



FORREST LAKE TOWNHOUSE ASSOCIATION

5805 LUMBERDALE ROAD, HOUSTON, TX 77092
713-681-3591 • OFFICE@FORRESTLAKE.COM

BOARD MEETING AGENDA

JANUARY 18, 2018

7:00 – 8:00 P.M.

PRESIDENT: CALL MEETING TO ORDER
SECRETARY: MINUTES FROM PREVIOUS MEETING
TREASURER: TREASURER REPORT
MAINTENANCE: MAINTENANCE REPORT
LANDSCAPING: LANDSCAPING REPORT
SECURITY: SECURITY REPORT
SOCIAL COMMITTEE: SOCIAL COMMITTEE REPORT

OLD BUSINESS:

- COMCAST / XFINITY CABLE FIBER UPGRADE
 - UNDERGROUND FIBEROPTIC CABLE INSTALLATION
 - IN HOME WIRE UPGRADE AND INSTALL
- END WALL BLDG #17
- QUOTES ON COOL DECK

NEW BUSINESS:

- FIRECRACKERS IN MAILROOM
- ADDITIONAL BRICK ENDWALL REPLACEMENTS
- REPEATED GUN SHOTS ALONG DEIHL RD & PLACEMENT OF WIFI CAMERAS (BLDG #24)

ADJOURN

FORREST LAKE TOWNHOUSE ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
January 18, 2018

PRESENT: Canion Boyd, Philip Salerno, & Brook Baker
Canion called this meeting to order at 7:02 pm

The motion to approve the meeting agenda was approved.

The minutes dated December 21st, 2017 were previously approved via email on December 30th, 2017.

TREASURER:

- See attached report hereto and made part of these minutes made for the January 2018 meeting.

MAINTENANCE:

- See attached report hereto and made part of these minutes made for the January 2018 meeting.

LANDSCAPING:

- See attached report hereto and made part of these minutes made for the January 2018 meeting.

SECURITY:

- See attached report hereto and made part of these minutes made for the January 2018 meeting.

SOCIAL COMMITTEE:

- See attached report hereto and made part of these minutes made for the January 2018 meeting.

OLD BUSINESS:

- We continue to work with Comcast to resolve the issues of getting the cables to be installed under the sidewalks and not on individual units. Notices will be provided once work continues.
- Wall Repair quotes were issued for the replacement of several end walls of units. The schedule for the wall replacement and the expenditure were approved.
- Quotes were taken for the resurfacing of the pool deck. Additional questions were sent back to the vendors.

NEW BUSINESS:

- A fine was approved for a unit that vandalized the mailroom.
- There have been reports of gun fire along the Deihl Road. We are working with the police to help find the culprits. Please report all gun fire to the police. We are exploring options to place additional cameras along the back side of the property.

The meeting was adjourned at 7:55 pm

Social Committee Report for the Month of January 2018

1. The Social Committee had its regular monthly meeting on January 11, 2018 at 7:00 PM in the clubhouse.
2. The Committee discussed the following items:
 - New Year's Eve Party: approximately 60 residents and friends showed up. Everyone enjoyed the dancing to a live band and the other festivities of the evening. This is always one of highlights of Forrest Lake's annual social events.
3. The following are our upcoming events for 2017/2018:
 - Free Beer, Wine and BYOB Friday Night Get Together: the last one was so popular, so we have scheduled another one for Friday, February 23, 2018 from 6:30 to 9:30 PM. It is for all adult residents of Forrest Lake. This should be a nice way to take the chill out of February.
 - Casino Night: this will be on Saturday, April 14, 2018 from 7:00 to 10:00 PM with prize drawings after. Snacks will be served. The cost is \$10 per adult for the first \$3,000 worth of chips. Each additional \$5,000 worth of chips will cost \$5.00.
 - Free Hot Dog Party: this will be on Saturday, June 30, 2018 the weekend before July 4th. It is a family event with free hot dogs, soft drinks, water and chips. Details to follow later.
4. The next meeting of the committee is scheduled for February 8, 2018 at 7:00 PM in the clubhouse.



