for All Seasons to act as a deterrent for graffiti on exterior of patio lake perimeter wall; tabled to allow for pricing for coverage of approximately 85 feet along exterior of perimeter wall in patio home section along bike trail

## **HOMEOWNER FORUM**

Owners addressed Board in regards to:

-Mulching of common area trees

-Cabling project along N. Eldridge Pkwy

-Line items which are labeled as "additional income"

-Height of new wall for Grant Road

Other:

-Upon conclusion of open session, letter from Lakewood Forest Civic Association President, M. Lindauer presented to Fund Board President, B. Lewis

## **ADJOURNMENT OF OPEN MEETING SESSION I**

Open meeting session I adjourned at 7:34 pm.

---

## **ESTABLISHMENT OF QUORUM, CALL TO ORDER AND ADOPTION OF AGENDA OPEN MEETING SESSION II**

Due to the notice of the meeting having been given and a quorum being present, the open meeting session II was called to order at 8:55 pm with B. Lewis presiding and H. Flores assisting in recording the Minutes.

**RECAP OF EXECUTIVE SESSION**

-Board discussed and reviewed the following:

- \* Executive session meeting minutes from May
- \* Recommendations from Rice Law Firm in regards to billing & collecting for Lakewood Forest Civic Association
- \* Letter from Lakewood Forest Civic Association presented to Fund Board President at end of open session
- \* AppFolio Management Software; through quorum vote, Board approved implementation of subscription based management software at a cost of \$ 1,700.40 (.65 cents per lot) per month; initial set up cost of \$ 2,616.00 (\$ 1.00 per lot)
- \* Geotechnical Study for Boundary Wall Replacement for Lakewood Forest Project No. 19-R022 dated May 2019 drafted by Tolunay Engineering Group Inc.
- \* Independent Contractor Agreement between Lakewood Forest Fund, Inc. and Hardscape Inc. for Grant Road Wall Replacement Project; Board approved agreement as outlined in Exhibit "A", Hardscape Inc. estimate 7999-2 dated 05-13-19 for \$ 341,475.20.
- \* Collection matters; adjustments initiated due to lender foreclosure on 05-07-19.
- \* Discussion regarding fall community events
- \* 2020 Budget Timeline & Special Meeting of Members

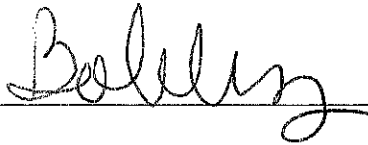
**SCHEDULING OF NEXT MEETING**

The next Meeting of the Board of Directors will be held at the Lakewood Forest Fund Office, 12415 Louetta Road, Cypress, TX 77429 commencing at 7:00 pm on Monday, July 1, 2019.

**ADJOURNMENT OF OPEN MEETING SESSION II**

There being no further business to discuss, the open meeting session II adjourned at 8:57 pm.

Approved



Date

