



FORREST LAKE TOWNHOUSE ASSOCIATION

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

BOARD MEETING AGENDA

JUNE 15, 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
- BUILDING SIGNAGE: UPDATE BUILDING NUMBER PLATES TO BE LARGER AND / OR REFLECTIVE

NEW BUSINESS:

- CONTINUED COMMUNITY BREAK-INS
 - RESEARCHING WIRELESS SECURITY CAMERAS INSTALLED TO CAPTURE ACTIVITY – HIGH RISK AREAS
- LEASING VIOLATIONS
- TRASH PICKUP: REPUBLIC SERVICES – REPEATED MISSED RUNS AND OVERALL TERRIBLE SERVICE
 - CONSIDERING ALTERNATE PROVIDERS AND PRESENTING FOR CONSIDERATION

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
June 15th, 2017

PRESENT: Canion Boyd, Brook Baker, Bob DeCesare 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 May 18th, 2017 were previously approved via email on June 2nd, 2017.

TREASURER:

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

MAINTENANCE:

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

LANDSCAPING:

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

SECURITY:

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

SOCIAL COMMITTEE:

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

OLD BUSINESS:

- Delinquent homeowner's insurance status
- Jamie is receiving bids to replace the building number plates. Will submit bids at next board meeting.

NEW BUSINESS:

- The board is researching the installation of wireless security cameras to be installed in high-risk areas. Canion will investigate the feasibility and gather estimates.
- Jamie Ebrom will research alternative trash pick-up providers and get estimates to the board by the next board meeting.
- 2 homeowners were given notice of leasing violations.
- The board recommended adding Gardena plants to the approved plant list. The recommendation was approved.

The meeting was adjourned at 7:43 pm

FORREST LAKE TOWNHOUSE ASSOCIATION
EXECUTIVE SESSION MEETING MINUTES
June 15th, 2017

PRESENT: Canion Boyd, Brook Baker, Bob DeCesare and Philip Salerno

Meeting was called to order at 7:45 pm.

Discussion with Ms. Virginia Lee on dismissing the 30.00 NSF fee from FLTH.

The meeting was adjourned at 7:55 pm

Social Committee Report for the Month of June 2017

1. The Social Committee had its regular monthly meeting on June 5th at 7:00 PM in the clubhouse.
2. They Committee discussed the following items:
 - Hot Dog Evening- we took care of who would handle all the details to make sure the evening went smoothly and that everyone would have a good time.
 - New Residents Night- we are having a wine and cheese meeting for homeowners and renters who moved here within the last year on Wednesday, July 19, 2017 at the clubhouse from 7:00-8:30 PM. This is a chance for new residents to meet and discuss issues about Forrest Lake with members of the Social Committee and Board members. All invitees will receive personal invitations.
 - New social committee members- we are considering a sign-up sheet in the mail room for anyone wishing to join the Social Committee.
 - New event ideas- we are considering hiring one or two food trucks to provide food one evening this Autumn for residents. The residents will pay for any food they buy. We might open the clubhouse to eat and mingle. We are also considering a pancake breakfast some Saturday morning.
 - Next meeting will be on Thursday July 13th at 7:00 PM in the clubhouse.
3. The following are our upcoming events:
 - New Residents Night on Wednesday, July 19, 2017.



Treasurer's Report for the Month June 2017

1. Please see the attached Financial Report through May 2017. The Total Income (accrued) for the month was \$87,581.17. Total Expenses were \$87,581.17. There was \$4884.45 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 -\$23,461.28 after the transfers to the Funds. The budget performance for the fiscal year was Total Income at 100.61%; Total Expenses at 94.53%; and, Net Accrual Income at 57.52% 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 increased, over 60 days significantly decreased, and over 90 days increased from the previous month.
3. Attached is the Late Payment Report for June 2017.
4. As of May 31, 2017, the balance of the checking account is \$22,525.52; savings account is \$76,968.39; Infrastructure Fund is \$2691.54; Roofing Fund Savings account is \$17,744.18; 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 \$27,149.00 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. All homeowners have provided their proof of insurance that were up for renewal. Reminder letters were sent to homeowners whose policies expire in June and July. Effective August 1, 2017 those homeowners who failed to comply will be assessed a \$200 monthly fee until they are in compliance. Letters have been sent to those couple of homeowners who have failed to carry a homeowner's insurance policy.
7. There were several bills introduced during the current legislative session that had effects on HOAs. None of the bills were approved in the regular legislative session.

