



FORREST LAKE TOWNHOUSE ASSOCIATION

5805 LUMBERDALE ROAD, HOUSTON, TX 77092

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BOARD MEETING AGENDA

NOVEMBER 19, 2020

BOARD MEETING: 7:00 P.M.

PRESIDENT: CALL MEETING TO ORDER

SECRETARY: MINUTES FROM OCTOBER

SOCIAL COMMITTEE: SOCIAL COMMITTEE REPORT

TREASURER: TREASURER REPORT

MAINTENANCE: MAINTENANCE REPORT

LANDSCAPING: LANDSCAPING REPORT

SECURITY: SECURITY REPORT

OLD BUSINESS: VEHICLE REGISTRATION RESOLUTION: DECALS

NEW BUSINESS: ELECTING THE OFFICERS
ASSIGNING RESPONSIBILITIES; E.G.,
BUDGET/AUDIT, LANDSCAPING, SOCIAL,
SECURITY, ETC...
APPROVING COMMITTEE MEMBERS
NEW RATES FOR THE TRASH COLLECTION
WATER BILL

ADJOURN

FORREST LAKE TOWNHOUSE ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
November 19th, 2020

PRESENT: Philip Salerno, Sam Gotsdiner, Brook Baker, Cyntia Villanueva, and Bob DeCesare via conference call

Brook called the meeting to order at 7:00 pm

The agenda as presented was approved

The October meeting minutes were approved electronically on October 23rd, 2020

TREASURER:

- See attached report hereto and made part of these minutes made for the November 2020 meeting.

MAINTENANCE:

- See attached report hereto and made part of these minutes made for the November 2020 meeting

LANDSCAPING:

- See attached report hereto and made part of these minutes made for the November 2020 meeting

SECURITY:

- See attached report hereto and made part of these minutes made for the November 2020 meeting

SOCIAL COMMITTEE:

- See attached report hereto and made part of these minutes made for the November 2020 meeting

OLD BUSINESS:

- The vehicle registration windshield stickers were delivered and are now ready for distribution. Flyers will be sent to homeowners with times and dates that the stickers will be available for distribution.

NEW BUSINESS:

- Election of officers, assignment of areas of responsibilities, approval of committee appointments.
 - Officers
 - President – Brook Baker
 - Vice President and Treasurer – Philip Salerno
 - Secretary – Bob DeCesare
 - Executive Appointments
 - Administration / Audit – Philip Salerno
 - Landscaping – Sam Gotsdiner
 - Legal – Philip Salerno
 - Maintenance – Cyntia Villanueva

- Security – Bob DeCesare
- Social Committee – Brook Baker
- Super Neighborhood Council Delegate – Philip Salerno
- Super Neighborhood Council Alternate – Sam Gotsdiner
- Committee Appointments
 - Audit – Irene Cabrera, Pam Meerbrey and Paula Williamson
 - Social Committee – Jeannie Hughes, Reecie Lucas, Sam Gotsdiner, Stuart Kane, Kay Edwards, Irene Cabrera, Evie Schleeter
 - Landscaping – Jeff Weller, Lisa Miron
- The board approved the proposed increase to the contract for trash collection
- Forensic investigation by the maintenance team discovered that the increase to the water bill was due to a leaking toilet in a homeowner’s unit. The water leak has been repaired.

The meeting was adjourned at 7:29 pm

Social Committee Report November 2020

The social committee met Thursday November 12. We discussed an event for the community to gather safely before the end of the year.

What we are proposing to the board for approval is the following:

- ◆ Bring an ice cream truck to Forrest Lake where residents can come get free gourmet ice cream, ices, ice cream cookies, and floats.
- ◆ Set up chairs socially distant outside for safe gathering. There will be a cookie exchange for anyone wanting to participate with rules to follow for safety. And a few people can go inside the clubhouse to help decorate the trees with masks, etc.
- ◆ Masks will be highly encouraged for the outside events and required inside the clubhouse.
- ◆ We also discussed the annual house and door decorating contest.
- ◆ And an idea was suggested to have carolers walk the property one evening. The committee agreed that we all need some happy, especially at this time of this year.

