

**Lakewood Forest Civic Association**  
**Meeting Minutes – April 4, 2023**

The monthly meeting of the LFCA was called to order at 7:04 pm by president Jodi Cole. Other board members present were Scott Johnson, Jamie MacKeen, Terri Cole, and Linda Musthaler. The guest in attendance was Andrea Lightcap.

Minutes

The minutes from the March 2023 meeting were reviewed. Terri C. made a motion to accept the minutes as submitted. Scott J. seconded the motion and it passed unanimously.

Treasurer Report

Scott J. provided the monthly financial reports for March. As of February 28, 2023, we had \$23,451.28 in total funds. There is \$8,213.91 in the checking account, with one outstanding check in the amount of \$150. We issued three checks in March totaling \$486.66. The money market account has a balance of \$9,513.10 and the 12-month CD has a value of \$5,574.26.

Jodi C., Scott J. and Linda M. went to the bank in March to get Linda put on the bank account and to remove Barbara Ward and Mary Ales, who are no longer on the board, from the account. We also renewed the CD at a higher interest rate.

We anticipate getting funds from Graham Management soon. This will be from homeowners' LFCA membership dues.

See Appendix A for Treasurer Report and 2022-2023 Budget-to-Actual Report.

**Administrative Reports**

Mail Call

We have a bill from the postal box vendor that is due April 5. The cost is \$249.

Webpage

Everything pertaining to LFCA is up to date on the website [www.Lakewoodforestfund.com](http://www.Lakewoodforestfund.com).

Texas SOS report

Scott J. will contact the state about this. Barbara Ward and Michael Lindauer are still listed as contacts. They are no longer on the board.

Garden Club

The club has meetings in April and May and then will break for the summer.

**Projects and Events**

Curb Number Painting

The quote that was presented months ago is still good. Linda M. suggested we spread the painting workload over 5 years rather than 3 to reduce our annual output for this expense. It was agreed we should look into this. Jamie M. made a motion that we accept the current proposal as presented for this year. Scott J. seconded the motion and it passed.

Garage Sale

The spring garage was held the weekend of March 24-26.

#### Scholarships

We received five submissions for the scholarship program. The judging committee selected three submissions as winners. Linda M. made a motion that we award \$500 each to the three winners. Terri C. seconded the motion and it passed unanimously. The next step is to confirm the awards with the students and their high schools and get their college information to send the checks.

#### Eggstravaganza

The event was canceled due to the threat of severe weather. We gave out bags of filled eggs at the recent LRC open house event. Linda M. went over the budget for the event. We spent about \$800, some of which went to supplies that can be used at a future event or for next year's Eggstravaganza.

#### 4<sup>th</sup> of July event

We voted last year to not have a parade event this year. Linda M. has started discussions with the LRC and the Fund about creating a new kind of event centered around the pool at the LRC. Planning will start in May.

#### National Night Out

We set a tentative date for September 30, pending availability of the pavilion at Russ Poppe Park. Jodi C. will contact Precinct 3 Parks Department for the booking. A tentative backup date is October 7.

#### Back to School Clothing Swap

Jamie C. is making plans for this. She will consider doing it indoors, perhaps at the LRC.

#### **Other Business**

##### Reimbursements and Checks

Linda M. - \$98.50 for Eggstravaganza

Jodi. C. - \$45.47 for town hall flyers

Scott J. made a motion to approve the reimbursements and Jamie M. seconded the motion. It passed unanimously.

##### End of Meeting

At 8:14 pm, Terri C. moved to adjourn the meeting. Scott J. seconded the motion and it passed. The next meeting is scheduled for Tuesday, May 2, 2023 at 7 PM at the Lakewood Forest Fund office.

##### Business conducted via email between the April and May meetings

After the March meeting, it was discovered that there were two additional entries for the scholarship program that were submitted on time. The judging committee decided to honor the submissions and determined that one of them should be considered a winner, along with the previous three winners. Linda M. made a motion via email to award \$400 scholarships to each of four students. Terri C. seconded the motion and four members voted to approve it. The four winners are Faith Nguyen, Kai Miller, Melody Wyatt, and Cayden Tate.

**Appendix A – Documents from Treasurer’s Report**

**Lakewood Forest Civic Association, Inc.  
Financial Report  
as of March 31, 2023**

***Summary***

Previous balances	<u>\$ 23,781.81</u>
Net change	<u>(330.53)</u>
Current balances	23,451.28
Outstanding checks	<u>-</u>
Current balances per bank statements	<u>\$ 23,451.28</u>

***Checking Account xx44***

Previous balance	<u>\$ 8,700.58</u>
1506 Linda Musthaler Expenses for Eggstravaganza	(171.66)
1508 Void	-
1509 Julie Boyer Facepainting	(150.00)
1510 Cypress Signs for Garage Sale	(165.00)
Balance Per Bank	<u>\$ 8,213.92</u>
<b>Outstanding Checks</b>	
1509 Julie Boyer Facepainting	150.00
<b>Current balance per bank statement</b>	<u>\$ 8,363.92</u>

***Money Market Account xx26***

Previous balance	\$ 9,508.82
Interest income (rate 0.01%)	<u>4.28</u>
Current balance	<u>\$ 9,513.10</u>

<b>*13 Month CD xx72 (Maturity Date 4/30/2024)</b>	\$ 5,572.41
<b>Interest Income</b>	\$ 1.85
Current balance	<u>\$ 5,574.26</u>

**Budget to Actuals as of March 31, 2023****Lakewood Forest Civic Association, Inc. - Budget to Actuals for FY 2023**

	<b>Budget</b>	<b>Actual</b>
<b>Income</b>		
Membership Dues	21000	194.15
Membership Dues in Arrears		112.5
Donations		25
Interest		18.05
<b>Total Income</b>	<u><b>21,000</b></u>	<u><b>350</b></u>
 <b>Administrative Expense</b>		
Directors' Liability Insurance	800	755
Treasurer's Indemnity Insurance	358	358
Financial Review	300	300
Storage Unit (Lakewood Mini)	1400	1344
Post Office Box (Parcel Plus)	249	
Office Supplies	50	
Admin Fees	500	
Fund Fee	1800	1800
<b>Total Administrative Expense</b>	<u><b>5,457</b></u>	<u><b>4,557</b></u>
 <b>Beautification Projects</b>		
Curb Numbers	9000	
Miscellaneous Projects	500	
Yard of the Month (Garden Club)	150	
Subtotal Beautification	<u><b>9,650</b></u>	
 <b>Donations</b>		
Scholarship Award Program	2000	500
School Donations	1000	1000
Lakewood Lightning Swim Team	100	
Military Care Packages	500	155.86
Subtotal Donations	<u><b>3,600</b></u>	<u><b>1,656</b></u>
 <b>Neighborhood Events</b>		
Fourth of July Event	1000	
Neighborhood Night Out	1500	1357.12
Community-Wide Garage Sale	250	165
Christmas Event	400	400
Easter Event	1700	694.62
LRC Dues - 5 shares	450	0
Subtotal Neighborhood Events	<u><b>5,300</b></u>	<u><b>2,617</b></u>

<b>Total Project Expenses</b>	<u>18,550</u>	<u>4,273</u>
<b>Total Expenses</b>	<u>24,007</u>	<u>8,830</u>
<b>Surplus (Deficit)</b>	<u>\$ (3,007)</u>	<u>\$ (8,480)</u>