

**Lakewood Forest Civic Association
Board Meeting Minutes
February 2, 2021**

The monthly meeting of the LFCA was called to order at 7:03 pm by President Jodi Cole. Other board members present were: Barbara Ward, Scott Johnson, Lori Estepp, Jasmine Hurey, Mary Blacklock and Linda Musthaler. Sandy Matto attended as a guest.

Minutes

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

Treasurer Report

Scott J. submitted the monthly financial report. As of January 31, 2021 we had \$18,907.14 in total funds. There is \$3,840.71 in the checking account. We have received \$16,570 in membership dues collected through the LWF Fund and \$10 through the mail.

See Appendix A for Treasurer Report and 2020-2021 Budget-to-Actual Report.

Administrative Reports

Mail Call

We received 4 thank you notes from recipients of the military care packages. We received a check for \$10 dues.

Lakewood Forest Garden Club

The club is holding reduced meetings due to the pandemic. It is awarding Yard of the Month for only three months this year – March, April and May.

The Lakewood Residents' Club got trees donated from Harris County Precinct 4. They are getting a 10-foot tree that is a Texas A&M legacy tree. It will be planted on February 13 at 9 AM.

Civic News Newsletter

Deadline to submit content for publication in the March issue is February 12. Planned articles include: advertisement of the egg hunt and the spring garage sales, and a rerun of the article about the scholarship program.

Web Pages

Content changes were submitted to Shannon today.

Reimbursements

None submitted.

Curb Painting

Lori E. got an estimate for 835 houses in the amount of \$8,057.75. We budgeted \$8,000. A decision on what to do has been tabled until next month.

Committee Projects and Reports

Eggstravaganza Event

We'd like to do the event March 28 at the LRC. This is the same day the LRC is having an open house and the swim team is doing signups. There is a proposal that we hold overlapping events in order to draw more attendees and have more volunteers available. Jodi is coordinating a meeting between LFCA and LRC event chairs.

Scholarships

Jodi C. contacted the high schools to let them know to advertise the scholarship program to eligible students. Student applications are due March 20. An article about the scholarships will rerun in the Civic News in March. An article has been posted on Nextdoor and we should comment on it to keep it popping up.

National Night Out

We have reserved the LRC for the evening of October 8.

New Business

Sandy Matto of the Lakewood Forest Fund attended this meeting to make us aware of events the Fund would like to host this year. Sandy is asking if LFCA would like to jointly host or otherwise help with these events.

- An Evening with Elvis – dinner and a show at LRC
- Bingo/pool party night – potentially August or September
- Football party/chili cookoff – sometime in the fall
- Breakfast with Santa – December
- Bee and Butterfly Initiative with the elementary schools
- A CERT class

In addition, the Fund is offering to provide an ice cream cart at the Patriotic Parade on July 3. The Fund wants to know more about the program content we come up with for NNO before committing to help with it.

Following Sandy's presentation of the events, the LFCA board discussed as follows:

- Bingo/pool party night – LFCA can provide volunteers to help run the event
- Breakfast with Santa – this is in next year's budget
- Bee and Butterfly Initiative with the elementary schools – we need more information on what the Fund wants from LFCA
- A CERT class – we can do advertising to draw attendees

End of Business

Barbara W. moved to adjourn the meeting at 8:29 pm and the motion was seconded by Scott J. Lori E. The next scheduled meeting is Tuesday, March 2 at the Lakewood Forest Fund office.

Appendix A – Documents from Treasurer’s Report

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

Summary

| | |
|--------------------------------------|---------------------|
| Previous balances | <u>\$ 21,198.73</u> |
| Net change | <u>(2,291.59)</u> |
| Current balances | 18,907.14 |
| Outstanding checks | - |
| Current balances per bank statements | <u>\$ 18,907.14</u> |

Checking Account xx44

| | |
|------------------------------------|--------------------|
| Previous balance | <u>\$ 6,132.46</u> |
| Lakewood Forest Fund Fee | \$ (1,800.00) |
| Linda Musthaler Expenses | \$ (491.75) |
| | \$ - |
| | <u>\$ 3,840.71</u> |
| Outstanding Checks | <u>300.00</u> |
| Current balance per bank statement | <u>\$ 4,140.71</u> |

Money Market Account xx26

| | |
|------------------------------|--------------------|
| Previous balance | \$ 9,497.48 |
| Interest income (rate 0.01%) | <u>0.01</u> |
| Current balance | <u>\$ 9,497.49</u> |

12 Month C.D's

| | |
|---|--------------------|
| *12 Month CD xx72 (Maturity Date 3/27/2020) | \$ 5,568.38 |
| Interest Income | <u>\$ 0.56</u> |
| Current balance | <u>\$ 5,568.94</u> |

Lakewood Forest Civic Association, Inc.

2019-2021 Budget to Actuals

As of January 2021

| | 2021 Budget | Actual |
|---------------------|------------------------|-------------------|
| Income | | |
| Membership Dues | \$ 21,000 | 90 |
| Donations | - | 465 |
| Interest | - | 0 |
| | <hr/> | <hr/> |
| Total Income | <u>21,000</u> | <u>555</u> |

Administrative Expense

| | | |
|-------------------------------------|---------------------|---------------------|
| Directors' Liability Insurance | 2,023 | 2,023 |
| Treasurer's Indemnity Insurance | 275 | 358 |
| Electricity for Wingwall Lighting | - | - |
| Storage Unit (Lakewood Mini) | 1,015 | 1,249 |
| Post Office Box (Parcel Plus) | 235 | - |
| Office Supplies | 75 | - |
| Accountant Fees | 300 | - |
| Fund Fee | 1,800 | 1,800.00 |
| | <hr/> | <hr/> |
| Total Administrative Expense | <u>5,723</u> | <u>5,430</u> |

Project Expenses

| | | |
|--------------------------------|-------|-------|
| Publications | | |
| Directory (printing & binding) | - | - |
| Directory (postage) | - | - |
| Newcomer's Guide | - | - |
| | <hr/> | <hr/> |
| Subtotal Publications | <hr/> | <hr/> |

Beautification Projects

| | | |
|---------------------------------|-------|-------|
| Curb Numbers | 8,000 | - |
| Miscellaneous Projects | 500 | - |
| Yard of the Month (Garden Club) | 75 | 75 |
| | <hr/> | <hr/> |
| Subtotal Beautification | <hr/> | <hr/> |

Donations

| | | |
|-------------------------------|--------------|--------------|
| Scholarship Award Program | 3,500 | - |
| School Donations | 1,800 | 1,800 |
| Hurricane Harvey Donation-LFF | - | - |
| Lakewood Lightning Swimteam | 100 | - |
| LRC Camp Sponsorship | 150 | - |
| Cy Creek EMS | 125 | - |
| Miscellaneous | 500 | - |
| Military Care Packages | <u>500</u> | 492 |
| Subtotal Donations | <u>6,675</u> | <u>2,292</u> |

Neighborhood Events

| | | |
|------------------------------|--------------|------------|
| Fourth of July Parade | 750 | - |
| Neighborhood Night Out | 400 | 582 |
| Community-Wide Garage Sale | 100 | - |
| LRC Luau | - | - |
| Food Truck Event | - | - |
| Christmas Event | 400 | - |
| Easter Event | 1,000 | - |
| Bike Rodeo Event | - | - |
| LRC Dues - 5 shares | <u>450</u> | - |
| Subtotal Neighborhood Events | <u>3,100</u> | <u>582</u> |

Total Project Expenses 18,350 2,949

Total Expenses 24,073 8,379

Surplus (Deficit) \$ (3,073) \$ (7,823)