



## FORREST LAKE TOWNHOUSE ASSOCIATION

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### BOARD MEETING AGENDA

MAY 18, 2017

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:**
- DELINQUENT HOMEOWNER'S INSURANCE STATUS
  - WALL BUILDING ALONG TIDWELL
  - COMMUNITY DIRECTION SIGNS
    - BUILDING SIGNAGE: UPDATE BUILDING NUMBER PLATES TO BE LARGER AND / OR REFLECTIVE
    - STREET SIGNS
- NEW BUSINESS:**
- ADJOURN**
- EXECUTIVE SESSION:** FORECLOSURE DISCUSSIONS
- PRIOR/AFTER BOARD MEETING** PERSONNEL  
PENDING OR THREATENED LITIGATION  
CONTRACT NEGOTIATIONS  
ENFORCEMENT ACTIONS  
CONFIDENTIAL COMMUNICATIONS FROM THE ASSOCIATION'S ATTORNEY

FORREST LAKE TOWNHOUSE ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
May 18, 2017

PRESENT: Canion Boyd, Jim Elswick, Brook Baker, and Philip Salerno.

Canion called this meeting to order at 7:00 pm

The motion to approve the meeting agenda was approved.

The minutes dated April 20<sup>th</sup>, 2017 were previously approved via email on May 18, 2017.

TREASURER:

- See attached report hereto and made part of these minutes made for the May 2017 meeting.

MAINTENANCE:

- See attached report hereto and made part of these minutes made for the May 2017 meeting
- Broken pipe under the Club House scheduled for repair.

LANDSCAPING:

- See attached report hereto and made part of these minutes made for the May 2017 meeting

SECURITY:

- See attached report hereto and made part of these minutes made for the May 2017 meeting.

SOCIAL COMMITTEE:

- See attached report hereto and made part of these minutes made for the May 2017 meeting.
- Casino night raised \$1,760
- Hot Dog Night is set for June 10<sup>th</sup> from 5:00 – 8:00
- Looking to have a new residents night in July

OLD BUSINESS:

- No new business was discussed.

NEW BUSINESS:

- A motion was made to fine a unit \$200.00 for failing to clean their back patio of vulgar smells. The motion passed.

The meeting was adjourned at 8:16 pm

## **Social Committee Report for the Month of May 2017**

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1. The Social Committee had its regular monthly meeting on May 11th at 7:00 PM in the clubhouse.
2. They Committee discussed the following items:
  - Recap of Casino Night
  - Hot Dog Day- we have decided on Saturday June 10th from 5:00 - 8:00 PM. All planning is taken care of.
  - New residents night- we are planning something for July or August but nothing definite has been decided.
  - New event ideas- possible use of mailroom idea box.
  - Next meeting will be on Thursday June 8th at 7:00 PM in the clubhouse.
3. The following are our upcoming events:
  - Hot Dog Day will take place on June 10, 2017.



## Treasurer's Report for the Month May 2017

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1. Please see the attached Financial Report through April 2017. The Total Income (accrued) for the month was \$81,807.42. Total Expenses were \$96,003.11. There was \$18,932.65 in Accounts Payable. \$2430.00 was transferred to the Roofing Fund and \$1250.00 was transferred to the Infrastructure Fund. This has yielded a Net Accrual Income of -\$17,875.14 after the transfers to the Funds. The budget performance for the fiscal year was Total Income at 99.46%; Total Expenses at 96.78%; and, Net Accrual Income at 78.47% indicating that we are still below the approved budget.
2. The account aging continues to fluctuate from month to month with the over 30 days significantly decreased, over 60 days and over 90 days increased from the previous month.
3. Attached is the Late Payment Report for May 2017.
4. As of April 30, 2017, the balance of the checking account is \$36,754.42; savings account is \$96,963.52; Infrastructure Fund is \$7946.37; Roofing Fund Savings account is \$15,313.51; and, the Share account and Roofing Fund CD at the credit union are unchanged from last month at \$5.00 and \$57,833.06 respectively. We have \$26,805.86 in Accounts Receivable.
5. The entry of the maintenance tickets from June to mid-October remain to be entered into the database. This continues to be delayed due to other pressing issues.
6. We continue to monitor those homeowners who have failed to provide their proof of homeowners insurance. Homeowners who failed to comply have been assessed the monthly \$100 fee. Those that have not provided their proof will once again be assessed the \$100 fee for the month of May. Reminder letters were sent to homeowners whose policies expire in May and June. Attached is the report of those homeowner who failed to comply and it is recommended that they be assessed a \$100 monthly fee until they are in compliance.
7. There are several bills introduced during the current legislative session that have effects on HOAs. They are listed below:
  - HB 522: Bill to amend the display of religious items: has been reported out of committee and Considered in Calendars
  - HB 923: Bill to cap the maximum fines of homeowners: has been reported out of committee and Considered in Calendars
  - HB 1341: Bill to amend the request for documents, minutes to include all correspondence (that will make them public), speaking at a board meeting, notice of annual meeting, and making violations of the Property Code a civil penalty: referred to committee
  - HB 3528: Bill to require that late payment fees not be assessed until a month after the assessment was due and that all letters must be sent via certified mail, and limits the amount of the late fee and attorney fees: Left pending in committee after the public hearing on 4/24/2017 in the House committee. **This bill would have a direct effect on the financial health of our Association.**
  - HB 3868: Bill to allow HOAs to require that tenants may be required to consent to a background and criminal history check: Postponed

