

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

EXECUTIVE SESSION:

PRESENT: Sam Gotsdiner, Brook Baker, and Philip Salerno

Brook called the executive session to order at 6:37 pm

The board discussed personnel issues and other community issues.

The executive session was adjourned at 6:58 pm

BOARD MEETING:

PRESENT: Sam Gotsdiner, Philip Salerno, and Bob DeCesare

Brook called the meeting to order at 7:00 pm

Philip introduced the new General Manager: Mattie Arnold-Anderson

The agenda was approved.

The June meeting minutes were approved electronically on June 22, 2021.

SOCIAL COMMITTEE:

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

TREASURER:

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

MAINTENANCE:

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

LANDSCAPING:

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

SECURITY:

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

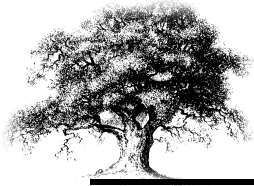
OLD BUSINESS:

- The newsletter has been edited and formatted and will be distributed on 7/16

NEW BUSINESS:

- The board approved the temporary suspension of common area usage (pool) for homeowners in violation of FLTA rules and regulations.
- Philip updated the board on the new legislative rules regarding HOA's.
- Philip has proposed convening a working group to develop an official bid process. The board approved this action. The working group is composed of Philip Salerno, Bob DeCesare and Mattie Arnold-Anderson.

The meeting was adjourned at 7:30 pm



FORREST LAKE TOWNHOUSE ASSOCIATION

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BOARD MEETING AGENDA

JULY 15TH, 2021

BOARD MEETING: 7:00 PM – 8:00 PM

PRESIDENT:	CALL MEETING TO ORDER
VICE PRESIDENT:	INTRODUCTION OF NEW GENERAL MANAGER
SECRETARY:	APPROVAL OF MINUTES FROM PREVIOUS MEETING
SOCIAL COMMITTEE:	SOCIAL COMMITTEE REPORT
TREASURER:	TREASURER REPORT
MAINTENANCE:	MAINTENANCE REPORT
LANDSCAPING:	LANDSCAPING REPORT
SECURITY:	SECURITY REPORT
OLD BUSINESS:	NEWS LETTER
NEW BUSINESS:	TEMPORARY SUSPENSION OF COMMON AREA USAGE LEGISLATIVE UPDATE <ul style="list-style-type: none">• BIDDING PROCESS
ADJOURN	

Social Committee Report July 2021

The social committee met Thursday July 8.

We discussed final preparations for the pool party coming up this Saturday July 17.

We also talked about other events for this calendar year including bringing the ice cream truck back that we had here before.

We discussed possibly having a holiday party in December.

And other good ideas for next year were brought up as well.

Respectfully,
Jeannie Hughes
Social committee co chair

Treasurer's Report for the Month of July 2021

1. Please see the attached Financial Report through June 2021. The Total Income (accrued) for the month was \$89,075.28 Total Expenses were \$83,254.03, and there was \$5608.63 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 \$3009.07 after the transfers to the Funds. The budget performance for the fiscal year is Total Income at 100.76%; Total Expenses at 95.83%; and, Net Accrual Income at -0.24% indicating that we are following the approved budget.
2. The account aging continues to fluctuate from month to month with the over 30 days slightly decreased, over 60 days significantly increased, and over 90 days slightly decreased from the previous month.
3. As of June 30, 2021, the balance of the checking account is \$61,892.30; savings account is \$122,122.46; Infrastructure Fund is \$4614.51; Undeposited Funds is \$10,005.00; Roofing Fund Savings account is \$10,479.70; and, the Share account and Roofing Fund CDs at the credit union are \$5.00 and \$167,161.75 respectively. We have \$39,813.00 in Accounts Receivable.
4. Attached is the Late Payment & Fines Report for June 2021. The two accounts in arrears have been processed for foreclosure and one of them has been purchased at auction and we are awaiting the arrival of the buyer's information and the check for our past due amount due.
5. Reminder letters were sent to homeowners whose policies expire in July and August as we continue working with those homeowners to gain compliance.
6. All homeowners who are leasing their townhouses are now in compliance with the Leasing Resolution except for two units.
7. Capital Projects:
 - Replacement Trees, Shrubs, & Bushes, Dirt & Sod: See Landscaping report
 - Lake Bulkhead: Originally scheduled for January-February had been delayed due to availability of materials but is nearing completion for this year.
 - 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: Completed
 - Concrete repair/replacement: Completed
8. We continue to experience an issue with the return of a number of homeowner's monthly maintenance fees mailed by their bank. All homeowners are encouraged to use the BillandPay.com web site to make their monthly maintenance fee payments.
9. We have transitioned from MS Office for email service to our web site hosting service saving us \$120/year.
10. We have received a quotation for upgrading the Wi-Fi & network to include the maintenance office and the pool. This will allow us to extend the printing of maintenance tickets to the maintenance office.

