



FORREST LAKE TOWNHOUSE ASSOCIATION

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

BOARD MEETING AGENDA

SEPTEMBER 21, 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:

- RESEARCHING WIRELESS SECURITY CAMERAS INSTALLED TO CAPTURE ACTIVITY - UPDATE
 - DVR / NAS

NEW BUSINESS:

- HURRICANE HARVEY
- 2018 PROJECTS UNDER REVIEW

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
September 21, 2017

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

Canion called this meeting to order at 7:00 pm

The motion to approve the meeting agenda was approved.

The minutes dated August 17th, 2017 were previously approved via email on August 30th, 2017.

TREASURER:

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

MAINTENANCE:

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

LANDSCAPING:

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

SECURITY:

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

SOCIAL COMMITTEE:

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

OLD BUSINESS:

- The board approved performing termite prevention in house and terminating the current inspection contract. The cost of doing this work will be included in the annual budget.

NEW BUSINESS:

- ACC requests were approved

The meeting was adjourned at 7:32 pm

FORREST LAKE TOWNHOUSE ASSOCIATION
EXECUTIVE SESSION MEETING MINUTES
September 21st, 2017

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

Meeting was called to order at 6:33 pm.

Discussion on pending lawsuit with tenant over alleged roof leak.

Discussion on approving payment plans and removing late fees for delinquent HOA fees.

The meeting was adjourned at 6:56 pm

Social Committee Report for the Month of September 2017

1. The Social Committee had its regular monthly meeting on September 11, 2017 at 7:00 PM in the clubhouse.
 2. The Committee discussed the following items:
 - Beer and Wine Happy Hours: we discussed the items for this event to see that everything goes smoothly
 - Food Truck Night: we rescheduled this from October to November, but have had to reschedule this again because the person handling this does not have the time right now to take this on. We are tentatively planning on this event for next March.
 - New Year's Eve Party: preliminary discussion about this annual event
 - Halloween pumpkin decorating event for children: preliminary discussion to see if we can do this on Saturday, October 21, 2017 at about 3:00 PM at the picnic area
 3. The following are our upcoming events for 2017:
 - Football Game: we are opening the clubhouse for residents to watch football on Sunday, November 5, 2017. The game starts at noon. Residents can bring food and drink to watch.
 - Christmas Tree Decorating and Charity Event: Tuesday, November 28, 2017 at 7:00 PM, the Social Committee will be decorating our two Christmas trees. Residents are invited to come and help, or just socialize. Residents can bring their own beverages and are asked to bring a new toy to be donated to Child Advocates for holiday delivery.
 - Holiday Home and door decorating contest: we are going to give a prize for the best decorated townhouse and the best decorated front door. Exact amount of the prizes, date for judging, and who will judge are yet to be determined.
 4. The next meeting of the committee is scheduled for October 12, 2017 at 7:00 PM in the clubhouse.
-

Treasurer's Report for the Month September 2017

1. Please see the attached Financial Report through August 2017. There were a number of discrepancies in the posting of income and expense and the corrections are documented in red colored font on the spreadsheet. The Total Income (accrued) for the month was \$82,556.08. Total Expenses were \$92,472.96 due to many invoices having not been received from the security contractor. There was \$4650.85 in Accounts Payable that have all been paid. \$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 -14,596.50 after the transfers to the Funds. The budget performance for the fiscal year was Total Income at 101.0%; Total Expenses at 98.98%; and, Net Accrual Income at 76.12% 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 significantly increased, and over 90 days increased from the previous month.
3. Attached is the Late Payment Report for September 2017.
4. As of August 31, 2017, the balance of the checking account is \$23,304.73; savings account is \$86,980.73; Infrastructure Fund is \$500.04; Roofing Fund Savings account is \$10,431.99; and, the Share account and Roofing Fund CD at the credit union are \$5.00 and \$72,538.13 respectively. The savings account is owed \$20,000 and as the next few months proceed, we will be transferring those funds back from the checking account into the savings account. We have \$28,524.20 in Accounts Receivable.
5. 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. Reminder letters were sent to homeowners whose policies expire in September and October and we have no homeowners who were not in compliance.
7. The newsletter is under development for distribution in concert with the upcoming board of directors election process.
8. The budget for the upcoming fiscal year is under development; however, I have not received price quotes for multiple capital projects that are slowing the budget approval process.
9. The Super Neighborhood 5 Council had its first quarterly meeting on September 13, 2017, the new by-laws were approved, and officers were elected. Philip Salerno was elected as president. The next action items are the further identification of issues that lead to the development of the Super Neighborhood Action Plan (SNAP). The next meeting is scheduled for December 18, 2017 at 7 PM in our clubhouse.
10. The Near Northwest Management District will be hosting its annual National Night Out on October 3, 2017 from 5:30-8:00 PM at the White Oak Bayou Village Shopping Center at 6600 Antoine Drive. The event is free to the public.

