



FORREST LAKE TOWNHOUSE ASSOCIATION

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BOARD MEETING AGENDA

NOVEMBER 16, 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:

- COMCAST / XFINITY CABLE FIBER UPGRADE
- ROOFING CONTRACTOR UPDATE

NEW BUSINESS:

- APPOINTMENTS TO THE STANDING COMMITTEES
- NEW EMAIL BLAST NOTIFICATION
- NEW FOUNTAINS INSTALLATION
- END WALL BLDG# 17

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
November 16, 2017

PRESENT: Canion Boyd, Philip Salerno, and Jim Elswick

Canion called this meeting to order at 6:36 pm

The motion to approve the meeting agenda was approved.

The minutes dated October 19th, 2017 were previously approved via email on October 23rd, 2017.

TREASURER:

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

MAINTENANCE:

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

LANDSCAPING:

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

SECURITY:

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

SOCIAL COMMITTEE:

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

OLD BUSINESS:

- Comcast will assess the placement of the fiber optic service boxes and make recommendations for more appropriate locations. The upgraded gigabyte service to the property will start in January 2018.
- Roof Repairs - continuing to do the repairs inside and out. All claims have been submitted for roof leaks to the roofing company's insurance company.
- Permits for the new water meters to service the older portion of the irrigation system will be issued within the next few weeks.

NEW BUSINESS:

- An email list has been created to provide easier dissemination of information to residents. To join, please send your email address to office@forrestlake.com.
- Two new fountains were installed in the lake.
- Replacement of Building 17's North Wall: Approved bid by "Houston Pro Advisor".
- The board approved nominations to the Audit, Social and Landscaping committees as follows:
 - Audit
 - Pam Meerbrey
 - Pam Whitfield
 - Paula LeBlanc Williamson
 - Social
 - Stuart Kane
 - Toni Troxell
 - Linda Carroll
 - Jeannie Hughes
 - Sam Gotsdiner
 - Joshua Quebodeaux
 - Dalton Esparza
 - Wesley Langley
 - Tammie Mailloux
 - Landscaping
 - Jeff Weller
 - Toni Troxell
 - Jeannie Hughes

The meeting was adjourned at 8:00 pm

Social Committee Report for the Month of November 2017

1. The Social Committee had its regular monthly meeting on November 9, 2017 at 7:00 PM in the clubhouse.
 2. The Committee discussed the following items:
 - TV Football Game: opening up the clubhouse for the Sunday, November 5th football game brought out 17 residents. We served popcorn and pizza. Residents brought their own snacks and beverages. All attendees enjoyed the game.
 3. The following are our upcoming events for 2017/2018:
 - Christmas Tree Decorating and Charity Event: We are setting up our two Christmas trees on Tuesday evening, November 28, 2017 at 7:00 PM in the clubhouse. This is a Forrest Lake tradition for the Social Committee. This year, we are inviting all residents to help, or just sit around and talk. It is a BYOB event, but we ask anyone who comes to bring one or more new, unwrapped toys for children ages 1-12. The toys will be given to Child Advocates for Christmas distribution. Flyers are being distributed to all townhouses.
 - Holiday Home and Door Decorating Contest: This year, we are having a contest for the best overall outside townhouse decorations and for the best door only decorations. Residents are not required to do anything they would not usually do around the holidays. A committee of three residents will judge and results will be posted on December 15, 2017, or thereabouts. Winners will have signs set up in their common area in front of their townhouse throughout the holiday season and get bragging rights. Flyers will be distributed to all townhouses.
 - New Year's Eve Party: We discussed all items needed for this event.
 - 2018 Social Committee Budget: We discussed the new budget. It is a fluid budget that will change with each event to see that we stay within budget.
 - Casino Night: This will take place in April 2018. We are looking to lock down either Saturday evening April 14 or 21, 2018 for this event. Both dates do not conflict with Easter or Passover.
 4. The next meeting of the committee is scheduled for November 17, 2017 at 7:00 PM in the clubhouse.
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Treasurer's Report for the Month November 2017

