



FORREST LAKE TOWNHOUSE ASSOCIATION

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BOARD MEETING AGENDA

APRIL 15, 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:	RULE REGARDING PAYMENTS RULE REGARDING MAINTENANCE REQUESTS
NEW BUSINESS:	AMENDMENT TO BY-LAWS REGARDING FENCES PRESENT NEW COMMITTEE MEMBERS TO SELECT COLOR SCHEME
ADJOURN	

FORREST LAKE TOWNHOUSE ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
April 15th, 2021

BOARD MEETING:

PRESENT: Sam Gotsdiner, Brook Baker (via telephone), Philip Salerno, Cytia Villanueva, and Bob DeCesare

Philip called the meeting to order at 7:01 pm

The agenda was approved as amended

The March meeting minutes were approved electronically on March 20, 2020

TREASURER:

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

MAINTENANCE:

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

LANDSCAPING:

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

SECURITY:

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

SOCIAL COMMITTEE:

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

OLD BUSINESS:

- The board will create a resolution and a timetable to stop accepting Cash for payment of HOA fees.
- The board will send out a notice to residents requiring written requests for maintenance vs. telephone.

NEW BUSINESS:

- Amendment to by-laws regarding fences
- Cytia Villanueva presented the following people to be appointed to the Maintenance Committee:
 - Rene Garcia
 - Keith Russell
 - Michaelle Hemphill
 - Greg Stokes

- Theresa Lukas
- The board approved the appointees
- Sam Gotsdiner will present to the Landscaping Committee the following individual for approval by that committee:
 - Rene Garcia
 - Once the Landscaping Committee approves the individual, she will present him to the board for final approval
- The board of directors at FLTA formally recognized Philip Salerno for his work during Jamie Ebrom's absence, and thanked him for his leadership and guidance.

The meeting was adjourned at 7:28 pm

Social Committee Report January 2021

The social committee met on Thursday evening April 8.

We further discussed the plans for our upcoming Community Picnic Day scheduled for Saturday 3 pm on May 15, with a rain date of May 22.

The event will be held outdoors in front of the clubhouse to still maintain social distance. Residents will be encouraged to bring their own picnic blankets, chairs etc., and can set up anywhere around the lake by the clubhouse or across the bridge.

There will be games for children and adults, music and safely distributed hot dogs and accompaniments.

Respectfully submitted,
Jeannie Hughes
Co-chair Social Committee

Treasurer's Report for the Month of April 2021

1. Please see the attached Financial Report through March 2021. The Total Income (accrued) for the month was \$85,215.71, Total Expenses were \$74,894.54, and there was \$8700.93 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 \$7342.47 after the transfers to the Funds. The budget performance for the fiscal year is Total Income at 98.99%; Total Expenses at 101.05%; and, Net Accrual Income at 181.78% indicating that we are above the approved budget.
2. The account aging continues to fluctuate from month to month with the over 30 days significantly decreased, over 60 days slightly decreased, and over 90 days slightly increased from the previous month.
3. As of March 31, 2021, the balance of the checking account is \$66,865.76; savings account is \$122,120.42; Infrastructure Fund is \$10,427.43; Undeposited Funds is \$4830.00; Roofing Fund Savings account is \$27,519.46; and, the Share account and Roofing Fund CDs at the credit union are \$5.00 and \$167,161.75 respectively. We have \$36,564.00 in Accounts Receivable.
4. Attached is the Late Payment Report for April 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. However, we have received a request for the balance due pending a sale to a new owner but no sale has still occurred. The other foreclosure is still awaiting the judge's signature on the finalized the motion for default judgement of the foreclosure.
5. Reminder letters were sent to homeowners whose policies expire in April and May and we are working with those homeowners to gain compliance.
6. We have multiple homeowners who are leasing their townhouses that are not in compliance with the Leasing Resolution. We are working those homeowners to gain compliance.
7. Capital Projects:
 - Replacement Trees, Shrubs, & Bushes, Dirt & Sod: Not begun yet.
 - Lake Bulkhead: Originally scheduled for January-February but has been delayed until next month.
 - New Well & Existing Well Pump upgrade: Completed, however we will have to erect a structures to protect the pipes from future weather extremes. The City has raised the rate for both water & sewer by 1.5% effective April 2021.
 - Security Cameras Upgrade: Completed
 - Tennis Courts Lights to LED: Scheduled for January but has been delayed.
 - Clubhouse A/C Replacement: Scheduled for February but has been delayed.
 - Concrete repair/replacement: has begun in March
8. Homeowners are reminded that due to issues with delivery of mail to the office by the US Postal Service, you should move from your bank mailing your monthly maintenance fee to using the BillandPay.com web site to make your payments. If you need an invitation to BillandPay.com, please send an email message to the office.

Treasurer's Report for the Month of April 2021

9. If you need to visit the office, please telephone or send a request via email to the office in accordance with the policy implemented several years ago. The number of telephone calls to the office and unreserved visits to the office has been reduced.