	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	61,892.30	69,763.51							
17500 - Wells Fargo (savings)	122,116.37	122,117.41	122,118.45	122,119.38	122,120.42	122,121.43	122,122.46	122,123.47							
Total Checking/Savings	199,992.34	222,690.20	184,353.69	184,454.56	188,986.18	190,049.52	184,014.76	191,886.98	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	39,813.00	42,042.00							
Other Current Assets:															
11600 - Infrastructure Fund	8,620.53	8,894.69	7,927.28	9,177.35	10,427.43	5,679.46	4,614.51	5,842.93							
14990 - Undeposited Funds	6,210.00	6,900.00	8,800.00	3,965.00	4,830.00	8,970.00	10,005.00	6,555.00							
18000 - Wells Fargo New Roofing Fund	17,798.73	20,228.88	22,659.06	25,089.24	27,519.46	8,049.63	10,479.70	10,212.41							
18500 - Greater Texas CD (60 month)	24,859.54	25,029.91	25,029.91	25,029.91	25,197.72	25,197.72	25,197.72	25,368.53							
18510 - Greater Texas CD (60 month)	14,982.80	15,013.05	15,013.05	15,013.05	15,042.70	15,042.70	15,042.70	15,072.74							
18520 - Greater Texas CD (60 month)	21,040.32	21,150.89	21,150.89	21,150.89	21,259.63	21,259.63	21,259.63	21,370.14							
18530 - Greater Texas CD (60 month)	61,218.34	61,540.06	61,540.06	61,540.06	61,856.44	61,856.44	61,856.44	62,177.98							
18540 - Greater Texas CD (60 month)	22,386.26	22,526.08	22,526.08	22,526.08	22,663.66	22,663.66	22,663.66	22,803.68							
18545 - Greater Texas CD (60 month)	21,841.70	21,901.76	21,901.76	21,901.76	21,960.68	21,960.68	21,960.68	22,020.41							
18546 - Greater Texas CD (60 month)	0.00	0.00	0.00	0.00	0.00	21,900.00	21,900.00	21,935.08							
18550 - Greater Texas Share Account	5.00	5.00	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	214,985.04	213,363.90	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	0.00	0.00							
Total Assets	436,471.56	465,823.52	429,082.78	431,449.90	436,312.90	441,133.44	438,812.80	447,292.88	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	0.00	5,608.63							
21600 - Maintenance Fees Paid In Advance	19,217.85	22,924.85	31,080.85	20,763.85	29,192.85	34,173.85	28,320.85	24,954.85							
24500 - Security Deposits	175,913.20	175,913.20	176,603.20	177,293.20	177,293.20	177,573.20	176,283.20	177,003.20							
Total Liabilities	195,439.05	198,838.05	217,061.75	221,691.45	215,186.98	214,312.83	204,604.05	207,566.68	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	87,337.71	89,075.28	0.00	0.00	0.00	0.00	693,870.61	688,614.04	100.76%
Expense:															
Total Expenses	66,479.50	58,716.88	139,923.46	85,090.30	66,594.54	88,967.20	78,484.64	83,254.03	0.00	0.00	0.00	0.00	667,510.55	696,571.84	95.83%
Net Ordinary Income	18,158.99	26,095.93	-52,747.14	-885.76	18,621.17	3,592.55	8,853.07	5,821.25	0.00	0.00	0.00	0.00	27,510.06	-7,957.80	-345.70%

