

## LAKWOOD FOREST FUND, INC.

### MINUTES OF THE OPEN SESSION MEETING OF THE BOARD OF DIRECTORS OF LAKWOOD FOREST FUND, INC. HELD ON MONDAY, APRIL 2, 2018 AT 7:00 PM AT LAKWOOD FOREST FUND OFFICE, 12415 LOUETTA ROAD, CYPRESS, TX 77429

#### DIRECTORS PRESENT

Paul Marshall, President  
Boe Bowen, Vice President  
Bobbi Munz, Secretary  
Scott Johnson, Treasurer  
Bob Lewis, Trustee  
Michael Lindauer, Trustee  
Sandy Matto, Trustee

#### DIRECTORS ABSENT

All Present

#### IN ATTENDANCE

Heidi Flores, General Manager, Lakewood Forest Fund, Inc.  
Jackie Wallace, Administration, Lakewood Forest Fund, Inc.  
Sergeant Westmoreland, Harris County Constable Precinct 4  
(3) Resident(s) present

#### 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 7:00 pm with P. Marshall presiding and H. Flores assisting in recording the Minutes.

#### SECURITY REPORT

Sergeant Westmoreland provided an overview of incidents for Lakewood Forest during the month of March 2018 which included a total of 411 contract calls.

B. Lewis, chair for security committee, stated that upon review of report, district calls averaged around 17% and contract calls at 83%.

#### HOMEOWNER FORUM

-Owner addressed board in regards to deed restriction matter

#### CONSIDERATION OF MEETING MINUTES

On a motion duly made by M. Lindauer, seconded by B. Lewis, through unanimous vote, the open session meeting minutes from March 5, 2018 were approved as presented.

#### TREASURER'S REPORT

Financial Overview: Financial review as of March 28, 2018 provided to Board reflected the following year to date figures:

- Total Operating Fund: 732,683.53
- Total Reserve Fund: 647,661.54
- Total Community Projects Fund: 283,181.11
- Collection Rate: 85% fully collected
- YTD Operating Expenses under budget by \$ 6,133.16

#### INDIVIDUAL TRUSTEES

Community Outreach / Events Update: Updates given regarding upcoming events, 2018 rental facility contracts, partnership with local elementary schools in regards to bee initiative, and sponsorship check for Lakewood Lightning Swim Team.

Maintenance Committee Update: Updates given regarding Fund Office/Constable paving project; scope of work evaluated and contractor interviews conducted.

**GENERAL MANAGER'S REPORT**

- On a motion duly made by B. Lewis , seconded by M. Lindauer, through unanimous vote, the Board ratified Encore Landscaping estimate #324 for replacement of quantity (24) pressure vacuum breakers.
- On a motion duly made by B. Lewis, seconded by B. Bowen, through unanimous vote, the Board approved for treasurer, S. Johnson to research and renew certificate of deposit #5502 with Western Alliance Bank maturing on 04-18-18.
- Board notified that certificate of deposit #845 with Pioneer Bank in the amount of \$ 104,452.62 renewed for a period of 15 months as per approved motion from March 5<sup>th</sup> meeting.
- Board notified that association filed claim and was reimbursed by owner insurance company for damages to common area median, LWF-NEP08 as per HC Case#18-44128.
- Discussion held discussion regarding areas of deterioration at perimeter wall surrounding patio lake area; Board requested staff to obtain bid from Brick Restoration for wall repair and maintenance committee to evaluate and make recommendation to board in regards to sinkhole areas.
- Board notified of emergency action taken by General Manager in regards to AC water leak and necessary property damage restoration which occurred on March 24<sup>th</sup> in Fund/Constable Office. On a motion duly made by B. Lewis, seconded by M. Lindauer, through unanimous vote, the Board approved for reconstruction of damaged areas not to exceed \$ 2,500.00.
- Board to consider preventative maintenance program for Fund/Constable Office; staff requested to present proposals at May meeting.
- Board Trustees signed and submitted 2018 trustee resolutions.
- Board agreed for maintenance committee to review and evaluate Centerpoint LED replacement agreement and tariff for retail delivery service so as to make a future recommendation in regards to LED streetlight upgrade.
- Board notified that Spring 2018 Electronic Waste Pickup and Document Shredding hosted by Residential Recycling & Refuse to be held on Saturday, June 9<sup>th</sup> at St. Mary's Episcopal Church, 15415 N. Eldridge Parkway.
- Board provided update on recently approved projects.

**2018 SCHEDULE OF BOARD MEETING DATES**

- May 7<sup>th</sup>
- June 4<sup>th</sup>
- July 2<sup>nd</sup>
- August 6<sup>th</sup>
- September 10<sup>th</sup>
- October 1<sup>st</sup>
- November 5<sup>th</sup>
- December 3<sup>rd</sup>

**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, May 7, 2018.

**ADJOURNMENT OF OPEN SESSION**

There being no further business, the open session meeting adjourned at 8:05 PM.

  
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 Approved

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 05-07-18  
 Date