	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	-3,553.00	0.00					
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	48,677.00	23,304.73					
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	86,976.29	86,980.73					
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	132,100.29	110,285.46	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	28,498.17	28,524.20					
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	500.03	500.04					
14990 - Undeposited Funds	0.00	0.00	0.00	2,640.00	0.00	495.00	165.00	1,680.00	1,320.00	4,316.00					
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	0.00	0.00					
16015 - Prepaid Expenses	0.00	0.00	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	8,001.61	10,431.99					
18500 - Greater Texas CD (48 month)	40,674.53	40,746.40	40,746.40	57,746.40	57,833.06	57,833.06	57,833.06	57,934.13	57,934.13	57,934.13					
18510 - Greater Texas CD (60 month)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,604.00	14,604.00					
18550 - Greater Texas Share Account	5.00	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	82,364.77	87,791.16	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	242,963.23	226,600.82	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	1,571.80	4,650.84					
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	19,917.14	17,555.14					
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	159,481.20	159,151.20					
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	180,970.14	181,357.18	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	84,212.33	82,556.08	1,250.00	1,250.00	831,996.80	823,742.50	101.00%
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	58,367.26	93,472.96	0.00	0.00	848,045.65	856,806.83	98.98%
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	25,845.07	-10,916.88	1,250.00	1,250.00	-16,048.84	-33,064.33	48.54%
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	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	261.92	0.38			266.43	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	261.92	0.38	0.00	0.00	268.08	0.00	
Other Expense:															
Bad Debt Write Off	0.00	0.00	0.00	0.24	0.00	0.00	0.00	0.00	0.00	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	2,430.00			24,300.00	24,300.00	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	3,680.00	1,250.00	1,250.00	39,300.24	39,300.00	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	-3,418.08	-3,679.62	-1,250.00	-1,250.00	-39,032.16		
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	22,426.99	-14,596.50	0.00	0.00	-55,081.01	-72,364.33	76.12%
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	1,546.17	68.00					
Over 60 Days	1,318.00	99.00	1,782.00	1,419.00	789.00	1,289.00	266.00	1,337.00	169.00	1,419.00					
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	25,033.00	25,392.20					
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	26,748.17	26,879.20	0.00	0.00			

Maintenance Report September 2017

❖ 54 General maintenance cases opened 8/18– 9/21/2017:

- Electrical 0
- Irrigation 2
- Landscape 4
- Lights 9
- Maintenance 19
- Miscellaneous 16
- Paint 1
- Plumbing 1
- Security 1
- Social 1

❖ 39 closed

❖ 15 Remain open:

- Homeowners requests to include:
 - i. Spigots
 - ii. Pool keys
 - iii. Carport issues
 - iv. Gutters
 - v. Power washing
- Site maintenance 'projects'
 - i. Maintenance on Lake fountains (clogged by growth)
 - ii. Irrigation lines
 - iii. Miscellaneous repairs to carport sheds and garbage nooks
- ACCs
 - i. #26 Paint front door and install new light fixture at front door
 - ii. #17 Patio Fence replacement

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

❖ Hurricane Harvey:

- Prior to Landfall Maintenance group swept community to prepare:
 - i. Tied down and secured all pool furniture and items around windows to minimize damage from anticipated high winds
 - ii. Cleared all drains and gutters throughout community
 - iii. Assisted homeowners in storm preparation as requested
- Post Landfall Maintenance group swept community to clean up
 - i. Remove fallen leaves and branches from paths and walkways
 - ii. Clear lake of excess leaves, etc....
 - iii. Bring pool back to acceptable level, check chemicals
 - iv. Checked roofs and clear gutters

Landscaping and Security Reports September 2017

LANDSCAPING REPORT

Sicola came in as soon as possible and cleaned up the property after hurricane Harvey. The ground has been so saturated from the rain they have not able to mow and edge until last week. With all the rain and warm weather, the growing season may be extended.

SECURITY REPORT

No home or car break-ins reported this month.

Work is being done to get electrical and internet connections ready for the new security cameras system.