



# FORREST LAKE TOWNHOUSE ASSOCIATION

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## BOARD MEETING AGENDA

DECEMBER 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:

- COMCAST / XFINITY CABLE FIBER UPGRADE
  - UNDERGROUND FIBEROPTIC CABLE INSTALLATION
  - IN HOME WIRE UPGRADE AND INSTALL
- END WALL BLDG #17

### NEW BUSINESS:

- ELECTION OF OFFICERS
- PROJECT PENDING: COOL DECK REPLACEMENT
- NEXT DOOR

### 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  
December 21, 2017

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

Canion called this meeting to order at 7:02 pm

The motion to approve the meeting agenda was approved.

The minutes dated November 16<sup>th</sup>, 2017 were previously approved via email on November 20<sup>th</sup>, 2017.

TREASURER:

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

MAINTENANCE:

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

LANDSCAPING:

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

SECURITY:

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

SOCIAL COMMITTEE:

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

OLD BUSINESS:

- Comcast will assess the placement of the fiber optic service boxes and coax cable, and make recommendations for more appropriate locations. The upgraded gigabyte service to the property is still slated to start in January 2018.
- Roof Repairs – roofing contractor is currently completing roof repairs. All claims have been submitted for roof leaks to the roofers insurance company.
- Sprinkler system water meters have been installed and are now operational.

NEW BUSINESS:

- The board officially elected the following people to the board:
  - President – Canion Boyd
  - First VP and Treasurer – Philip Salerno
  - Second VP and Maintenance – Brook Baker
  - Secretary – Bob DeCesare
  - Landscaping and Security – Jim Elswick
- Pool deck work is slated to start in January
- The board will look into initiating membership in the “Next Door” program with the City of Houston

The meeting was adjourned at 7:55 pm

## **Social Committee Report for the Month of December 2017**

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1. The Social Committee had its regular monthly meeting on December 14, 2017 at 7:00 PM in the clubhouse.
2. The Committee discussed the following items:
  - New Year's Eve Party: final plans were discussed
  - Some events for February were mentioned for further discussion. They include using the clubhouse TV for the Super Bowl viewing and having another Friday night Beer, Wine, and BYOB event.
3. The following are our upcoming events for 2017/2018:
  - Casino Night: This will take place in April 2018. We are looking to lock down either Saturday evening April 14, 2018 for this event. Both dates do not conflict with Easter or Passover.
4. The next meeting of the committee is scheduled for January 11, 2018 at 7:00 PM in the clubhouse.



## Treasurer's Report for the Month December 2017

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1. Please see the attached Financial Report through November 2017. The Total Income (accrued) for the month was \$81,589.80. Total Expenses were \$88,166.88 and there was \$0 in Accounts Payable. \$2430.00 was transferred to the Roofing Fund and \$1250.00 was transferred to the Infrastructure Fund. In addition, there was a bad debt write-off of \$9900. This yielded a Net Accrual Income of -\$20,156.44 after the transfers to the Funds. The budget performance for the fiscal year is Total Income at 98.91%; Total Expenses at 92.37%; and, Net Accrual Income at 121.13% indicating that we are above the approved budget due to bad debt write-off.
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 decreased from the previous month.
3. Attached is the Late Payment Report for December 2017. There were several homeowners who failed to pay the increased maintenance fee in spite of all of the communications sent to homeowners.
4. As of November 30, 2017, the balance of the checking account is \$17,649.86; savings account is \$96,993.79; Infrastructure Fund is \$1750.08; Undeposited Funds is \$3450.00; Roofing Fund Savings account is \$17,723.64; and, the Share account and Roofing Fund CD at the credit union are \$5.00 and \$72,663.57 respectively. \$10,000 was transferred into the savings account and the remaining amount to be transferred is \$10,000. As the next few months proceed, we will be transferring those funds back from the checking account into the savings account. We have \$21,348.74 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 December and January and all homeowners are in compliance.
7. The installation of the two additional irrigation system water meters has been completed. The connections to the irrigation system have been completed as well. Now all of the irrigation system is getting their water supply from irrigation only meters. The sidewalk on the 5800 Lumberdale Road side of the street needs to have the concrete replaced in a small section. This will receive a temporary repair as that sidewalk is scheduled to have a much larger section replaced this coming Spring. The maintenance crew will install replacement sod in both areas in February after the last cold weather period.
8. The Super Neighborhood 5 Council met this past Monday. Of note to FLTA residents is the draft ordinance for a Dockless Bike Program. The primary issues related to our community is that we do not have six foot sidewalks for the placement of these bikes which would cause them to end up on our streets and that people from outside our community could come into our community to access the bikes. We will continue to monitor this proposal as it moves through the City process and make recommendations about a possible resolution banning there usage within our community or requiring that the bikes be stored at the beginning of Lumberdale Road.

