



FORREST LAKE TOWNHOUSE ASSOCIATION

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BOARD MEETING AGENDA

JULY 20, 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 - UPDATE
- RESEARCHING WIRELESS SECURITY CAMERAS INSTALLED TO CAPTURE ACTIVITY – UPDATE
- TRASH PICKUP: REPUBLIC SERVICES VS ALTERNATES – UPDATE
- TRASH SERVICES: RECYCLING AND TEMPORARY CONTAINERS

NEW BUSINESS:

- SIGNED PETITION TO ADDRESS POOPER SCOOPER VIOLATIONS

ADJOURN

EXECUTIVE SESSION (PRIOR TO & AFTER BOARD MEETING):

- CONFIDENTIAL COMMUNICATIONS FROM THE ASSOCIATION'S ATTORNEY
- CONTRACT NEGOTIATIONS
- ENFORCEMENT ACTIONS
- FORECLOSURE DISCUSSIONS INCLUDING LEVIED FINES & LEASING VIOLATIONS
- PERSONNEL
- PENDING OR THREATENED LITIGATION

FORREST LAKE TOWNHOUSE ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
July 20th, 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 June 15th, 2017 were previously approved via email on June 30th, 2017.

TREASURER:

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

MAINTENANCE:

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

LANDSCAPING:

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

SECURITY:

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

SOCIAL COMMITTEE:

- See attached report hereto and made part of these minutes made for the July 2017 meeting.
- The New Residents event occurred on July19 from 7 to 8:30, and was well attended.

OLD BUSINESS:

- Jamie is receiving bids to replace the building number plates. Will submit bids at next board meeting and incorporated into the budget for next year.
- New trash pick up service was discussed. It was decided to continue with the current service.
- A motion was made to move the dumpster service to Waste Management. The motion passed.

NEW BUSINESS:

- A complaint against a homeowner was received concerning picking up dog waste. The board voted to fine the homeowner \$100.00
- The board voted to fine a homeowner \$100.00/day for renting their unit on Airbnb in violation of the FLTH reservations, Restrictions and Easements.
- A motion was made to use the clubhouse as a meeting place for the Super Neighborhood Five Council. The motion passed.

- New members were appointed to the Social Committee

The meeting was adjourned at 7:28 pm

FORREST LAKE TOWNHOUSE ASSOCIATION
EXECUTIVE SESSION MEETING MINUTES
July 20th, 2017

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

Meeting was called to order at 7:30 pm.

Attorney communication concerning Airbnb violations was discussed

The board conducted a hearing with a homeowner concerning the fine assessed for dog waste on the patio.

The meeting was adjourned at 7:41 pm

Social Committee Report for the Month of July 2017

1. The Social Committee had its regular monthly meeting on July 13, 2017 at 7:00 PM in the clubhouse.
 2. The Committee discussed the following items:
 - New member Joshua Quebodeaux joined the committee after approval by the Board.
 - 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.
 3. The following are our upcoming events for 2017:
 - Beer and Wine Happy Hours- Friday evening, September 15, 6:30-10:00 PM in the clubhouse and if free for all residents
 - Food Truck Dinner- Wednesday evening, October 18, 6:00-8:00 PM, in the clubhouse Subsidized in part by the Social Committee
 - Pancake breakfast- no plans made, yet. We are discussing this for possibly November 2017.
 4. New social committee members- several residents expressed interest in joining us during the Hot Dog Event in June. The Committee members will be following up with them this week.
 5. The following are our upcoming events:
 - New Residents Night on Wednesday, July 19, 2017.
 6. Next meeting will be on August 10, 2017 at 7:00 PM in the clubhouse.
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Treasurer's Report for the Month July 2017

1. Please see the attached Financial Report through June 2017. The Total Income (accrued) for the month was \$83,695.20. Total Expenses were \$63,512.54. There was \$16,780.25 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 16,503.42 after the transfers to the Funds. The budget performance for the fiscal year was Total Income at 100.90%; Total Expenses at 98.43%; and, Net Accrual Income at 78.06% 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 slightly decreased, over 60 days significantly increased, and over 90 days slightly decreased from the previous month.
3. Attached is the Late Payment Report for July 2017.
4. As of June 30, 2017, the balance of the checking account is \$50,246.74; savings account is \$76,972.19; Infrastructure Fund is \$1881.11; Roofing Fund Savings account is \$20,174.94; and, the Share account and Roofing Fund CD at the credit union are \$5.00 and \$57,934.13 respectively. The savings account is owed \$30,000 and as the next few months proceed, we will be transferring those funds back from the checking account into the savings account. We have \$28,109.00 in Accounts Receivable.
5. The entry of the maintenance tickets from June and July of 2016 were entered into the database. The remaining maintenance tickets from August to mid-October 2016 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 and all homeowners have provided their proof of insurance that were up for renewal. Reminder letters were sent to homeowners whose policies expire in July and August. Effective August 1, 2017 those homeowners who failed to comply will be assessed a \$200 monthly fee until they are in compliance.
7. At next month's Board meeting, August, we will be electing the Managing Director of Elections, and approving the members to the Nominating and Elections Committees.
8. Because of the special session of the Legislature, we will monitor any bills introduced that have effects on HOAs.
9. The Super Neighborhood 5 Council will be restarting this coming Autumn with the approval of the new by-laws and election of officers. This will lead to the appointment of a committee to develop the Super Neighborhood Action Plan (SNAP).

