



FORREST LAKE TOWNHOUSE ASSOCIATION

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BOARD MEETING AGENDA

JANUARY 21, 2021

BOARD MEETING: 7:00 PM – 8:00 PM

PRESIDENT:	CALL MEETING TO ORDER
SECRETARY:	MINUTES FROM PREVIOUS MEETING
SOCIAL COMMITTEE:	SOCIAL COMMITTEE REPORT
TREASURER:	TREASURER REPORT
MAINTENANCE:	MAINTENANCE REPORT
LANDSCAPING:	LANDSCAPING REPORT
SECURITY:	SECURITY REPORT
OLD BUSINESS:	PATIO COVERS
NEW BUSINESS:	NONE

ADJOURN

FORREST LAKE TOWNHOUSE ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES

January 21, 2021

PRESENT: Brook Baker, Philip Salerno, Cyntia Villanueva, and Bob DeCesare

Brook called the meeting to order at 7:01 pm

The agenda was approved as submitted

The December meeting minutes were approved electronically on December 22, 2020

TREASURER:

- See attached report hereto and made part of these minutes made for the January 2021 meeting.

MAINTENANCE:

- See attached report hereto and made part of these minutes made for the January 2021 meeting

LANDSCAPING:

- See attached report hereto and made part of these minutes made for the January 2021 meeting

SECURITY:

- See attached report hereto and made part of these minutes made for the January 2021 meeting

SOCIAL COMMITTEE:

- See attached report hereto and made part of these minutes made for the January 2021 meeting

OLD BUSINESS:

- The board decided to place notices on homeowners' doors, who have not complied with the car registration ordinance, reminding them that they need to register their vehicles as soon as possible. Owners who do not comply by January 31, may be subject to fines.
- Patio Covers – patio covers with impervious roofing must be approved by the city prior to any work beginning. Prior city approval will be required for review by the board, to consider an ACC request. Note that this includes repairs or replacements to existing impervious covers. Patio covers with porous roofing do not need prior city approval but must still be approved by the board with an ACC request.

NEW BUSINESS:

The meeting was adjourned at 7:19 pm

Social Committee Report January 2021

The social committee met on Thursday evening January 14. We discussed an idea for our first event in 2021 maintaining the pandemic safety protocols.

The plan is to have a Mardi Gras parade around the community on either January 30th or February 6, depending on weather. Residents can either decorate a wagon or dress in costume and walk together on a route around FL. Residents who want to watch the parade can sit outside their homes and catch beads, candy, etc being tossed by the paraders.

We also discussed rescheduling the Casino Night event again from this April to October 2021. Stuart Kane will handle the rescheduling.

No other events are planned currently as we wait out the pandemic. Hopefully we can do something else outdoors in the spring or summer.

The next committee meeting is scheduled for Thursday February 11.

Respectfully submitted,
Jeannie Hughes

Treasurer's Report for the Month of January 2021

1. Please see the attached Financial Report through December 2020. The Total Income (accrued) for the month was \$84,812.81, Total Expenses were \$58,716.88, and there was \$0 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 \$22,416.08 after the transfers to the Funds. The budget performance for the fiscal year is Total Income at 98.43%; Total Expenses at 62.62%; and, Net Accrual Income at 104.99% indicating that we are below the approved budget.
2. The account aging continues to fluctuate from month to month with the over 30 days increased, over 60 days significantly decreased, and over 90 days increased from the previous month.
3. As of December 31, 2020, the balance of the checking account is \$100,572.79; savings account is \$122,117.41; Infrastructure Fund is \$8894.69; Undeposited Funds is \$6900.00; Roofing Fund Savings account is \$20,228.88; and, the Share account and Roofing Fund CDs at the credit union are \$5.00 and \$ 167,161.75 respectively. We have \$36,516.00 in Accounts Receivable.
4. Attached is the Late Payment Report for January 2021. Two accounts in arrears have been forwarded on to the Association attorney for foreclosure. One foreclosure is still waiting for the judge to sign the petition that is supposedly going to be signed in January. The other foreclosure is finally moving forward and our attorney has finalized the motion for default judgement and related exhibits for foreclosure.
5. Reminder letters were sent to homeowners whose policies expire in January and February and all homeowners are in compliance.
6. Capital Projects:
 - Replacement Trees, Shrubs, & Bushes, Dirt & Sod: Not begun yet
 - Backup Fountain light kits: Completed
 - Lake Bulkhead: Scheduled for January-February
 - Well Pump upgrade: Completed
 - New Well for 5800 Lumberdale Side: Well completed and the tie in to the existing irrigation system has been completed in January. So all irrigation systems are now supplied with well water.
 - Security Cameras Upgrade: Order was placed in January
 - Security Body Cameras: Coordinating meeting with PPI was performed in January and PPI is updating their SOP for its use.
 - Tennis Courts Lights to LED: Scheduled for January but has been delayed.
 - Clubhouse A/C Replacement: Scheduled for February
 - Tennis Court Resurface: no further action
7. In accordance with the City of Houston Housing and Community Development, all townhomes within the Forrest Lake community must have its own properly installed heating and air conditioning system. This reinforces the requirement that all of our townhouses must have a central heating and air conditioning system. The board of directors must approve temporary window air conditioners prior to their use.
8. 1099 forms have been prepared and sent to recipients. This saves at least \$600 instead of the CPA firm issuing them.