Respectfully submitted,
Jeannie hughes

Treasurer's Report for the Month of November 2020

1. Please see the attached Financial Report through October 2020. The Total Income (accrued) for the month was \$88,282.55, Total Expenses were \$86,023.42, and there was \$2370.68 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 -\$1420.75 after the transfers to the Funds. The budget performance for the fiscal year is Total Income at 99.59%; Total Expenses at 95.50%; and, Net Accrual Income at -748.82% indicating that we are 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 unchanged, and over 90 days significantly decreased from the previous month.
3. As of October 31, 2020, the balance of the checking account is \$70,853.73; savings account is \$122,115.37; Infrastructure Fund is \$7786.20; Undeposited Funds is \$7483.000; Roofing Fund Savings account is \$15,368.60; and, the Share account and Roofing Fund CDs at the credit union are \$5.00 and \$166,328.96 respectively. We have \$34,509.00 in Accounts Receivable.
4. Attached is the Late Payment Report for November 2020. Two accounts in arrears have been forwarded on to the Association attorney for foreclosure. The first two collection petitions were filed in the civil courts, but no court dates have been set at this time. One foreclosure is set for the judge to review and sign the petition. The other foreclosure is still on hold but the defendant has received service of the lawsuit.
5. Reminder letters were sent to homeowners whose policies expire in November and December and all homeowners are in compliance.
6. All of the fiscal year 2020 Capital Projects have been completed. The new water well on the 5800 Lumberdale side of the community has begun as well as the well pump upgrade on the existing well on the 5801 side of the community.

	Nov2019	Dec2019	Jan2020	Feb2020	Mar2020	Apr2020	May2020	Jun2020	Jul2020	Aug2020	Sep2020	Oct2020	FY2020 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)	39,054.43	47,609.30	63,141.97	76,077.23	97,775.22	73,312.25	91,833.47	99,233.06	112,640.63	109,938.60	78,219.89	70,853.73			
17500 - Wells Fargo (savings)	102,087.96	102,092.30	102,096.63	102,100.69	102,104.41	102,106.93	102,109.53	102,111.82	102,112.69	102,113.56	102,114.40	122,115.37			
Total Checking/Savings	141,142.39	149,701.60	165,238.60	178,177.92	199,879.63	175,419.18	193,943.00	201,344.88	214,753.32	212,052.16	180,334.29	192,969.10			
Accounts Receivable	28,662.00	30,857.00	32,083.00	32,860.00	34,660.00	39,398.00	39,607.00	41,179.26	36,283.00	41,259.00	42,828.70	34,509.00			
Other Current Assets:															
11600 - Infrastructure Fund	3,342.77	4,402.64	5,652.76	6,902.90	8,153.04	9,087.01	9,087.09	11,587.18	12,837.28	14,003.11	12,518.94	7,786.20			
14990 - Undeposited Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,620.00	7,483.00			
16005 - Prepaid Property Insurance	0.00	0.00	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	10,434.14	12,864.59	15,295.15	17,725.77	20,156.43	22,586.95	22,587.52	27,448.10	8,078.32	10,508.39	12,938.48	15,368.60			
18500 - Greater Texas CD (60 month)	24,193.15	24,358.95	24,358.95	24,358.95	24,524.08	24,524.08	24,524.08	24,690.33	24,690.33	24,690.33	24,859.54	24,859.54			
18510 - Greater Texas CD (60 month)	14,863.06	14,893.07	14,893.07	14,893.07	14,922.81	14,922.81	14,922.81	14,952.61	14,952.61	14,952.61	14,982.80	14,982.80			
18520 - Greater Texas CD (60 month)	20,606.11	20,714.40	20,714.40	20,714.40	20,822.08	20,822.08	20,822.08	20,930.32	20,930.32	20,930.32	21,040.32	21,040.32			
18530 - Greater Texas CD (60 month)	59,954.99	60,270.07	60,270.07	60,270.07	60,583.37	60,583.37	60,583.37	60,898.30	60,898.30	60,898.30	61,218.34	61,218.34			
18540 - Greater Texas CD (60 month)	21,880.00	21,974.95	21,974.95	21,974.95	22,110.71	22,110.71	22,110.71	22,247.31	22,247.31	22,247.31	22,386.26	22,386.26			
18545 - Greater Texas CD (60 month)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,800.00	21,800.00	21,841.70	21,841.70			
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	5.00	5.00			
Total Other Current Assets	155,279.22	159,483.67	163,164.35	166,845.11	171,277.52	174,642.01	174,642.66	182,759.15	186,439.47	190,035.37	199,411.38	196,971.76			
Other Assets:															
11650 - Water Deposit	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00			
Total Assets	326,083.61	341,042.27	361,485.95	378,883.03	406,817.15	390,459.19	409,192.66	426,283.29	438,475.79	444,346.53	423,574.37	425,449.86			
Liabilities:															
12000 - Accounts Payable	0.00	0.00	0.00	4,674.08	0.00	307.50	3,812.08	0.00	0.00	0.00	584.62	2,370.68			
21600 - Maintenance Fees Paid In Advance	14,175.36	15,792.99	23,122.83	22,152.58	31,003.85	19,763.85	23,503.85	23,071.85	23,230.60	24,733.85	24,563.85	25,256.85			
24500 - Security Deposits	166,554.20	166,554.20	167,114.20	167,804.20	168,584.20	167,894.20	167,894.20	169,964.20	172,143.20	172,833.20	173,153.20	174,533.20			
Total Liabilities	180,729.56	182,347.19	190,237.03	194,630.86	199,588.05	187,965.55	195,210.13	193,036.05	195,373.80	197,567.05	198,301.67	202,160.73			
PROFIT & LOSS:															
Income:															
Total Income	87,844.21	84,922.79	84,677.17	84,749.15	84,812.24	85,728.41	84,140.39	84,913.13	85,276.87	84,666.16	88,538.91	88,282.55	1,028,551.98	1,032,817.00	99.59%
Expense:															
Total Expenses	81,782.16	72,121.13	72,123.83	71,746.52	62,587.58	90,108.30	65,782.45	76,581.95	70,922.57	80,895.46	107,321.59	86,023.42	937,996.96	982,240.00	95.50%
Net Ordinary Income	6,062.05	12,801.66	12,553.34	13,002.63	22,224.66	-4,379.89	18,357.94	8,331.18	14,354.30	3,770.70	-18,782.68	2,259.13	90,555.02	50,577.00	179.04%

