

**Lakewood Forest Civic Association
Board Meeting Minutes
October 5, 2021 – Annual Meeting**

The annual meeting of the LFCA was called to order at 7:02 pm by president Jodi Cole. Other board members present were: Barbara Ward, Scott Johnson, Lori Estepp, Jamie MacKeen, Mary Blacklock and Linda Musthaler. Guests in attendance were: Drake Cameron, Jim Robertson, Lisa Englehardt, and Ryan Burke.

Minutes

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

Treasurer Report

Scott J. submitted the monthly financial report. As of September 31, 2021, we had \$33,287.23 in total funds. There is \$18,219.60 in the checking account. The money market account has a balance of \$9,497.58 and the 12-month CD has a value of \$5,570.05. In comparing our budget to actual expenses to date, we have a positive balance of \$67. Keep in mind that September was the start of a new fiscal year. We received \$187 in membership renewals this month.

We passed our annual financial review that is required by the Fund under our billing agreement and the results have been submitted to the Fund.

In the past month, the following checks were written:

- \$150 and \$150 to Forrest Martino for the band at National Night Out
- \$300 to Molen and Associates for the financial review
- \$5 to the Texas Secretary of State

Checks to be written tonight:

- \$300 donation to Moore Elementary
- \$300 donation to Lakewood Elementary
- \$380.19 for inflatable rental for NNO
- \$509.55 to James Coney Island for hot dogs for NNO

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

Administrative Reports

Mail Call

There was nothing in the mail this month.

D&O Insurance

Renewal for this insurance policy is due October 18. Jodi will formally request a renewal quote. We don't have the exact cost at this time.

Civic News Newsletter

Deadline to submit content for publication in the November issue is October 12.

Web Pages

We need to remove the Residents Directory and Newcomer's Guide as things that we do.

Annual Budget for 2021-2022 Fiscal Year

The budget was reviewed and Mary B. made a motion to approve it. Lori E. seconded the motion and it passed.

Projects and Events

Curb Painting

Lori E. will start the process in January or February, with the aim to finalize the contract in February or March and begin curb painting by April. One-third of the subdivision will be painted in 2022.

School Donations

Lori E. has contacted the six elementary and middle schools. She has had replies from two of them. Barbara W. made a motion to write checks to the two schools that have confirmed their interest. Mary B. seconded the motion and it passed. Scott J. wrote checks in the amount of \$300 for Moore Elementary and Lakewood Elementary.

Military Care Packages

Linda M. is soliciting donations and looking for families to nominate their loved ones to receive a care package.

Garage Sale

The community garage sale will be November 5 to 7. Mary B. will contact Nova Printing to purchase a new banner for the wingwall at Grant Road and Gardenglen Drive.

National Night Out

The event will be held from 4 pm to 7 pm on Saturday, October 9, at the county park on Grant Road. We have the pavilion reserved. Final details were ironed out to support this event.

Reimbursements

- \$68.35 to Jodi C. for NNO supplies
- \$20 to Jodi C. for deposit for the inflatable

Annual Election of Directors and Officers

The slate of officers was elected as proposed. The director up for re-election was elected. The results are:

- President – Jodi Cole
- Vice President – open
- Treasurer – Scott Johnson
- Corresponding Secretary – Barbara Ward
- Recording Secretary – Linda Musthaler
- Director of Position 1 – Jamie MacKeen

End of Meeting

At 8:42 pm, Barbara W. made a motion to adjourn the meeting. Scott J. seconded the motion and it passed. The next meeting is scheduled for Tuesday, November 2 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 Sept 30, 2021

Summary

Previous balances	\$ <u>33,220.12</u>
Net change	<u>67.11</u>
Current balances	33,287.23
Outstanding checks	<u>-</u>
Current balances per bank statements	<u>\$ 33,287.23</u>

Checking Account xx44

Previous balance	\$ <u>18,152.65</u>
Membership Renewals Fund Transfers	\$ 187.00
Contribution Lakewood Forest Fund (NNO)	\$ 479.95
	-
Forrest Martino Check 1435	(150.00)
Forrest Martino Check 1436	(150.00)
Molen and Associates Check 1437	(300.00)
	<u>-</u>
	<u>\$ 18,219.60</u>

Outstanding Checks 1432, TX Secretary of State	5.00
Outstanding Checks 1435, Forrest Martino	150.00
Outstanding Checks 1436, Forrest Martino	150.00
Outstanding Checks 1437, Molen and Associates	300.00
	<u>-</u>
Current balance per bank statement	<u>\$ 18,824.60</u>

Money Market Account xx26

Previous balance	\$ 9,497.56
Interest income (rate 0.01%)	<u>0.02</u>
Current balance	<u>\$ 9,497.58</u>

12 Month C.D's

*12 Month CD xx72 (Maturity Date 3/27/2020)	\$ 5,570.05
Interest Income	<u>\$ -</u>
Current balance	<u>\$ 5,570.05</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. 2020-2021 Budget to Actuals As of September 2021

	2022 Budget	2022 Actual
Income		
Membership Dues	\$ 21,000	\$ 187.00
Donations	-	479.95
Interest	-	0.02
Total Income	<u>21,000</u>	<u>667</u>

Administrative Expenses

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

Project Expenses

Publications		
Directory (printing & binding)	-	-
Directory (postage)	-	-

Newcomer's Guide	-	-
Subtotal Publications	<u>-</u>	<u>-</u>
Beautification Projects		
Curb Numbers	8,058	-
Miscellaneous Projects	500	-
Yard of the Month (Garden Club)	<u>150</u>	<u>-</u>
Subtotal Beautification	<u>8,708</u>	<u>-</u>
Donations		
Scholarship Award Program	3,500	
School Donations	1,800	
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>-</u>
Subtotal Donations	<u>6,675</u>	<u>-</u>
Neighborhood Events		
Fourth of July Parade	750	
Neighborhood Night Out	1,117	300
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>	<u>-</u>
Subtotal Neighborhood Events	<u>4,467</u>	<u>300</u>
Total Project Expenses	<u>19,850</u>	<u>300</u>
Total Expenses	<u>25,890</u>	<u>600</u>
Surplus (Deficit)	<u>\$ (4,890)</u>	<u>\$ 67</u>