	Nov2017	Dec2017	Jan2018	Feb2018	Mar2018	Apr2018	May2018	Jun2018	Jul2018	Aug2018	Sep2018	Oct2018	FY2018 YTD	Budget YTD	% of Budget YTD
<b>BALANCE SHEET:</b>															
<b>Assets:</b>															
1072 - Bill.com Money Out Clearing	0.00														
17000 - Wells Fargo (checking)	17,649.86														
17500 - Wells Fargo (savings)	96,993.79														
<b>Total Checking/Savings</b>	<b>114,643.65</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>21,348.74</b>														
<b>Other Current Assets:</b>															
11600 - Infrastructure Fund	1,750.08														
14990 - Undeposited Funds	3,450.00														
16005 - Prepaid Property Insurance	0.00														
16010 - Prepaid Worker's Comp	3,509.00														
18000 - Wells Fargo New Roofing Fund	17,723.64														
18500 - Greater Texas CD (48 month)	58,036.49														
18510 - Greater Texas CD (60 month)	14,627.08														
18550 - Greater Texas Share Account	5.00														
<b>Total Other Current Assets</b>	<b>99,101.29</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														
<b>Total Assets</b>	<b>236,093.68</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>Liabilities:</b>															
12000 - Accounts Payable	0.00														
21600 - Maintenance Fees Paid In Advance	18,050.00														
24500 - Security Deposits	161,536.20														
<b>Total Liabilities</b>	<b>179,586.20</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>81,589.80</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>81,589.80</b>	<b>82,486.90</b>	<b>98.91%</b>
<b>Expense:</b>															
<b>Total Expenses</b>	<b>88,166.88</b>												<b>88,166.88</b>	<b>95,447.92</b>	<b>92.37%</b>
<b>Net Ordinary Income</b>	<b>-6,577.08</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>-6,577.08</b>	<b>-12,961.02</b>	<b>50.75%</b>

	Nov2017	Dec2017	Jan2018	Feb2018	Mar2018	Apr2018	May2018	Jun2018	Jul2018	Aug2018	Sep2018	Oct2018	FY2018 YTD	Budget YTD	% of Budget YTD
<b>Other Income/Expense:</b>															
<b>Other Income:</b>															
90005 - Dividend/Interest-Roofing Fund	0.00												0.00	0.00	
90006 - New Roofing Fund Dividend	0.64												0.64	0.00	
<b>Total Other Income</b>	<b>0.64</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>0.64</b>	<b>0.00</b>	
<b>Other Expense:</b>															
Bad Debt Write Off	9,900.00												9,900.00	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>13,580.00</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>13,580.00</b>	<b>3,680.00</b>	<b>369.02%</b>
<b>Net Other Income/Expense</b>	<b>-13,579.36</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>-13,579.36</b>		
<b>Net Income</b>	<b>-20,156.44</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>-20,156.44</b>	<b>-16,641.02</b>	<b>121.13%</b>
<b>Aging Report:</b>															
Over 30 Days	1,056.00														
Over 60 Days	759.00														
Over 90 Days	17,748.74														
<b>Total</b>	<b>19,563.74</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 2017

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- ❖ 27 General maintenance cases opened 11/17 – 12/21/2017:
  - Electrical 1
  - Irrigation 1
  - Landscape 1
  - Lights 8
  - Maintenance 15
  - Miscellaneous 1
  - Paint 2
  - Plumbing 2
  - Security 0
  - Social 4
  
- ❖ 25 closed
  
- ❖ 14 Remain open:
  - Homeowners requests to include:
    - Carport issues
    - Gutters
    - Remove carcass
    - Damaged Irrigation lines
  - Active maintenance 'projects'
    - None
  - ACCs
    - #109 Replace windows – approved
    - #217 Replace windows – approved

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
- ❖ Installed 2 new water meters for irrigation
- ❖ Houston Pro Masonry rebuilding end wall Building #17; TH#124



# **Landscaping & Security Reports December 2017**

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## **LANDSCAPING REPORT**

Not much being done this time of the year. Sicola continues to pick the leaves weekly.

Due to so many of the irrigation lines broken we have turned off all sprinkles until after the first of the year.

## **SECURITY REPORT**

There has been no home or car break-ins reported this month. We still ask that you continue to be vigilant in keeping your car doors gates and all doors locked.