

**Lakewood Forest Civic Association  
Board Meeting Minutes – January 4, 2022**

The monthly meeting of the LFCA was called to order at 7:05 pm by president Jodi Cole. Other board members present were: Barbara Ward, Scott Johnson, Lori Estepp, Jamie MacKeen, and Mary Blacklock.

Minutes

The minutes from the November 2021 annual meeting were reviewed. Scott J. moved to accept the minutes with minor corrections, the motion was seconded by Lori E. and passed unanimously.

Treasurer Report

Scott J. submitted the monthly financial report. As of December 31, 2021, we had \$27,725.83 in total funds. There is \$12,657.76 in the checking account. The money market account has a balance of \$9,497.61 and the 12-month CD has a value of \$5,570.46. In comparing our budget to actual expenses to date for the current fiscal year, we have a deficit balance of \$5,099. Keep in mind that September was the start of a new fiscal year and we don't anticipate receiving residents' payments until later in January.

The Fund invoiced LFCA \$1800 for administrative support in December which has not been paid as of the meeting date.

In the past month, the following checks were written:

- #1445 Linda Musthaler for National Night Out expenses, postage (36.60)
- #1446 Jamie MacKeen for National Night Out Expenses (81.13)
- #1447 Lakewood Forest Fund for Christmas with Santa (400.00)
- #1448 Hamilton Elementary for school donation (300.00)
- #1449 Hamilton Middle School for school donation (300.00)
- #1450 Northpointe Intermediate for school donation (300.00)
- #1451 Willow Wood Junior High for school donation (300.00)
- #1452 Storage Star Tomball for 1 year storage (1344.00)
- #1453 Higginbotham Insurance for Treasurer's Indemnity insurance (358.00)
- #1455 Weimers Insurance for Directors & Officers Liability Insurance (675.00)
- #1456 Weimers Insurance for balance of D&O insurance (80.00)

See Appendix A for Treasurer Report and 2021-2022 Budget-to-Actual Report.

**Administrative Reports**

Membership Dues

No dues were received from the Fund this month.

Mail Call

No mail received.

Civic News Newsletter

Deadline to submit content for publication in the February issue is January 12.

Web Pages

No report was made since Linda M. was absent.

## **Projects and Events**

### Scholarship Committee

Jamie M. will chair the committee with assistance from Jodi C. Jamie will work with Linda to select topic. Additional committee members are Mary B. and Linda M.

### Curb Painting

Lori E. will follow up with the vendor in January for a current quote and will present it at the February meeting. Article to go in March newsletter with project to begin, hopefully, in early April.

### School Donations

School donations are completed per Lori E.

### Military Care Packages

Care packages have been sent out. Linda M. provided a summary of the project which is attached to the minutes as Appendix B. Linda had requested a reimbursement of \$87.60 for postage and \$131.33 for the packages' contents. Mary B. moved to approve, Lori # seconded. Request was approved.

### Garage Sale

The next community garage sale will be April 22-24. Mary B. will put out the signage to advertise the event.

### Eggstravaganza

Linda M. provided an email update prior to the meeting. She would like to hold the event at the same park on Grant Road again because there's so much room to spread out. Easter is April 17 so she is going to try to reserve the pavilion for the Saturday a week before Easter -- April 9. She would like to book a bouncy-house type thing like we had at NNO. There will not be a petting zoo. We will not have games but Linda has already started gathering items for goody bags. Sandy Matto said the Fund will provide an ice cream cart (and possibly drinks). We have about 3,000 plastic eggs to fill this year. Linda will start looking for easy craft ideas. She also plans to talk to the professional photographer who worked the Elvis event. The Fund just gave him space and let him take photos that people could view and purchase online. If he can bring his own backdrop, we can allow parents to buy pictures of their kids if they want them.

### Chair Appointments for coming year's events & programs

Scholarships – Jamie M.

School Donations – Lori E.

National Night Out – Jodi C. & Mary B.

Military Care Packages – Linda M.

Eggstravaganza – Linda M.

Garage Sale – Mary B.

4<sup>th</sup> of July - Jodi C.

### End of Meeting

At 7:57 pm, Lori E. moved to adjourn the meeting. Mary B. seconded the motion and it passed. The next meeting is scheduled for Tuesday, February 1 at 7 PM at the Lakewood Forest Fund office.