	Nov2016	Dec2016	Jan2017	Feb2017	Mar2017	Apr2017	May2017	Jun2017	Jul2017	Aug2017	Sep2017	Oct2017	FY2017 YTD	Budget YTD	% of Budget YTD
BALANCE SHEET:															
Assets:															
1072 - Bill.com Money Out Clearing	0.00	0.00	0.00	0.00	0.00	0.00	-3,553.00								
17000 - Wells Fargo (checking)	52,583.32	64,159.15	70,595.25	83,869.31	68,297.67	36,754.42	22,525.52								
17500 - Wells Fargo (savings)	106,937.31	106,942.76	106,948.21	106,952.88	106,958.33	96,963.52	76,968.39								
Total Checking/Savings	159,520.63	171,101.91	177,543.46	190,822.19	175,256.00	133,717.94	95,940.91	0.00	0.00	0.00	0.00	0.00			
Accounts Receivable	23,858.00	27,625.00	27,233.00	28,250.00	27,398.00	26,805.86	27,149.00								
Other Current Assets:															
11600 - Infrastructure Fund	1,798.04	2,971.25	4,221.33	5,471.46	6,696.20	7,946.37	2,691.54								
14990 - Undeposited Funds	0.00	0.00	0.00	2,640.00	0.00	495.00	165.00								
16005 - Prepaid Property Insurance	11,577.94	9,262.36	6,946.78	4,631.20	2,315.62	0.00	0.00								
16015 - Prepaid Expenses	0.00	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	17,744.18								
18500 - Greater Texas CD	40,674.53	40,746.40	40,746.40	57,746.40	57,833.06	57,833.06	57,833.06								
18550 - Greater Texas Share Account	5.00	5.00	5.00	5.00	5.00	5.00	5.00								
Total Other Current Assets	74,210.44	75,570.86	76,941.41	80,946.56	79,732.84	81,592.94	78,438.78	0.00	0.00	0.00	0.00	0.00			
Total Assets	257,589.07	274,297.77	281,717.87	300,018.75	282,386.84	242,116.74	201,528.69	0.00	0.00	0.00	0.00	0.00			
Liabilities:															
12000 - Accounts Payable	12,628.15	16,641.32	7,683.63	23,545.67	40,773.64	18,932.65	4,884.45								
21600 - Maintenance Fees Paid In Advance	15,000.00	13,024.00	20,419.00	18,573.00	19,930.00	19,951.00	15,276.14								
24500 - Security Deposits	157,281.20	157,866.20	157,866.20	158,711.20	158,821.20	158,821.20	158,821.20								
Total Liabilities	184,909.35	187,531.52	185,968.83	200,829.87	219,524.84	197,704.85	178,981.79	0.00	0.00	0.00	0.00	0.00			
PROFIT & LOSS:															
Income:															
Total Income	82,385.05	81,216.86	81,334.66	83,626.08	81,181.95	81,807.42	87,581.17	1,802.00	0.00	0.00	0.00	0.00	580,935.19	576,619.75	100.75%
Expense:															
Total Expenses	85,460.93	67,203.12	72,337.92	80,303.60	121,858.75	91,581.82	107,363.12	1,302.00	0.00	0.00	0.00	0.00	627,411.26	641,931.91	97.74%
Net Ordinary Income	-3,075.88	14,013.74	8,996.74	3,322.48	-40,676.80	-9,774.40	-19,781.95	500.00	0.00	0.00	0.00	0.00	-46,476.07	-65,312.16	71.16%
Other Income/Expense:															
Other Income:															
90005 - Dividend/Interest-Roofing Fund	0.00	0.00	1.05	0.60	0.00	0.00	0.00						1.65	0.00	
90006 - New Roofing Fund Dividend	0.77	0.92	0.00	0.00	0.46	0.55	0.67						3.37	0.00	

	Nov2016	Dec2016	Jan2017	Feb2017	Mar2017	Apr2017	May2017	Jun2017	Jul2017	Aug2017	Sep2017	Oct2017	FY2017 YTD	Budget YTD	% of Budget YTD
Total Other Income	0.77	0.92	1.05	0.60	0.46	0.55	0.67	0.00	0.00	0.00	0.00	0.00	5.02	0.00	
Other Expense:															
Bad Debt Write Off	0.00	0.00	0.00	0.24	0.00	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	2,430.00						17,010.00	17,010.00	100.00%
Infrastructure Fund Contribution	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00						8,750.00	8,750.00	100.00%
Total Other Expense	3,680.00	3,680.00	3,680.00	3,680.24	3,680.00	3,680.00	3,680.00	0.00	0.00	0.00	0.00	0.00	25,760.24	25,760.00	100.00%
Net Other Income/Expense	-3,679.23	-3,679.08	-3,678.95	-3,679.64	-3,679.54	-3,679.45	-3,679.33	0.00	0.00	0.00	0.00	0.00	-25,755.22		
Net Income	-6,755.11	10,334.66	5,317.79	-357.16	-44,356.34	-13,453.85	-23,461.28	500.00	0.00	0.00	0.00	0.00	-72,231.29	-91,072.16	79.31%
Aging Report:															
Over 30 Days	1,102.00	1,493.00	134.00	1,157.00	2,052.00	1,038.00	1,337.00								
Over 60 Days	1,318.00	99.00	1,782.00	1,419.00	789.00	1,289.00	266.00								
Over 90 Days	19,769.00	21,987.00	23,406.00	20,930.00	21,544.00	22,071.00	23,697.00								
Total	22,189.00	23,579.00	25,322.00	23,506.00	24,385.00	24,398.00	25,300.00	0.00	0.00	0.00	0.00	0.00			

Maintenance Report for the Month June 2017

1. 25 general maintenance cases opened: Lights, gutters, cleanup
2. 20 closed; lights, lake; Clubhouse A/C, cleanup, general maintenance
3. 5 remain opened
 - a. Light bulb in clubhouse to be replaced
 - b. Crack reported in Tennis Court – removed net until appropriate fix is decided
 - c. Refrigerator in Clubhouse is failing- pricing replacements for approval
 - d. Touchup paint requests by Homeowners
 - e. Lighting in lake fountains still not operating as programmed, researching sensors
4. 2016 Concrete project began 5/2/2017 – nearing completion

SECURITY REPORT

JUNE 2016

There were numerous passive break-ins to cars and storage units this past month. None of the residents could verify if their cars were locked or not. Only one car had something of value taken, and a police report was filed.

All residents are reminded of the need to ensure that their cars and storage units are locked.

LANDSCAPING REPORT

JUNE 2016

We are adding more water lines and sprinkler heads to the original irrigation system in front of Buildings #30 & #31 to allow better watering of the new plants.

Most of the plants affected by the hard freeze last winter have come back. Those that did not have been replaced.