Treasurer's Report for the Month January 2018

1. Please see the attached Financial Report through December 2017. The Total Income (accrued) for the month was \$85,848.44. Total Expenses were \$68,559.04 and there was \$1157.00 in Accounts Payable. \$2430.00 was transferred to the Roofing Fund and \$1250.00 was transferred to the Infrastructure Fund. This yielded a Net Accrual Income of \$13,139.70 after the transfers to the Funds. The budget performance for the fiscal year is Total Income at 99.74%; Total Expenses at 84.26%; and, Net Accrual Income at 27.0% indicating that we are below the approved budget despite the bad debt write-off in November 2017.
2. The account aging continues to fluctuate from month to month with the over 30 days slightly increased, over 60 days significantly decreased, and over 90 days slightly increased from the previous month.
3. Attached is the Late Payment Report for January 2018.
4. As of December 31, 2017, the balance of the checking account is \$31,626.54; savings account is \$96,998.73; Infrastructure Fund is \$3000.13; Undeposited Funds is \$9728.00; Roofing Fund Savings account is \$20,154.41; and, the Share account and Roofing Fund CD at the credit union are \$5.00 and \$72,795.64 respectively. There is a remaining amount of \$10,000 to be transferred to the savings account. As the next few months proceed, we will be transferring those funds back from the checking account into the savings account. We have \$21,604.97 in Accounts Receivable.
5. The remaining maintenance tickets from August to mid-October 2016 remain to be entered into the database. This continues to be delayed due to other pressing issues.
6. Reminder letters were sent to homeowners whose policies expire in January and February and all homeowners are in compliance.
7. Capital Projects schedule for the fiscal year:
 - Comcast: The sidewalk on W. Tidwell still needs to be rebuilt in that section where the water line was broken.
 - Brick Walls:
 - The contractor completed the work. All of the shrubbery along that wall is almost gone, so we will need to include that replacement in this upcoming phase of the landscaping project. Dwarf Oleanders probably would be the best bet. I also noticed that along the wall by the guard shack at the front of the community has some missing Oleander plants so we should also include the remediation of that area that will probably require only 4-5 plants.
 - Brick wall inventory: Willie, the contractor, and Philip walked the property in early January and have identified three additional walls that need to be replaced. They are in order of priority: east wall of building #25, east wall of building #22, and south wall of building #10. The wall on building #25 needs to be done this year as it is causing substantial amount of rainwater to enter the wall and the owner's unit. The estimated cost is \$12,000/wall. It would be appropriate to schedule the wall replacement for building #25 for March 2018. The brick walls for the east wall of building #22 and south wall of building #10 would be scheduled during the next fiscal year.

Treasurer's Report for the Month January 2018

- Pool Deck: Jamie will follow-up with the vendor(s) that we obtained the quotes. The estimate was \$12,000. We want that work is scheduled for January but may be delayed due to follow-up with the vendor(s).
- Bridge Repair: This project is scheduled for this Spring. The intention is to remove the wood as needed and replace them all in the same day, section by section, so that the bridge is not out of commission after business hours.
- Concrete Repairs: This project is scheduled for the Winter/early Spring period. Willie and Philip will be walking the property after the new year to identify all of the areas to be repaired.
- Landscaping Phase IV: Jim, Philip, and Jamie will schedule this project with Sicola to be done after the last cold front that usually occurs in late February/early March.
- Remaining irrigation: The remaining irrigation lines that are not on separate meters, Building 1 and the building where the brick wall is being replaced will be moved to the irrigation water meters in January. The new line running under Lumberdale Road to the traffic island at the front of the community will be connected and two rows of smaller irrigation heads installed in the island. The crew will also be inspecting and repairing as needed all of the irrigation system due to the damages by Comcast.
- Tree Trimming: the annual work will be done in April or May depending upon the availability of the vendor.