	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	0.07	867.82					2,520.79		
Total Other Income	0.13	832.94	0.18	0.18	819.30	0.17	0.07	867.82	0.00	0.00	0.00	0.00	2,520.79		
Other Expense:															
Bad Debt Write Off	0.00	0.00	0.00	382.00	118.00	0.00	0.00	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	2,430.00	2,430.00					19,440.00	19,440.00	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	1,250.00					10,000.00	10,000.00	100.00%
Total Other Expense	3,680.00	3,680.00	3,680.00	4,062.00	3,798.00	3,680.00	3,680.00	3,680.00	0.00	0.00	0.00	0.00	29,940.00	29,440.00	101.70%
Net Other Income/Expense	-3,679.87	-2,847.06	-3,679.82	-4,061.82	-2,978.70	-3,679.83	-3,679.93	-2,812.18	0.00	0.00	0.00	0.00	-27,419.21		
Net Income	14,479.12	23,248.87	-56,426.96	-4,947.58	15,642.47	-87.28	5,173.14	3,009.07	0.00	0.00	0.00	0.00	90.85	-37,397.80	-0.24%
Aging Report:															
Over 30 Days	1,554.00	2,123.00	0.00	2,157.00	758.00	1,096.00	1,371.00	1,040.00							
Over 60 Days	963.00	68.00	1,723.00	1,035.00	894.00	758.00	102.00	792.00							
Over 90 Days	30,730.00	32,392.00	33,695.00	32,968.00	33,147.00	34,041.00	35,759.00	35,557.00							
Total	33,247.00	34,583.00	35,418.00	36,160.00	34,799.00	35,895.00	37,232.00	37,389.00	0.00	0.00	0.00	0.00			

Maintenance Report July 2021

❖ 33 Maintenance case opened 06/01/2021 – 06/30/2021:

Category	Number of Tickets
Gutters	2
Landscaping	6
Lighting	4
Maintenance	4
Miscellaneous	3
Painting	5
Roofing	7
Swimming Pool	2
Total	33

❖ 33 cases closed:

Category	Number of Tickets
Gutters	2
Landscaping	6
Lighting	4
Maintenance	4
Miscellaneous	2
Painting	6
Roofing	7
Swimming Pool	2
Total	33

❖ 7 cases remain open:

Category	Number of Tickets
Landscaping	1
Maintenance	4
Miscellaneous	1
Painting	1
Total	7

❖ 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 July 2021

We continue to monitor the plants for recovery from winter storm Uri, and most all that suffered severe damage have been removed. Trimming of bushes and weeding of property are on-going activities. Weekly mowing of grass on Thursdays occurs as the wet weather permits.

The proposal from Sicola Landscape Co. is pending final approval. I learned recently that we needed to have the area surveyed for underground cables and pipes, through the "Texas 811" service. These surveys are needed to attempt to assure that utilities are not cut during planting.

Nine companies have been notified of their possible involvement; three have informed us that they have no underground utilities in our project. We have not received response from AT&T, CenterPoint Energy, or Comcast, which are our main vendors. Once all vendors have surveyed the property, Sicola Landscape will be clear to begin planting.

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

sam gotsdiner

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landscaping@forrestlake.com

Security Report for the Month of July 2021

- Swimming pool violations on 6/23
- EMS on site: 6/25, 6/27, 6/29
- Attempted car theft building # 7 on 6/26
- Suspicious persons observed trying to break into truck tool boxes building # 7. Security camera currently being reviewed.
- There have been a number of instances where there is an egregious violation of security/law and the homeowner has instructed the security guard not call the police. The security company (PPI) has been instructed that when a serious violation of law/security has been breached, they are required to call the police regardless of the wishes of the homeowner. This is for everyone's safety.