1. Please see the attached Financial Report through October 2017. The Total Income (accrued) for the month was \$82,277.27. Total Expenses were \$77,362.96 and there was \$2370.88 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 \$1234.87 after the transfers to the Funds. The Total Income (accrued) for fiscal year 2017 was \$994,389.90. Total Expenses for fiscal year 2017 were \$982,824.91. This yielded a Net Accrual Income for the fiscal year of -\$32,200.72. The budget performance for the fiscal year was Total Income at 100.6%; Total Expenses at 97.94%; and, Net Accrual Income at 54.38% indicating that we were 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 slightly increased, and over 90 days increased from the previous month.
3. Attached is the Late Payment Report for November 2017.
4. As of October 31, 2017, the balance of the checking account is \$39,602.15; savings account is \$86,989.45; Infrastructure Fund is \$500.07; Undeposited Funds is \$6468.00; Roofing Fund Savings account is \$15,293.00; and, the Share account and Roofing Fund CD at the credit union are \$5.00 and \$72,663.57 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 \$29,767.76 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 November and December and we have no homeowners who were not in compliance.
7. The email list has been developed and the first message sent to all residents that we have their email addresses. The list database was compiled from the email addresses provided through the Emergency Notification forms and the email addresses present in the BillandPay.com system.
8. Residents are reminded that need to empty their mailbox at least every few days. Once your mailbox is full, the letter carrier cannot hold your mail, and it will be returned to the sender as undeliverable.

	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	0.00	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	40,531.15	39,602.15			
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	86,985.02	86,989.45			
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	127,516.17	126,591.60			
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	29,221.01	29,767.76			
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	500.06	500.07			
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	5,478.00	6,468.00			
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	0.00	0.00			
16010 - Prepaid Worker's Comp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,509.00			
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	12,862.44	15,293.00			
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	58,036.49	58,036.49			
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	14,627.08	14,627.08			
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	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	91,509.07	98,438.64			
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	248,246.25	254,798.00			
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	0.00	2,370.88			
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	19,116.00	19,497.00			
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	159,811.20	159,946.20			
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	178,927.20	181,814.08			
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	82,615.83	82,277.27	994,389.90	988,491.00	100.60%
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	57,416.30	77,362.96	982,824.91	1,003,540.07	97.94%
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	25,199.53	4,914.31	11,565.00	-15,049.07	-76.85%
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	0.00	0.00	1.65	0.00	

November EOM Financial Report FY2017.xlsx

	Nov2016	Dec2016	Jan2017	Feb2017	Mar2017	Apr2017	May2017	Jun2017	Jul2017	Aug2017	Sep2017	Oct2017	FY2017 YTD	Budget YTD	% of Budget YTD
90006 - New Roofing Fund Dividend	0.77	0.92	0.00	0.00	0.46	0.55	0.67	0.76	285.00	0.38	102.81	0.56	392.88	0.00	
Total Other Income	0.77	0.92	1.05	0.60	0.46	0.55	0.67	0.76	285.00	0.38	102.81	0.56	394.53	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	0.00	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	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	3,680.24	3,680.00	3,680.00	3,680.00	3,680.00	3,680.00	3,680.00	3,680.00	3,680.00	44,160.24	44,160.00	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	-3,395.00	-3,679.62	-3,577.19	-3,679.44	-43,765.71		
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	22,450.07	-14,596.50	21,622.34	1,234.87	-32,200.72	-59,209.07	54.38%
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	1,419.00	1,302.00			
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	35.00	99.00			
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	26,102.01	26,721.76			
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	27,556.01	28,122.76			

Maintenance Report November 2017

❖ 27 General maintenance cases opened 10/19 – 11/16/2017:

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

❖ 22 closed

❖ 14 Remain open:

- Homeowners requests to include:
 - Mailbox locks
 - Carport issues
 - Gutters
 - Power washing
 - Replace siding
- Site maintenance 'projects'
 - New fountains
 - Irrigation lines
 - Concrete parking blocks
- ACCs
 - #84 Paint back patio wall for new patio door

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

❖ Comcast / Xfinity running new Fiber Optic and Coaxial throughout the entire community, scheduled completion on or before January 2018

Landscaping & Security Reports November 2017

LANDSCAPING

No new landscaping being done at this time. Leaf collection and clean up of the flower beds. Planning with Sicola to start phase three after the first of the year.

SECURITY

On November 3 about 3:30 in the afternoon several HPD officers started gathering on Lumberdale. The SO on duty asked one of the officers what was going on and was given a vague answer. Within the hour they left the property

- A little after 5:00 P.M. Six to Seven HPD cars came back onto the property all going to building two
- Officers got out of their cars with guns drawn some officers had dogs. They were looking for and found two young men from the apartments next door
- This operation had nothing to do with anyone or anything within in Forrest Lake
- By forming opinions and posting them on social media before you know the facts should never be done by any resident of Forrest Lake. As it lowers the standards of our community.