	Nov2017	Dec2017	Jan2018	Feb2018	Mar2018	Apr2018	May2018	Jun2018	Jul2018	Aug2018	Sep2018	Oct2018	FY2018 YTD	Budget YTD	% of Budget YTD
BALANCE SHEET:															
Assets:															
1072 - Bill.com Money Out Clearing	0.00	0.00													
17000 - Wells Fargo (checking)	17,649.86	31,626.54													
17500 - Wells Fargo (savings)	96,993.79	96,998.73													
Total Checking/Savings	114,643.65	128,625.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Accounts Receivable	21,348.74	21,604.97													
Other Current Assets:															
11600 - Infrastructure Fund	1,750.08	3,000.13													
14990 - Undeposited Funds	3,450.00	9,728.00													
16005 - Prepaid Property Insurance	0.00	0.00													
16010 - Prepaid Worker's Comp	3,509.00	4,666.00													
18000 - Wells Fargo New Roofing Fund	17,723.64	20,154.41													
18500 - Greater Texas CD (48 month)	58,036.49	58,139.03													
18510 - Greater Texas CD (60 month)	14,627.08	14,656.61													
18550 - Greater Texas Share Account	5.00	5.00													
Total Other Current Assets	99,101.29	110,349.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Other Assets:															
11650 - Water Deposit	1,000.00	1,000.00													
Total Assets	236,093.68	261,579.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Liabilities:															
12000 - Accounts Payable	0.00	1,157.00													
21600 - Maintenance Fees Paid In Advance	18,050.00	25,036.50													
24500 - Security Deposits	161,536.20	161,956.20													
Total Liabilities	179,586.20	188,149.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
PROFIT & LOSS:															
Income:															
Total Income	81,589.80	85,348.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	166,938.24	167,368.60	99.74%
Expense:															
Total Expenses	88,166.88	68,559.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156,725.92	185,995.75	84.26%
Net Ordinary Income	-6,577.08	16,789.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,212.32	-18,627.15	-54.82%

	Nov2017	Dec2017	Jan2018	Feb2018	Mar2018	Apr2018	May2018	Jun2018	Jul2018	Aug2018	Sep2018	Oct2018	FY2018 YTD	Budget YTD	% of Budget YTD
Other Income/Expense:															
Other Income:															
90005 - Dividend/Interest-Roofing Fund	0.00	0.00											0.00	0.00	
90006 - New Roofing Fund Dividend	0.64	30.30											30.94	0.00	
Total Other Income	0.64	30.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.94	0.00	
Other Expense:															
Bad Debt Write Off	9,900.00	0.00											9,900.00	0.00	
Roofing Fund Contribution	2,430.00	2,430.00											4,860.00	4,860.00	100.00%
Infrastructure Fund Contribution	1,250.00	1,250.00											2,500.00	2,500.00	100.00%
Total Other Expense	13,580.00	3,680.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,260.00	7,360.00	234.51%
Net Other Income/Expense	-13,579.36	-3,649.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-17,229.06	-20,878.76	
Net Income	-20,156.44	13,139.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-7,016.74	-25,987.15	27.00%
Aging Report:															
Over 30 Days	1,056.00	1,386.00													
Over 60 Days	759.00	66.00													
Over 90 Days	17,748.74	18,541.97													
Total	19,563.74	19,993.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

Maintenance Report January 2018

❖ 22 General maintenance cases opened 12/21 – 1/18/2018:

- Electrical 0
- Irrigation 0
- Landscape 3
- Lights 2
- Maintenance 2
- Miscellaneous 9
- Paint 2
- Plumbing 1
- Security 1
- Social 1

❖ 17 closed

❖ 17 Remain open:

- Homeowners requests to include:
 - Carport lights
 - Gutters
 - Mailbox keys
 - Frozen pipes
 - Paint
- Active maintenance 'projects'
 - None
- ACCs
 - #074 Replace windows – pending

Daily / Weekly Preventative Maintenance: Pool maintenance, Lake maintenance, Pet 'Pooper Scooper', Fountains, Clubhouse, Lights

- ❖ Comcast / Xfinity running new Fiber Optic and Coaxial throughout the entire community, scheduled completion extended to February 2018

Issues due to Extended Freeze:

- ✓ 1 townhome had front faucet break (no damage to the home)
- ✓ 2 townhomes had exterior pipe on back patio freeze and break, not in the home
- ✓ 2 townhomes had frozen pipes in attic – froze, did not break

Landscaping & Security Reports January 2018

LANDSCAPING REPORT

Not much being done at this time of the year. Sicola continues to pick the leaves weekly.

Due to so many of the irrigation lines broken we have turned off all sprinkles until after the first of the year.

Sprinklers will remain off until late February to mid-March.

SECURITY REPORT

There has been no home or car break-ins reported this month. We still ask that you continue to be vigilant in keeping your car doors, gates, windows and all doors locked.