

FORREST LAKE TOWNHOUSE ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
December 17<sup>th</sup>, 2020

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

The board held an executive session from 6:30 to 6:52 to discuss pending legal issues.

Phillip called the meeting to order at 7:00 pm

The agenda was amended and approved as submitted

The November meeting minutes were approved electronically on November 29th, 2020

TREASURER:

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

MAINTENANCE:

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

LANDSCAPING:

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

SECURITY:

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

SOCIAL COMMITTEE:

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

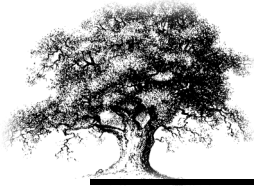
OLD BUSINESS:

- The board decided to place notices on homeowners' doors, who have not complied with the car registration ordinance, reminding them that they need to register their vehicles as soon as possible. Owners who do not comply by January 31, may be subject to fines.
- A violation notice will be sent to the homeowner whose active water leak caused the massive increase in the water bill.

NEW BUSINESS:

- The board voted to assess a fine to the homeowner who has installed window air conditioners in their home.

The meeting was adjourned at 7:36 pm



# FORREST LAKE TOWNHOUSE ASSOCIATION

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## BOARD MEETING AGENDA

DECEMBER 17, 2020

EXECUTIVE SESSION MEETING: 6:30 PM – 7:00 PM

BOARD MEETING: 7:00 PM – 8:00 PM

PRESIDENT:	CALL MEETING TO ORDER
SECRETARY:	MINUTES FROM PREVIOUS MEETING
SOCIAL COMMITTEE:	SOCIAL COMMITTEE REPORT
TREASURER:	TREASURER REPORT
MAINTENANCE:	MAINTENANCE REPORT
LANDSCAPING:	LANDSCAPING REPORT
SECURITY:	SECURITY REPORT
OLD BUSINESS:	VEHICLE REGISTRATION STATUS.
NEW BUSINESS:	NONE

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## Social Committee Report December 2020

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The social committee met on December 3 to discuss final prep for the upcoming event on Saturday December 5.

This event was the first event since covid hit. And we planned it to be the safest possible, with masks, social distancing, and staying outside.

The Sweet Ride truck dished out especially delicious ice creams and Italian ices. Lisa Kelsey, a Forrest Lake resident served more than 100 dishes to about 40 or so households. Even with the cool cloudy weather and covid, the turnout was great, with adults and children enjoying the cold treats on a cold day.

Evie supervised the cookie exchange which brought out many different varieties of cookies and other treats. Participation was more than expected, happily.

And Reecie expertly managed the clubhouse decorating, which looks better than ever. With some help, she decorated three trees plus hung lights around the windows.

Home and door decorating will be judged on Tuesday December 15. And the winners will have a sign of recognition placed in their front yard. Thanks to all the residents who have decorated to make Forrest lake look so festive.

The committee will meet again in January to hopefully plan more events for 2021.

Respectfully submitted,  
Jeannie hughes  
Social committee co chair

## Treasurer's Report for the Month of December 2020

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1. Please see the attached Financial Report through November 2020. The Total Income (accrued) for the month was \$84,638.49, Total Expenses were \$66,479.50, and there was \$308.00 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 \$14,479.12 after the transfers to the Funds. The budget performance for the fiscal year is Total Income at 98.33%; Total Expenses at 52.28%; and, Net Accrual Income at 32.34% 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 significantly increased, and over 90 days slightly decreased from the previous month.
3. As of November 30, 2020, the balance of the checking account is \$77,875.97; savings account is \$122,116.37; Infrastructure Fund is \$8620.53; Undeposited Funds is \$6210.00; Roofing Fund Savings account is \$17,798.73; and, the Share account and Roofing Fund CDs at the credit union are \$5.00 and \$166,328.96 respectively. We have \$36,516.00 in Accounts Receivable.
4. Attached is the Late Payment Report for December 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 still waiting for the judge to review and sign the petition after a video conference with the judge. The other foreclosure is finally moving forward as the homeowner received the service of the foreclosure. As a result, our attorney has drafted a motion for default judgement, affidavits, and order for foreclosure.
5. Reminder letters were sent to homeowners whose policies expire in December and January and all homeowners are in compliance.
6. Capital Projects:
  - Replacement Trees, Shrubs, & Bushes, Dirt & Sod: Not begun yet
  - Backup Fountain light kits: Completed
  - Lake Bulkhead: Scheduled for January-February
  - Well Pump upgrade: Completed
  - New Well for 5800 Lumberdale Side: Well completed, awaiting irrigation system vendor to tie in existing irrigation system in January
  - Security Cameras Upgrade: Still waiting to hear back from the vendor therefore delayed
  - Security Body Cameras: Purchased, awaiting coordinating meeting with PPI for implementation
  - Tennis Courts Lights to LED: Scheduled for January
  - Clubhouse A/C Replacement: Scheduled for February
  - Tennis Court Resurface: Awaiting decision from donors to proceed or we will only resurface one court this year
7. We need to upgrade the computer in the office. The approximate cost is \$750. We are no longer able to conduct business in a timely manner with the current computer.
8. I discussed this issue in August 2020 and the issue continues to this date. Residents are requested to use email as a contact method when contacting the management office when appropriate. Jamie is inundated with telephone calls that could have been handled via an

## **Treasurer's Report for the Month of December 2020**

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email message. If the amount of telephone calls cannot be reduced, then we will have to implement a strategy where telephone calls will roll to the answering machine so that Jamie can perform her duties in a timely manner.