	Nov2019	Dec2019	Jan2020	Feb2020	Mar2020	Apr2020	May2020	Jun2020	Jul2020	Aug2020	Sep2020	Oct2020	FY2020 YTD	Budget YTD	% of Budget YTD
Other Income/Expense:															
Other Income:															
90006 - New Roofing Fund Dividend	0.37	576.28	0.56	0.62	752.27	0.52	0.57	756.40	0.22	0.07	810.18	0.12	2,898.18		
Total Other Income	0.37	576.28	0.56	0.62	752.27	0.52	0.57	756.40	0.22	0.07	810.18	0.12	2,898.18		
Other Expense:															
Bad Debt Write Off	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.00	1,105.26	0.00	0.00	0.00	1,241.26	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	2,430.00	2,430.00	29,160.00	29,160.00	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	3,680.00	3,680.00	3,680.00	3,680.00	3,816.00	4,785.26	3,680.00	3,680.00	3,680.00	45,401.26	44,160.00	102.81%
Net Other Income/Expense	-3,679.63	-3,103.72	-3,679.44	-3,679.38	-2,927.73	-3,679.48	-3,679.43	-3,059.60	-4,785.04	-3,679.93	-2,869.82	-3,679.88	-42,503.08		
Net Income	2,382.42	9,697.94	8,873.90	9,323.25	19,296.93	-8,059.37	14,678.51	5,271.58	9,569.26	90.77	-21,652.50	-1,420.75	48,051.94	6,417.00	-748.82%
Aging Report:															
Over 30 Days	1,851.00	2,149.00	204.00	1,890.00	2,323.00	2,267.00	3,272.00	2,590.00	2,683.00	259.00	1,938.00	1,606.00			
Over 60 Days	1,137.00	272.00	2,146.00	1,597.00	1,756.00	2,263.00	166.00	2,324.00	68.00	2,452.00	102.00	102.00			
Over 90 Days	22,292.00	24,991.00	26,267.00	25,854.00	27,451.00	29,007.00	32,259.00	31,857.26	33,727.00	34,531.00	35,608.00	30,822.00			
Total	25,280.00	27,412.00	28,617.00	29,341.00	31,530.00	33,537.00	35,697.00	36,771.26	36,478.00	37,242.00	37,648.00	32,530.00			

Maintenance Report November 2020

- ❖ 35 General maintenance cases opened 10/16/2020 – 11/19/2020:
 - Gutters 3
 - Irrigation 3
 - Landscape 4
 - Lake 5
 - Carport Lights 9
 - Maintenance 3
 - Miscellaneous 3
 - Paint 3
 - Plumbing 0
 - Security 0
 - Social 0
 - Keys 2

- ❖ 26 closed

- ❖ 9 Remain open:
 - Lake
 - Maintenance
 - Irrigation
 - Painting

- ❖ Active maintenance Projects:
 - Concrete – Complete
 - Water Well – in Progress

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

Landscaping Report for the Month of November 2020

Landscaping activity is going into off-growing season mode. Sprinkler systems had been adjusted to activate three times per week, Sicola Landscaping Company will only cut the grass twice per month, and virtually no planting of new items will occur.

Oak trees are losing their leaves faster than they be raked and removed, but work on this will continue.

Planning for the coming year will commence soon.

For best results, any requests from residents, or issues should be submitted to our Forrest Lake Landscape Electronic Mail Box, at landscaping@forrestlake.com

Submitted by Sam Gotsdiner
sgotsdiner@comcast.net
November 18, 2020

Security Report for the Month of November 2020

- Nothing to report

