



FORREST LAKE TOWNHOUSE ASSOCIATION

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

BOARD MEETING AGENDA

MAY 20, 2021

BOARD MEETING: 7:00 PM – 8:00 PM

THE BOARD MEETING WILL ALSO BE BROADCAST VIA ZOOM. BELOW ARE
THE DETAILS TO ACCESS THE ZOOM BROADCAST:
JOIN ZOOM MEETING

<https://us04web.zoom.us/j/71056684061?pwd=bjJMdFYvZjBpSkhTN3hLSlNYTkRpQT09>

Meeting ID: 710 5668 4061

Passcode: 9vh5ie

PRESIDENT:	CALL MEETING TO ORDER
SECRETARY:	APPROVAL OF MINUTES FROM PREVIOUS MEETING
HPD DRT OFFICER	
SOCIAL COMMITTEE:	SOCIAL COMMITTEE REPORT
TREASURER:	TREASURER REPORT
MAINTENANCE:	MAINTENANCE REPORT
LANDSCAPING:	LANDSCAPING REPORT
SECURITY:	SECURITY REPORT
OLD BUSINESS:	AMENDMENT TO BY-LAWS REGARDING FENCES AMENDMENT TO THE BY-LAWS REGARDING PAYMENTS LANDSCAPE COMMITTEE APPOINTMENT
NEW BUSINESS:	LANDSCAPING CONTRACTOR – REVIEW SICOLA CONTRACT

ADJOURN

FORREST LAKE TOWNHOUSE ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
May 20th 2021

EXECUTIVE SESSION:

PRESENT: Sam Gotsdiner, Brook Baker, Philip Salerno, and Cyntia Villanueva

Brook called the executive session to order at 6:30 pm

The board discussed personnel issues and other community issues.

The executive session was adjourned at 6:57 pm

BOARD MEETING:

PRESENT: Sam Gotsdiner, Brook Baker, Philip Salerno, and Cyntia Villanueva

This Board Meeting was also broadcast via Zoom

Brook called the meeting to order at 7:05 pm

The agenda was approved as amended

The April meeting minutes were approved electronically on April 23rd, 2021

HPD DRT Officer Report

- Officer Brian Thompson presented his report on the state of the community.

TREASURER:

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

MAINTENANCE:

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

LANDSCAPING:

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

SECURITY:

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

SOCIAL COMMITTEE:

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

OLD BUSINESS:

- Amendment to by-laws regarding fences – amendment as submitted was approved by the board
- Amendment to by-laws regarding payment methods – amendment as submitted was approved by the board

NEW BUSINESS:

- Sam Gotsdiner presented the following person to be appointed to the Landscaping Committee
 - Rene GarciaThe board approved the appointee

The meeting was adjourned at 7:37 pm

Social Committee Report May 2021

The social committee met on Thursday May 13. We finalized the plans for the family picnic on Saturday May 15.

We also discussed the next event planned for late July, a pool party.

Luckily last Saturday was a good day weather wise as the picnic was held outside the clubhouse. Attendance was good, but not as good as previous years. The people who did come enjoyed the socializing, hot dogs and ice cream. Some new residents joined in as well as several children.

The committee and other volunteers worked hard to put on a successful and fun event.

