

**LAKEWOOD FOREST FUND, INC.**

**MINUTES OF THE OPEN SESSION MEETING OF THE BOARD OF DIRECTORS OF  
LAKEWOOD FOREST FUND, INC. HELD ON MONDAY, FEBRUARY 4, 2019 AT 7:00 PM AT  
LAKEWOOD FOREST FUND OFFICE, 12415 LOUETTA ROAD, CYPRESS, TX 77429**

**DIRECTORS PRESENT**

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

**DIRECTORS ABSENT**

Boe Bowen, Vice President

**IN ATTENDANCE**

Heidi Flores, General Manager, Lakewood Forest Fund, Inc.  
Lieutenant Garza, Harris County Constable Precinct 4  
(8) 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 7:02 pm with P. Marshall 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 January 2019 which included a total of 249 contract calls.

**HOMEOWNER FORUM**

Owners addressed Board in regards to foreclosure proceedings, Grant Road wall replacement /drainage and review of association records.

**CONSIDERATION OF MEETING MINUTES**

On a motion duly made by B. Lewis, seconded by S. Matto, through unanimous vote, the open session meeting minutes from December 3, 2018 were approved as presented.

**INDIVIDUAL TRUSTEES / COMMITTEE REPORTS**

Community Outreach / Events Update: S. Matto, chairperson, discussed various calendar of events for 2019.

**TREASURER'S REPORT**

Financial Overview: Financial review as of January 31, 2019 provided to Board reflected the following year to date figures:

- Total Operating Fund: 873,847.39
- Total Reserve Fund: 710,535.80
- Total Community Projects Fund: 245,824.60
- YTD Income: 1,214,470.43
- YTD Operating Expenses: 311,043.77

## **OLD / NEW BUSINESS**

- Discussion held regarding Spring Gardens Apartment Complex which is scheduled to be developed adjacent to Section 15 in Tomball; Board approved initiating NEXTDOOR post to generate interest and holding informational meeting
- Board presented with fraud questionnaire from McCall Gibson Swedlund Barfoot PLLC
- 2019 monthly board meeting schedule presented: February 4<sup>th</sup>, March 4<sup>th</sup>, April 1<sup>st</sup>, May 6<sup>th</sup>, June 3<sup>rd</sup>, July 1<sup>st</sup>, August 5<sup>th</sup>, September 9<sup>th</sup>, October 7<sup>th</sup>, November 4<sup>th</sup>, December 2<sup>nd</sup>
- 2019 Trustee Resolution/Confidentiality Agreement presented to each board member for review and signature
- Board reviewed 2019 statement of values and discussed increasing amounts in regards to perimeter wall and marquee boards
- Board reviewed M. McIlheran assessment of bids submitted for Grant Road wall replacement; instructed Fund Office to seek additional proposal from Texas Wall & Landscape
- Board notified of the following:
  - \* Fund Office filed 2018 1099's via Intuit 1099 E-file service with IRS accepting filing on 01-26-19 and provided 2018 W2's to each employee in early January
  - \* Fund office emailed invoice to Lakewood Forest Civic Association requesting reimbursement in the amount of \$ 703.34 for reimbursement of various costs associated with 2018 community events
  - \* Fund staff working on electronic newsletter to be sent out monthly to membership so as to keep up with the latest news and developments
  - \* Fund office received (2) checks totaling \$ 16,936.44 in insurance proceeds for partial collapse of Grant Road wall which occurred on November 5, 2018
  - \* 2018 workers compensation audit paperwork concluded on 01-24-19; refund of \$ 3.00 due
  - \* Spring seasonal color to be installed early April
  - \* Fund did not qualify for streetlight audit by Hudson Energy; issue deferred
  - \* Fund office ordered survey of lot at 12415 Louetta Road due to recent changes in sign permitting by Harris County; cost to be expensed against 2019 approved community events budget
  - \* Grant Road wall survey still pending
- Board approved the following:
  - \* Jones Road Tree Service proposal dated 01-28-19 in the amount of \$ 1,500.00 for removal/stump grinding of dead pine tree and canopying additional tree in Spring Cypress/Avenfield common area reserve
  - \* Painting of various monuments and monument lettering throughout the subdivision as recommended by Fund staff
  - \* Volunteer M. Chidalek to spear head Dick Taylor Pond Erosion Point 8 Project utilizing members of landscape crew to assist on this project

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

Open meeting session I adjourned at 8:15 pm.

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## **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 8:22 pm with P. Marshall presiding and H. Flores assisting in recording the Minutes.

### **RECAP OF EXECUTIVE SESSION**

-Board discussed and reviewed the following:

- \* Cypress Creek Mosquito Control, Inc. contract for mosquito spraying approved at of \$ 158.00 per spray with (2) sprays per week from April 1<sup>st</sup> through October 31<sup>st</sup> weather permitting.
- \* Settlement offer presented by owner in regards to delinquent balance
- \* Bad debt write off due to lender foreclosure
- \* Home being utilized for purposes other than single family; deferred for consultation with legal counsel.
- \* Approval of \$ 250.00 for volunteer efforts
- \* Discussion regarding destruction of HOA property during Grant Road expansion project
- \* Election of Officers and ACC Committee Members

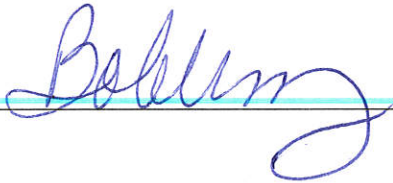
### **SCHEDULING OF NEXT MEETING**

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, March 4, 2019.

### **ADJOURNMENT OF OPEN MEETING SESSION II**

There being no further business to discuss, the open meeting session II adjourned at 9:00 PM

Approved



Date

3-4-19