	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	62,235.24	62,335.18	66,865.76										
17500 - Wells Fargo (savings)	122,116.37	122,117.41	122,118.45	122,119.38	122,120.42										
Total Checking/Savings	199,992.34	222,690.20	184,353.69	184,454.56	188,986.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Accounts Receivable	36,516.00	38,943.00	38,176.00	41,597.00	36,564.00										
Other Current Assets:															
11600 - Infrastructure Fund	8,620.53	8,894.69	7,927.28	9,177.35	10,427.43										
14990 - Undeposited Funds	6,210.00	6,900.00	8,800.00	3,965.00	4,830.00										
18000 - Wells Fargo New Roofing Fund	17,798.73	20,228.88	22,659.06	25,089.24	27,519.46										
18500 - Greater Texas CD (60 month)	24,859.54	25,029.91	25,029.91	25,029.91	25,197.72										
18510 - Greater Texas CD (60 month)	14,982.80	15,013.05	15,013.05	15,013.05	15,042.70										
18520 - Greater Texas CD (60 month)	21,040.32	21,150.89	21,150.89	21,150.89	21,259.63										
18530 - Greater Texas CD (60 month)	61,218.34	61,540.06	61,540.06	61,540.06	61,856.44										
18540 - Greater Texas CD (60 month)	22,386.26	22,526.08	22,526.08	22,526.08	22,663.66										
18545 - Greater Texas CD (60 month)	21,841.70	21,901.76	21,901.76	21,901.76	21,960.68										
18550 - Greater Texas Share Account	5.00	5.00	5.00	5.00	5.00										
Total Other Current Assets	198,963.22	203,190.32	206,553.09	205,398.34	210,762.72	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	0.00	0.00	0.00										
Total Assets	436,471.56	465,823.52	429,082.78	431,449.90	436,312.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Liabilities:															
12000 - Accounts Payable	308.00	0.00	9,377.70	23,634.40	8,700.93										
21600 - Maintenance Fees Paid In Advance	19,217.85	22,924.85	31,080.85	20,763.85	29,192.85										
24500 - Security Deposits	175,913.20	175,913.20	176,603.20	177,293.20	177,293.20										
Total Liabilities	195,439.05	198,838.05	217,061.75	221,691.45	215,186.98	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	87,176.32	84,204.54	85,215.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	426,047.87	430,383.82	98.99%
Expense:															
Total Expenses	66,479.50	58,716.88	139,923.46	85,740.30	74,894.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	425,754.68	421,310.49	101.05%
Net Ordinary Income	18,158.99	26,095.93	-52,747.14	-1,535.76	10,321.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	293.19	9,073.33	3.23%
Other Income/Expense:															

	Nov2020	Dec2020	Jan2021	Feb2021	Mar2021	Apr2021	May2021	Jun2021	Jul2021	Aug2021	Sep2021	Oct2021	FY2021 YTD	Budget YTD	% of Budget YTD
Other Income:															
90006 - New Roofing Fund Dividend	0.13	832.94	0.18	0.18	819.30								1,652.73		
Total Other Income	0.13	832.94	0.18	0.18	819.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,652.73		
Other Expense:															
Bad Debt Write Off	0.00	0.00	0.00	382.00	118.00								500.00	0.00	
Roofing Fund Contribution	2,430.00	2,430.00	2,430.00	2,430.00	2,430.00								12,150.00	12,150.00	100.00%
Infrastructure Fund Contribution	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00								6,250.00	6,250.00	100.00%
Total Other Expense	3,680.00	3,680.00	3,680.00	4,062.00	3,798.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,900.00	18,400.00	102.72%
Net Other Income/Expense	-3,679.87	-2,847.06	-3,679.82	-4,061.82	-2,978.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-17,247.27		
Net Income	14,479.12	23,248.87	-56,426.96	-5,597.58	7,342.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-16,954.08	-9,326.67	181.78%
Aging Report:															
Over 30 Days	1,554.00	2,123.00	0.00	2,157.00	758.00										
Over 60 Days	963.00	68.00	1,723.00	1,035.00	894.00										
Over 90 Days	30,730.00	32,392.00	33,695.00	32,968.00	33,147.00										
Total	33,247.00	34,583.00	35,418.00	36,160.00	34,799.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

Maintenance Report April 2021

- ❖ 16 Maintenance case opened 03/18/2021 – 04/15/2021
 - Carport 1
 - Gutter 2
 - Landscaping 2
 - Lighting 1
 - Maintenance 2
 - Miscellaneous 2
 - Painting 2
 - Plumbing 1
 - Roofing 2
 - Swimming Pool 1
 - Irrigation 1

- ❖ 13 closed

- ❖ 3 Remain open:
 - Gutter 1
 -
 - Miscellaneous 2

- ❖ Active maintenance Projects:
 - Concrete repair/replacement
 - Lake bulkhead replacement
 - Clubhouse A\C replacement

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

Landscape Report for the Month of April 2021

Most plants and trees are showing recovery from Winter Storm Uri and will continue to do so for many months. Sicola Landscaping came to look at the property and recommended that the walk-about be postponed for 4-6 weeks to allow for the plants to show recovery. After that occurs, we will decide with Sicola Landscaping the greatest need, and order plants and shrubs accordingly.

Several residents have submitted the Architectural Control Request for approval of their designs for the front and sides of townhouses, and have begun replenishing soil and purchasing plants. The approved plant list on our Forrest Lake web page is now fully functional, and residents should review this list prior to making design and purchasing decisions.

Any landscaping issues or questions may be submitted to our Forrest Lake Landscape Electronic Mail Box, at landscaping@forrestlake.com

Submitted by Sam Gotsdiner
April 14, 2021
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landscaping@forrestlake.com

Security Report for the Month of April 2021

- People were observed rummaging thru cars in the area of #138 on 3/24. Security has been alerted.
- EMS called to property
- Another incident was reported of inappropriate behavior by tenants on the property. Security was called to address.
- Parked car reported as stolen was removed by HPD on 4/7