Respectfully submitted,
Jeannie Hughes
Social Committee Co-chair

Treasurer's Report for the Month of May 2021

1. Please see the attached Financial Report through April 2021. The Total Income (accrued) for the month was \$92,559.75, Total Expenses were \$88,967.20, and there was \$2565.78 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 -\$87.28 after the transfers to the Funds. The budget performance for the fiscal year is Total Income at 100.56%; Total Expenses at 103.12%; and, Net Accrual Income at 241.52% indicating that we are above the approved budget.
2. The account aging continues to fluctuate from month to month with the over 30 days increased, over 60 days slightly decreased, and over 90 days increased from the previous month.
3. As of April 30, 2021, the balance of the checking account is \$67,928.09; savings account is \$122,121.43; Infrastructure Fund is \$5679.46; Undeposited Funds is \$8970.00; Roofing Fund Savings account is \$8049.63; and, the Share account and Roofing Fund CDs at the credit union are \$5.00 and \$167,161.75 respectively. We have \$38,499.00 in Accounts Receivable.
4. Attached is the Late Payment & Fines Report for May 2021. For the two accounts in arrears have been processed for foreclosure and there is no change to their status from last month.
5. Reminder letters were sent to homeowners whose policies expire in May and June and we continue 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 and fines will be levied beginning May 26, 2021 and those fines are included in the Late Payment & Fines Report for approval.
7. Capital Projects:
 - Replacement Trees, Shrubs, & Bushes, Dirt & Sod: Not begun yet. The Audit Committee has approved the transfer of up to \$30,000.00 from the Tree Trimming account #51050 to the Grounds account #50645 making the total amount available for the following projects to \$35,000.00 subject to approval by the Landscaping Committee:
 - Replacement Trees, Shrubs, & Bushes, Dirt & Sod that were not completed in FY 2020 – approved budget of \$5000.00 in this FY
 - Shrubs, & Bushes, Dirt & Sod around the new water well head on the 5800 Lumberdale side of the community
 - Replacement Trees, Shrubs, & Bushes, Dirt & Sod for those damaged by the winter storm
 - Lake Bulkhead: Originally scheduled for January-February but has been delayed until next month.
 - New Well & Existing Well Pump upgrade: Completed
 - 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: Completed
8. Recommend that the Association discontinue our licenses with Microsoft for Office 365 thus saving us \$120/year as we receive no valuable benefit from the licenses and it puts an

Treasurer's Report for the Month of May 2021

additional layer between our web hosting service and our email delivery. Email service will return to being hosted by our web hosting provider and associated activities.

9. The agenda for this board meeting was sent out to all members of the Association in accordance with the Texas Property Code that have provided to us a valid email. We will continue to post the agenda in the mail room and send via an email message going forward.
10. We continue to monitor multiple bills submitted in the 2021 regular session of the Texas Legislature that affect property owner associations. The legislative session ends May 31, 2021. An update on the any bills approved and signed by the governor will be discussed at next month's board meeting.
11. We are calculating the increased cost of both water and sewer fees from the City to take effect July 1, 2021 and will provide the estimates to the board members in the coming weeks.

	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	67,928.09									
17500 - Wells Fargo (savings)	122,116.37	122,117.41	122,118.45	122,119.38	122,120.42	122,121.43									
Total Checking/Savings	199,992.34	222,690.20	184,353.69	184,454.56	188,986.18	190,049.52	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	38,499.00									
Other Current Assets:															
11600 - Infrastructure Fund	8,620.53	8,894.69	7,927.28	9,177.35	10,427.43	5,679.46									
14990 - Undeposited Funds	6,210.00	6,900.00	8,800.00	3,965.00	4,830.00	8,970.00									
18000 - Wells Fargo New Roofing Fund	17,798.73	20,228.88	22,659.06	25,089.24	27,519.46	8,049.63									
18500 - Greater Texas CD (60 month)	24,859.54	25,029.91	25,029.91	25,029.91	25,197.72	25,197.72									
18510 - Greater Texas CD (60 month)	14,982.80	15,013.05	15,013.05	15,013.05	15,042.70	15,042.70									
18520 - Greater Texas CD (60 month)	21,040.32	21,150.89	21,150.89	21,150.89	21,259.63	21,259.63									
18530 - Greater Texas CD (60 month)	61,218.34	61,540.06	61,540.06	61,540.06	61,856.44	61,856.44									
18540 - Greater Texas CD (60 month)	22,386.26	22,526.08	22,526.08	22,526.08	22,663.66	22,663.66									
18545 - Greater Texas CD (60 month)	21,841.70	21,901.76	21,901.76	21,901.76	21,960.68	21,960.68									
18546 - Greater Texas CD (60 month)	0.00	0.00	0.00	0.00	0.00	21,900.00									
18550 - Greater Texas Share Account	5.00	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	212,584.92	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	0.00									
Total Assets	436,471.56	465,823.52	429,082.78	431,449.90	436,312.90	441,133.44	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	2,565.78									
21600 - Maintenance Fees Paid In Advance	19,217.85	22,924.85	31,080.85	20,763.85	29,192.85	34,173.85									
24500 - Security Deposits	175,913.20	175,913.20	176,603.20	177,293.20	177,293.20	177,573.20									
Total Liabilities	195,439.05	198,838.05	217,061.75	221,691.45	215,186.98	214,312.83	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	92,559.75	2,315.00	0.00	0.00	0.00	0.00	0.00	520,922.62	516,460.54	100.86%
Expense:															
Total Expenses	66,479.50	58,716.88	139,923.46	85,740.30	66,594.54	88,967.20	0.00	0.00	0.00	0.00	0.00	0.00	506,421.88	491,075.96	103.12%
Net Ordinary Income	18,158.99	26,095.93	-52,747.14	-1,535.76	18,621.17	3,592.55	2,315.00	0.00	0.00	0.00	0.00	0.00	14,500.74	25,384.58	57.12%