## **Treasurer's Report for the Month May 2017**

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- HB 4026: Bill to limit more than one person from a residence from serving on a HOA board: Passed the House and referred to Senate Business & Commerce committee
- SB 1228: Bill to require immediate approval of a homeowner's request for approval to repair the property as a result of a natural: Left pending in committee
- SB 1943: Bill to prevent restrictions on firearms and ammunition: Approved by the Senate and referred to the House Business & Industry committee

	Nov2016	Dec2016	Jan2017	Feb2017	Mar2017	Apr2017	May2017	Jun2017	Jul2017	Aug2017	Sep2017	Oct2017	FY2017 YTD	Budget YTD	% of Budget YTD
<b>BALANCE SHEET:</b>															
<b>Assets:</b>															
17000 - Wells Fargo (checking)	52,583.32	64,159.15	70,595.25	83,869.31	68,297.67	36,754.42									
17500 - Wells Fargo (savings)	106,937.31	106,942.76	106,948.21	106,952.88	106,958.33	96,963.52									
<b>Total Checking/Savings</b>	<b>159,520.63</b>	<b>171,101.91</b>	<b>177,543.46</b>	<b>190,822.19</b>	<b>175,256.00</b>	<b>133,717.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			
<b>Accounts Receivable</b>	<b>23,858.00</b>	<b>27,625.00</b>	<b>27,233.00</b>	<b>28,250.00</b>	<b>27,398.00</b>	<b>26,805.86</b>									
<b>Other Current Assets:</b>															
11600 - Infrastructure Fund	1,798.04	2,971.25	4,221.33	5,471.46	6,696.20	7,946.37									
14990 - Undeposited Funds	0.00	0.00	0.00	2,640.00	0.00	495.00									
16005 - Prepaid Property Insurance	11,577.94	9,262.36	6,946.78	4,631.20	2,315.62	0.00									
16015 - Prepaid Expenses	0.00	0.00	0.00	0.00	0.00	0.00									
18000 - Wells Fargo New Roofing Fund	20,159.93	22,590.85	25,021.90	10,452.50	12,882.96	15,313.51									
18500 - Greater Texas CD	40,674.53	40,746.40	40,746.40	57,746.40	57,833.06	57,833.06									
18550 - Greater Texas Share Account	5.00	5.00	5.00	5.00	5.00	5.00									
<b>Total Other Current Assets</b>	<b>74,210.44</b>	<b>75,570.86</b>	<b>76,941.41</b>	<b>80,946.56</b>	<b>79,732.84</b>	<b>81,592.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			
<b>Total Assets</b>	<b>257,589.07</b>	<b>274,297.77</b>	<b>281,717.87</b>	<b>300,018.75</b>	<b>282,386.84</b>	<b>242,116.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			
<b>Liabilities:</b>															
12000 - Accounts Payable	12,628.15	16,641.32	7,683.63	23,545.67	40,773.64	18,932.65									
21600 - Maintenance Fees Paid In Advance	15,000.00	13,024.00	20,419.00	18,573.00	19,930.00	19,951.00									
24500 - Security Deposits	157,281.20	157,866.20	157,866.20	158,711.20	158,821.20	158,821.20									
<b>Total Liabilities</b>	<b>184,909.35</b>	<b>187,531.52</b>	<b>185,968.83</b>	<b>200,829.87</b>	<b>219,524.84</b>	<b>197,704.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			
<b>PROFIT &amp; LOSS:</b>															
<b>Income:</b>															
<b>Total Income</b>	<b>82,385.05</b>	<b>81,216.86</b>	<b>81,334.66</b>	<b>83,626.08</b>	<b>81,181.95</b>	<b>81,807.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>491,552.02</b>	<b>494,245.50</b>	<b>99.46%</b>
<b>Expense:</b>															
<b>Total Expenses</b>	<b>85,460.93</b>	<b>67,203.12</b>	<b>72,337.92</b>	<b>80,303.60</b>	<b>121,858.75</b>	<b>96,003.11</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>523,167.43</b>	<b>540,590.23</b>	<b>96.78%</b>
<b>Net Ordinary Income</b>	<b>-3,075.88</b>	<b>14,013.74</b>	<b>8,996.74</b>	<b>3,322.48</b>	<b>-40,676.80</b>	<b>-14,195.69</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-31,615.41</b>	<b>-46,344.73</b>	<b>68.22%</b>
<b>Other Income/Expense:</b>															
<b>Other Income:</b>															
90005 - Dividend/Interest-Roofing Fund	0.00	0.00	1.05	0.60	0.00	0.00							<b>1.65</b>	<b>0.00</b>	
90006 - New Roofing Fund Dividend	0.77	0.92	0.00	0.00	0.46	0.55							<b>2.70</b>	<b>0.00</b>	
<b>Total Other Income</b>	<b>0.77</b>	<b>0.92</b>	<b>1.05</b>	<b>0.60</b>	<b>0.46</b>	<b>0.55</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4.35</b>	<b>0.00</b>	