	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	-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	50,246.74							
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	76,972.19							
Total Checking/Savings	159,520.63	171,101.91	177,543.46	190,822.19	175,256.00	133,717.94	95,940.91	123,665.93	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	28,109.00							
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	1,881.11							
14990 - Undeposited Funds	0.00	0.00	0.00	2,640.00	0.00	495.00	165.00	1,680.00							
16005 - Prepaid Property Insurance	11,577.94	9,262.36	6,946.78	4,631.20	2,315.62	0.00	0.00	0.00							
16015 - Prepaid Expenses	0.00	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	20,174.94							
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	57,934.13	72,538.13						
18550 - Greater Texas Share Account	5.00	5.00	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	81,675.18	72,543.13	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	233,450.11	72,543.13	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	16,780.25							
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	23,628.14							
24500 - Security Deposits	157,281.20	157,866.20	157,866.20	158,711.20	158,821.20	158,821.20	158,821.20	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	199,229.59	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	87,481.17	83,695.20	2,631.00	1,250.00	1,250.00	855.95	668,715.34	658,994.00	101.48%
Expense:															
Total Expenses	85,460.93	67,203.12	72,337.92	80,303.60	121,858.75	91,581.82	113,946.75	63,512.54	3,792.87	0.00	0.00	0.00	699,998.30	707,338.59	98.96%
Net Ordinary Income	-3,075.88	14,013.74	8,996.74	3,322.48	-40,676.80	-9,774.40	-26,465.58	20,182.66	-1,161.87	1,250.00	1,250.00	855.95	-31,282.96	-48,344.59	64.71%
Other Income/Expense:															
Other Income:															
90005 - Dividend/Interest-Roofing Fund	0.00	0.00	1.05	0.60	0.00	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	0.76					4.13	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	0.76	0.00	0.00	0.00	0.00	5.78	0.00	
Other Expense:															
Bad Debt Write Off	0.00	0.00	0.00	0.24	0.00	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	2,430.00	2,430.00				21,870.00	21,870.00	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	1,250.00	1,250.00	1,250.00	1,250.00	15,000.00	15,000.00	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	3,680.00	3,680.00	1,250.00	1,250.00	1,250.00	36,870.24	36,870.00	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	-3,679.24	-3,680.00	-1,250.00	-1,250.00	-1,250.00	-36,864.46		
Net Income	-6,755.11	10,334.66	5,317.79	-357.16	-44,356.34	-13,453.85	-30,144.91	16,503.42	-4,841.87	0.00	0.00	-394.05	-68,147.41	-85,214.59	79.97%
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	1,159.00							
Over 60 Days	1,318.00	99.00	1,782.00	1,419.00	789.00	1,289.00	266.00	1,337.00							
Over 90 Days	19,769.00	21,987.00	23,406.00	20,930.00	21,544.00	22,071.00	23,697.00	23,063.00							
Total	22,189.00	23,579.00	25,322.00	23,506.00	24,385.00	24,398.00	25,300.00	25,559.00	0.00	0.00	0.00	0.00			

Maintenance Report for the Month July 2017

- ❖ 43 General maintenance cases opened:
 - Irrigation 3
 - Landscape 4
 - Lights 11
 - Maintenance 10
 - Miscellaneous 8
 - Paint 4
 - Plumbing 1
 - Roofing 1
 - Security 1

- ❖ 36 closed

- ❖ 8 Remain open:
 - Light **bulbs** in clubhouse to be replaced
 - Pool gate badging system is not connecting to gate 'A'
 - i. DSC to assist (completed 7/20)
 - Crack reported in Tennis Court – removed net until appropriate fix is decided
 - i. I've invited contractors to present bids for 2018 budget
 - ii. One resident suggested creating a pet park out of worst court
 - LED lights in the one fountain are not communicating with photo cell
 - i. Installed timer rather than photo cell
 - #017 is having continued issues with roof leaks
 - i. Delaney's is performing complete replacement
 - Lighting in lake fountains still not operating as programmed, researching sensors
 - Repaint curbs with fresh 'emergency' paint
 - One piece of structural support in carport #140 has been bent.

- ❖ 2016 Concrete project began 5/2/2017 – COMPLETE

Landscaping & Security Report for the Month of July 2017

LANDSCAPING REPORT JULY 2017

Not much going on with landscaping at this time. Biggest problem is keeping plants and the grass watered enough to keep it alive from the heat.

The oldest sprinkler system is not getting enough water to the flower beds that is needed. Working with maintenance to resolve the problems.

SECURITY REPORT JULY 2017

The passive break ins seem to have stopped for now. After several attempts to find the person or persons responsible we were never able to confirm who was doing it.