	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	832.94	0.18	0.18	819.30	0.17							1,652.90		
Total Other Income	0.13	832.94	0.18	0.18	819.30	0.17	0.00	0.00	0.00	0.00	0.00	0.00	1,652.90		
Other Expense:															
Bad Debt Write Off	0.00	0.00	0.00	382.00	118.00	0.00							500.00	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%
Total Other Expense	3,680.00	3,680.00	3,680.00	4,062.00	3,798.00	3,680.00	0.00	0.00	0.00	0.00	0.00	0.00	22,580.00	22,080.00	102.26%
Net Other Income/Expense	-3,679.87	-2,847.06	-3,679.82	-4,061.82	-2,978.70	-3,679.83	0.00	0.00	0.00	0.00	0.00	0.00	-20,927.10		
Net Income	14,479.12	23,248.87	-56,426.96	-5,597.58	15,642.47	-87.28	2,315.00	0.00	0.00	0.00	0.00	0.00	-6,426.36	3,304.58	-194.47%
Aging Report:															
Over 30 Days	1,554.00	2,123.00	0.00	2,157.00	758.00	1,096.00									
Over 60 Days	963.00	68.00	1,723.00	1,035.00	894.00	758.00									
Over 90 Days	30,730.00	32,392.00	33,695.00	32,968.00	33,147.00	34,041.00									
Total	33,247.00	34,583.00	35,418.00	36,160.00	34,799.00	35,895.00	0.00	0.00	0.00	0.00	0.00	0.00			

Maintenance Report May 2021

❖ 43 Maintenance case opened 04/15/2021 – 05/20/2021

- Carport 1
- Fencing 2
- Gutter 6
- Irrigation 2
- Landscaping 7
- Lighting 4
- Maintenance 12
- Miscellaneous 6
- Painting 2
- Plumbing 1

❖ 25 closed

❖ 18 Remain open:

- Carport
- Fencing
- Gutter
- Landscaping
- Lighting
- Maintenance
- Miscellaneous
- Painting

❖ Active maintenance Projects:

- Lake bulkhead replacement

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

Landscape Report for the Month of May 2021

Recovery from winter storm Uri continues, with more of our plants, trees, and bushes showing recovery. The arborist removed two trees, and trimmed others; the cost was significantly lower than last year. Monies from this account may be transferred to the landscaping account for use in replacing plants and bushes.

Our walk-about with Sicola Landscape Co. occurred, and all plants and bushes were examined for growth prior to listing them for removal. They have our compiled list of recommendations and preliminary decisions, and will submit a proposal showing costs of plants, bushes, soil, and mulch, etc. for review and approval or modification.

Individual requests for landscape work have been received, including Architectural Control Requests, and i have responded to each, so the resident is informed of the status. Some are tasks that the Porter can handle, some are part of our landscape activities that will be handled as items are removed and replaced.

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

sam gotsdiner
may 20, 2021
sgotsdiner@comcast.net
landscaping@forrestlake.com

Security Report for the Month of May 2021

- Attempted robbery on property reported on 5/13. Security cameras were reviewed, and suspect is currently being identified by license plate capture from the FLTA security system.
 - EMS called to property 5/16 and 5/17
 - Additional razor wire has been installed at closed entrance to Deihl Road, between buildings 21 and 22, to help further deter people from climbing the fence and entering the property.
 - Many thanks to homeowners who have been consistently calling 911 to report issues on the property. Because of the increased calls, HPD had substantially increased its patrol of the FLTH property.
-