	Nov2016	Dec2016	Jan2017	Feb2017	Mar2017	Apr2017	May2017	Jun2017	Jul2017	Aug2017	Sep2017	Oct2017	FY2017 YTD	Budget YTD	% of Budget YTD
<b>Other Expense:</b>															
Bad Debt Write Off	0.00	0.00	0.00	0.24	0.00	0.00							0.24	0.00	
Roofing Fund Contribution	2,430.00	2,430.00	2,430.00	2,430.00	2,430.00	2,430.00							14,580.00	14,580.00	100.00%
Infrastructure Fund Contribution	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00							7,500.00	7,500.00	100.00%
<b>Total Other Expense</b>	<b>3,680.00</b>	<b>3,680.00</b>	<b>3,680.00</b>	<b>3,680.24</b>	<b>3,680.00</b>	<b>3,680.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22,080.24</b>	<b>22,080.00</b>	<b>100.00%</b>
<b>Net Other Income/Expense</b>	<b>-3,679.23</b>	<b>-3,679.08</b>	<b>-3,678.95</b>	<b>-3,679.64</b>	<b>-3,679.54</b>	<b>-3,679.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-22,075.89</b>		
<b>Net Income</b>	<b>-6,755.11</b>	<b>10,334.66</b>	<b>5,317.79</b>	<b>-357.16</b>	<b>-44,356.34</b>	<b>-17,875.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-53,691.30</b>	<b>-68,424.73</b>	<b>78.47%</b>
<b>Aging Report:</b>															
Over 30 Days	1,102.00	1,493.00	134.00	1,157.00	2,052.00	1,038.00									
Over 60 Days	1,318.00	99.00	1,782.00	1,419.00	789.00	1,289.00									
Over 90 Days	19,769.00	21,987.00	23,406.00	20,930.00	21,544.00	22,071.00									
<b>Total</b>	<b>22,189.00</b>	<b>23,579.00</b>	<b>25,322.00</b>	<b>23,506.00</b>	<b>24,385.00</b>	<b>24,398.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			



## Maintenance Report for the Month May 2017

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1. 19 general maintenance cases opened: Lights, gutters, cleanup
2. 16 closed; lights, gutters; cleanup
3. 3 remain opened
  - a. Light bulb in clubhouse to be replaced
  - b. Plumbing in Clubhouse failed, flooded Mail station and Manager's office – Plumber came out, Identified where the pipe had been split at hall to Managers office
  - c. Wheelchair ramp (outstanding, completion during concrete project)
4. Maintenance crew completed #125 paint portion of ACC, working re-routing elect conduit
5. Community Wood Fence project completed
6. Pool Fence (City of Houston Compliance) Passed inspection 5/1/2017
7. 2016 Concrete project began 5/2/2017

## **LANDSCAPING REPORT**

**MAY 2017**

Sicola finished replacing plants in front of buildings 19,20,27,28,30,31 and on the North ends of buildings 13, and 14. This concludes phase 2 of replacing plants in front of homes for this year.

Sicola also replaced some of the plants that did not survive the hard freeze we had last winter.

Planning for phase 3 will start soon.

## **SECURITY REPORT**

**MAY 2017**

This past month we have had several break-ins of the storage rooms in the carports. Two cars were also reported as being broken into both cars were unlocked and nothing of value was taken.

Most of these were done in the morning after most people have left for work. One person was almost caught but jumped on a bike and got away. He was seen on the security camera but could not be identified due to a hoodie he was wearing.

There has been a lot of problems with the apartments next door throwing glass bottles over the fence and into residents carports. HPD has been called but they have not been able to resolve the problem. We have tried to contact management of the apartments but were told no one is on site. We are now trying to find who owns the property.