	Nov2020	Dec2020	Jan2021	Feb2021	Mar2021	Apr2021	May2021	Jun2021	Jul2021	Aug2021	Sep2021	Oct2021	FY2021 YTD	Budget YTD	% of Budget YTD
<b>Assets:</b>															
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														
17500 - Wells Fargo (savings)	122,116.37														
<b>Total Checking/Savings</b>	<b>199,992.34</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			
<b>Accounts Receivable</b>	<b>36,516.00</b>														
<b>Other Current Assets:</b>															
11600 - Infrastructure Fund	8,620.53														
14990 - Undeposited Funds	6,210.00														
16005 - Prepaid Property Insurance	0.00														
18000 - Wells Fargo New Roofing Fund	17,798.73														
18500 - Greater Texas CD (60 month)	24,859.54														
18510 - Greater Texas CD (60 month)	14,982.80														
18520 - Greater Texas CD (60 month)	21,040.32														
18530 - Greater Texas CD (60 month)	61,218.34														
18540 - Greater Texas CD (60 month)	22,386.26														
18545 - Greater Texas CD (60 month)	21,841.70														
18550 - Greater Texas Share Account	5.00														
<b>Total Other Current Assets</b>	<b>198,963.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			
<b>Other Assets:</b>															
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			
<b>Total Assets</b>	<b>436,471.56</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>			
<b>Liabilities:</b>															
12000 - Accounts Payable	308.00														
21600 - Maintenance Fees Paid In Advance	19,217.85														
24500 - Security Deposits	175,913.20														
<b>Total Liabilities</b>	<b>195,439.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			
<b>PROFIT &amp; LOSS:</b>															
<b>Income:</b>															
<b>Total Income</b>	<b>84,638.49</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>84,638.49</b>	<b>86,076.86</b>	<b>98.33%</b>
<b>Expense:</b>															
<b>Total Expenses</b>	<b>66,479.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>66,479.50</b>	<b>127,168.69</b>	<b>52.28%</b>
<b>Net Ordinary Income</b>	<b>18,158.99</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,158.99</b>	<b>-41,091.83</b>	<b>-44.19%</b>

	Nov2020	Dec2020	Jan2021	Feb2021	Mar2021	Apr2021	May2021	Jun2021	Jul2021	Aug2021	Sep2021	Oct2021	FY2021 YTD	Budget YTD	% of Budget YTD
<b>Other Income/Expense:</b>															
<b>Other Income:</b>															
90006 - New Roofing Fund Dividend	0.13												0.13		
<b>Total Other Income</b>	<b>0.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.13</b>		
<b>Other Expense:</b>															
Bad Debt Write Off	0.00												0.00	0.00	
Roofing Fund Contribution	2,430.00												2,430.00	2,430.00	100.00%
Infrastructure Fund Contribution	1,250.00												1,250.00	1,250.00	100.00%
<b>Total Other Expense</b>	<b>3,680.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,680.00</b>	<b>3,680.00</b>	<b>100.00%</b>
<b>Net Other Income/Expense</b>	<b>-3,679.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,679.87</b>		
<b>Net Income</b>	<b>14,479.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,479.12</b>	<b>-44,771.83</b>	<b>32.34%</b>
<b>Aging Report:</b>															
Over 30 Days	1,554.00														
Over 60 Days	963.00														
Over 90 Days	30,730.00														
<b>Total</b>	<b>33,247.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			

## Maintenance Report December 2020

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- ❖ 43 General maintenance cases opened 11/19/2020 – 12/17/2020:
  - Gutters 5
  - Irrigation 7
  - Landscape 2
  - Lake 6
  - Carport Lights 10
  - Maintenance 2
  - Miscellaneous 2
  - Paint 0
  - Plumbing 0
  - Security 0
  - Social 0
  - Keys 9
  
- ❖ 34 closed
  
- ❖ 9 Remain open:
  - Lake
  - Maintenance
  - Irrigation
  - Painting
  
- ❖ Active maintenance Projects:
  - Water Well – Complete

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



## **Landscaping Report for the Month of December 2020**

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Most plants, grass, and trees are dormant, no planting activity occurring. Regular lawn and leaf maintenance continues.

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

Submitted by Sam Gotsdiner  
[sgotsdiner@comcast.net](mailto:sgotsdiner@comcast.net)  
December 15, 2020

## Security Report for the Month of December 2020

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- Nothing to report