4.EOM Financial Report FY2021

	Nov2020	Dec2020	Jan2021	Feb2021	Mar2021	Apr2021	May2021	Jun2021	Jul2021	Aug2021	Sep2021	Oct2021	FY2021 YTD	Budget YTD	% of Budget YTD
Assets:															
1072 - Bill.com Money Out Clearing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
17000 - Wells Fargo (checking)	77,875.97	100,572.79													
17500 - Wells Fargo (savings)	122,116.37	122,117.41													
Total Checking/Savings	199,992.34	222,690.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Accounts Receivable	36,516.00	38,943.00													
Other Current Assets:															
11600 - Infrastructure Fund	8,620.53	8,894.69													
14990 - Undeposited Funds	6,210.00	6,900.00													
18000 - Wells Fargo New Roofing Fund	17,798.73	20,228.88													
18500 - Greater Texas CD (60 month)	24,859.54	25,029.91													
18510 - Greater Texas CD (60 month)	14,982.80	15,013.05													
18520 - Greater Texas CD (60 month)	21,040.32	21,150.89													
18530 - Greater Texas CD (60 month)	61,218.34	61,540.06													
18540 - Greater Texas CD (60 month)	22,386.26	22,526.08													
18545 - Greater Texas CD (60 month)	21,841.70	21,901.76													
18550 - Greater Texas Share Account	5.00	5.00													
Total Other Current Assets	198,963.22	203,190.32	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	436,471.56	465,823.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Liabilities:															
12000 - Accounts Payable	308.00	0.00													
21600 - Maintenance Fees Paid In Advance	19,217.85	22,924.85													
24500 - Security Deposits	175,913.20	175,913.20													
Total Liabilities	195,439.05	198,838.05	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	84,638.49	84,812.81	2,217.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	171,668.78	172,153.60	99.72%
Expense:															
Total Expenses	66,479.50	58,716.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,196.38	199,934.14	62.62%
Net Ordinary Income	18,158.99	26,095.93	2,217.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,472.40	-27,780.54	-167.28%

4.EOM Financial Report FY2021

	Nov2020	Dec2020	Jan2021	Feb2021	Mar2021	Apr2021	May2021	Jun2021	Jul2021	Aug2021	Sep2021	Oct2021	FY2021 YTD	Budget YTD	% of Budget YTD
Other Income/Expense:															
Other Income:															
90006 - New Roofing Fund Dividend	0.13	0.15											0.28		
Total Other Income	0.13	0.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.28		
Other Expense:															
Bad Debt Write Off	0.00	0.00											0.00	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	3,680.00	3,680.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,360.00	7,360.00	100.00%
Net Other Income/Expense	-3,679.87	-3,679.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-7,359.72		
Net Income	14,479.12	22,416.08	2,217.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,112.68	-35,140.54	111.30%
Aging Report:															
Over 30 Days	1,554.00	2,123.00													
Over 60 Days	963.00	68.00													
Over 90 Days	30,730.00	32,392.00													
Total	33,247.00	34,583.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

Maintenance Report January 2021

- ❖ 24 General maintenance cases opened 12/18/2020 – 01/21/2021
 - Gutters 2
 - Irrigation 1
 - Landscape 2
 - Lake 1
 - Carport Lights 11
 - Maintenance 2
 - Miscellaneous 2
 - Paint 0
 - Plumbing 0
 - Security 1
 - Social 1
 - Keys 1

- ❖ 15 closed

- ❖ 9 Remain open:
 - Lake
 - Maintenance
 - Irrigation
 - Painting

- ❖ Active maintenance Projects:

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

Landscaping Report for the Month of January 2021

Winter season, most plants are dormant. Re-blooming azaleas planted last spring are blooming again. Leaf removal a continuing effort; complaints from residents that we are not doing enough.

Plans for spring activity being formulated.

For best results, any requests from residents, or issues should be submitted to our Forrest Lake Landscape Electronic Mail Box, at landscaping@forrestlake.com

Submitted by Sam Gotsdiner
sgotsdiner@comcast.net
January 19, 2021

Security Report for the Month of January 2021

- Meeting with security company to review operation of body cameras and finalize SOP for use.
- 1 homeowner reporting that their car was burglarized
- 1 homeowner reporting and attempted car burglary

