

**LAKEWOOD FOREST FUND, INC.**

**MINUTES OF THE OPEN SESSION MEETING OF THE BOARD OF DIRECTORS OF  
LAKEWOOD FOREST FUND, INC. HELD ON MONDAY, FEBRUARY 1, 2016 AT 7:00 PM AT  
LAKEWOOD FOREST FUND OFFICE, 12415 LOUETTA ROAD, CYPRESS, TX 77429**

**DIRECTORS PRESENT**

Paul Marshall, President  
Boe Bowen, Vice President  
Scott Johnson, Treasurer  
Bob Lewis, Trustee  
Sandy Matto, Trustee

**DIRECTORS ABSENT**

Bobbi Munz, Secretary  
Andrea Aroche, Trustee

**IN ATTENDANCE**

Heidi Flores representing Lakewood Forest Fund, Inc., General Manager  
Lieutenant Jolly, Harris County Constable Precinct 4  
S. Rice, Law Office of Susan M. Rice  
(0) Owner(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 meeting was called to order at 7:00 pm with P. Marshall presiding and H. Flores assisting in recording the Minutes.

**SECURITY REPORT**

Lieutenant Jolly provided an overview of incidents for Lakewood Forest during the month of December 2015 which included a total of 213 contract calls.

**HOMEOWNER FORUM**

No discussion brought forward in homeowner forum.

**APPOINTMENT OF TRUSTEES, OFFICERS, AND ARCHITECTURAL CONTROL  
COMMITTEE MEMBERS**

On a motion duly made by S. Johnson, seconded by P. Marshall, through unanimous vote, the Board appointed B. Bowen, B. Lewis, S. Matto to fill the trustee positions which expired at the January 2016 Annual Meeting of Members; appointments made as quorum not met for election to be held.

On a motion duly made by B. Lewis, seconded by S. Matto, through unanimous vote, the Board appointed officers as follows: P. Marshall, President, B. Bowen, Vice President, B. Munz, Secretary, S. Johnson, Treasurer.

On a motion duly made by P. Marshall, seconded by S. Johnson, through unanimous vote, the Board appointed Architectural Control Committee Members as follows: P. Marshall, Ex-Officio, V. Propst, A. Aroche, B. Lewis, S. Matto, J. Matson.

**CONSIDERATION OF MEETING MINUTES**

On a motion duly made by S. Johnson, seconded by B. Bowen, through unanimous vote, the open session meeting minutes from December 7, 2015 were approved as presented.

**INDIVIDUAL TRUSTEES**

B. Lewis addressed the Board in reference to coverage provided by Harris County Constable Precinct 4 as per contract terms along with provided comparisons on budget percentages spent on security by surrounding subdivisions.

On a motion duly made by B. Lewis, seconded by B. Bowen, through unanimous vote, the Board approved the formation of a security committee to address concerns regarding security patrol within Lakewood Forest.

On a motion duly made by P. Marshall, seconded by B. Bowen, through unanimous vote, the Board appointed the following individuals to the Security Committee: B. Lewis, chairperson, B. Bowen, and S. Matto.

B. Lewis made a recommendation to Board to create a Finance Committee to thoroughly review the recently completed Reserve Study in efforts for committee to advice on funding efforts for 2017. Issue tabled for further review at March meeting.

#### **TREASURER'S REPORT**

Financial Overview: Financial review presented by S. Johnson; January 31, 2016 financials to reflect the following year to date figures:

- Total Operating Fund: 1,095,821.05
- Total Reserve Fund: 500,000.00
- Collection Rate: 72.0 % fully collected
- YTD Operating Expenses under budget by \$ 2,493.35

#### **GENERAL MANAGER'S REPORT**

General Manager's report provided to Board included a list of key accomplishments for the month, proposals obtained, and detailed work order history report.

Board notified of color selections made by T. Buscemi of Colors Matter for Fund Reserve Components which are as follows: concrete perimeter walls / SW6105 – Divine White, decorative monument wing walls / SW6108 – Latte, lettering located on decorative walls / basic high gloss black enamel paint.

Board notified of addition to landscape contract to include mowing strip along perimeter wall behind commercial tract on Heatherwick Drive.

On a motion duly made by B. Lewis, seconded by S. Matto, through quorum vote, the Board approved proposal for monthly subscription to TOPS GO 2.0 for deed restriction enforcement.

On a motion duly made by B. Lewis, seconded by B. Bowen, through unanimous vote, the Board approved CertaPro Painteres Bid #DB21EE00446 dated 01-21-16 for painting monument walls.

Board notified that Capital Improvement Bank Accounting set up and initially funded at \$ 305K as previously approved in 2015.

Fraud disclosure letter received from audit firm provided to all present Board Members for completion.

Board notified that all insurance policies renewed for calendar year 2016 and certificate of insurance available for review in dropbox.

Board notified that Reserve Study was completed in 2016 and H. Flores requested members to review in efforts to prepare for future discussions.

Board notified that violations report, ACC report, open work order history report available for review in dropbox.

#### **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 on Monday, March 7, 2016.

#### **ADJOURNMENT OF OPEN SESSION**

There being no further business, the open session meeting adjourned at 7:57 pm.

Approved



Date

3-7-16