## **Appendix A – Documents from Treasurer's Report**

**Lakewood Forest Civic Association, Inc.**  
**Financial Report**  
as of December 31 2021

***Summary***

Previous balances	<u>\$ 18,219.60</u>
Net change	<u>9,506.23</u>
Current balances	<b>27,725.83</b>
Outstanding checks	-
Current balances per bank statements	<u><b>\$ 27,725.83</b></u>

***Checking Account xx44***

Previous balance	<u>\$ 16,752.49</u>
Contributions: Military Care Packages	\$75.00
Void Check 1432, Texas Secretary of State	\$5.00

1445 Linda Musthaler	\$ (36.60)
1446 Jamie MacKeen	\$ (81.13)
1447 Lakewood Forest Fund	(400.00)
1448 Hamilton Elementary	(300.00)
1449 Hamilton Middle School	(300.00)
1450 Northpointe Intermediate	(300.00)
1451 Willow Wood Junior High	(300.00)
1452 Storage Star Tomball	(1,344.00)
1453 Higginbotham Insurance	(358.00)
1454 Void	-
1455 Weimers Insurance	(675.00)
1456 Weimers Insurance	(80.00)

<b>Current balance per bank statement</b>	<u><b>\$ 12,657.76</b></u>
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***Money Market Account xx26***

Previous balance	\$ 9,497.50
Interest income (rate 0.01%)	<u>0.11</u>
Current balance	<u><b>\$ 9,497.61</b></u>

***12 Month CD's***

*12 Month CD xx72 (Maturity Date 3/27/2020)	\$ 5,570.18
Interest Income	<u>\$ 0.28</u>
Current balance	<u><b>\$ 5,570.46</b></u>

### Due Dates

Mail Box (all boxes the same price)	4/5/2020	\$234
Storage space	12/1/2021	\$1,014
TX Franchise Tax Report	5/15/2021	TBD
LRC Annual Dues	5/15/2021	\$450.00
Insurance- D & O Liab/Treasure Indemnity	11/14/2021	TBD

## **Lakewood Forest Civic Association, Inc. 2021-2022 Budget to Actuals As of December 31 2021**

	<b>2022 Budget</b>	<b>2022 Actual</b>
<b>Income</b>		
Membership Dues	\$ 21,000	-
Membership Dues in Arrears		373
Donations	-	554.95
Interest	-	0.55
<b>Total Income</b>	<b><u>21,000</u></b>	<b><u>928</u></b>

### **Administrative Expense**

Directors' Liability Insurance	2,023	755
Treasurer's Indemnity Insurance	358	358
Financial Review	-	300.00
Storage Unit (Lakewood Mini)	1,249	1,344
Post Office Box (Parcel Plus)	235	
Office Supplies	75	-
Taxes and State Fees		75
Accountant Fees	300	-
Fund Fee	1,800	
<b>Total Administrative Expense</b>	<b><u>6,040</u></b>	<b><u>2,832</u></b>

### **Project Expenses**

Publications		
Directory (printing & binding)	-	-
Directory (postage)	-	-
Newcomer's Guide	-	-

Subtotal Publications	-	-
<b>Beautification Projects</b>		
Curb Numbers	8,058	-
Miscellaneous Projects	500	-
Yard of the Month (Garden Club)	<u>150</u>	—
Subtotal Beautification	<u>8,708</u>	-
<b>Donations</b>		
Scholarship Award Program	3,500	
School Donations	1,800	1,800.00
Hurricane Harvey Donation-LFF	-	-
Lakewood Lightning Swim Team	100	
LRC Camp Sponsorship	150	-
Cypress Creek EMS	125	-
Lakewood Bee Initiative		
Miscellaneous	500	
Military Care Packages	<u>500</u>	<u>219</u>
Subtotal Donations	<u>6,675</u>	<u>1,918</u>
<b>Neighborhood Events</b>		
Fourth of July Parade	750	
Neighborhood Night Out	1,117	1,278
Community-Wide Garage Sale	250	-
LRC Luau	-	-
Food Truck Event	-	-
Christmas Event	400	-
Easter Event	1,500	
Bike Rodeo Event	-	-
LRC Dues - 5 shares	<u>450</u>	—
Subtotal Neighborhood Events	<u>4,467</u>	<u>1,278</u>
		—
<b>Total Project Expenses</b>	<u><b>19,850</b></u>	<u><b>3,196</b></u>
<b>Total Expenses</b>	<u><b>25,890</b></u>	<u><b>6,028</b></u>
<b>Surplus (Deficit)</b>	<u><b>\$ (4,890)</b></u>	<u><b>\$ (5,099)</b></u>

## Appendix B – Summary of Military Care Packages

A total of four packages were sent. Recipients were:

- Air Force Senior Airman Lawson Mear
- Air Force Staff Sergeant Russell Musthaler
- Navy Fire Controlman Petty Officer 3rd Class William Dixon
- Army Private Jason Cook

We received donations from two households:

- \$50 from Tim and Lynne Moore
- \$25 from Brian and Carol Williams

We received donations of items from the Lakewood Forest Fund and several households. Linda Musthaler purchased snacks, gift cards and other items to fill out the boxes.

The planned budget was \$500. We had \$75 in cash donations. Linda spent \$131.33 for contents and \$87.60 for shipping. With a total amount to spend of \$575 and total expenses of \$218.93, this project came in \$356.07 under budget.

