



# FORREST LAKE TOWNHOUSE ASSOCIATION

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## COMMUNITY NEWSLETTER

Autumn 2023

Volume 23, Issue 2

### Special points of interest:

- Annual Board of Directors Election
- Meet The Candidates Forum & Annual Meeting
- Office Visits, Maintenance Requests, & Previous Editions of the Newsletters
- Homeowner's Insurance & Architecture Control
- Trash & Grease
- Outdoor Cooking, Little Free Library
- Dog Waste Disposal

## Annual Board of Directors Election



This year there are two positions on the board up for election. The positions are currently held by Kay Edwards & Philip Salerno. There are four candidates that have been nominated for the two board positions: Kay Edwards, Samuel Mesa, Philip Salerno, & Susan Simmons. Envelopes containing the election instructions and ballot were mailed out on September 15th to each townhomes' owner on file. If you did not receive the envelope, please contact the office to obtain a replacement ASAP. All ballots must be received no later than **5 PM on October 13, 2023**. Any ballots received after the deadline, or that do not include your name and townhouse number on the outside of the ballot envelope will not be counted. PLEASE be sure to follow the instructions included in the envelope exactly.

### Candidate Bio's In Alphabetical order

#### Kay Edwards (Incumbent)

Dear residents, I CARE! I'm running for reelection. I am proud of the achievements we've made together. My strengths: Experienced board member, Futurist thinker, Respectful Listen to residents' suggestions and try to incorporate them into decisions. Unafraid to challenge opposing sides while working to resolve solutions that benefit the community. My accomplishments: Rebuilt the guard shack. Updated security cameras to enhance our safety and security. Worked with other board members to manage our budget and maintain our common area. Collaboration between HPD and Forrest Lake. I have the skills and vision to make our community a great place to live.

#### Samuel Mesa

I am excited to share my intention to run for the board. I care deeply about our community and believe that serving on the board is a meaningful way for me to contribute to its well-being. Over the years, I have witnessed the positive impact that an effective board can have on our neighborhood. I am committed to maintaining and enhancing the quality of life in our community and I am eager to work collaboratively with fellow board members to make informed decisions that will benefit us all. Together, we can address issues, enforce our community's rules fairly, and enhance property values.

#### Philip Salerno (Incumbent)

My name is Philip Salerno and I live in unit 56, and I am seeking to continue to serve on your board of directors of the Forrest Lake Townhouse Association. I have served on your board for the past twelve years as the Treasurer and Vice President. During those years, we have significantly improved our community while managing our resources and finances. If I am re-elected, my primary goals are to continue to ensure that the board functions in accordance with our governing documents and applicable laws, maintain our community, and continue to improve customer service.

#### Susan Simmons

A proud homeowner here for over six years, as a candidate I come with 16+ years of experience in the financial industry, specializing in security, fraud and policy. Earlier in law enforcement, I worked in 911 operations in Florida. My best life accomplishment is raising three successful sons. I am also a proud Navy Gold Star mom. Now after retiring, with a homebased position, allowing me ample time to devote to the community, I would like to serve on the board. I value transparent communication, giving each resident an equal voice and keeping our homes safe.

## Meet The Candidates Forum & Annual Meeting

The Meet the Candidates forum is Thursday September 28, 2023 at 7:00 PM in the clubhouse. The annual meeting of the Association is October 19, 2023 at 7:30 PM in our clubhouse. The Board meeting precedes the Annual Meeting at 6:30 PM.

## Office Visits & Maintenance Requests

To assure your requests for customer service or maintenance action are processed timely and accurately, please submit these in writing to the General Manager, either by email or by putting it into the drop box outside of the main door. Residents should not contact the maintenance staff directly to request services be performed.

## Previous Editions of the Newsletters

You can find previous editions of the newsletters on the Association web site at [www.forrestlake.com](http://www.forrestlake.com) on the Documents page. We have editions dating back to 2013.

You can also find on the page all of the governing documents of the Association and related documents including the Welcome Letter and other useful documents.

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## Homeowner's Insurance & Architecture Control

The Association maintains, not insures, the exterior and the roofs of the townhouses as part of the fiduciary responsibility of the Association under the provisions for architectural control. This provides for the exterior maintenance to ensure that no individual townhouse appears to be diminished in appearance or structure resulting in reduced valuation of that townhouse or the other townhouses within our community. The same applies to the roof via the Roof Sinking Fund as documented in the Roofing Fund & Maintenance Fund Amendment approved in 2013. The maintenance of and/or replacement of the roofs approximately every twenty (20) years is again performed in accordance with the provision of the architecture control to maintain the value of the all of the townhouses within our community.

Each townhouse within our community is a fee-simple townhouse and each townhouse owner must provide proof of full replacement cost homeowner's insurance to ensure that if an event occurs that not only the affected townhouse can be rebuilt but any damage to adjacent townhouses is also provided. This requirement is documented in the Proof of Homeowner's Insurance Resolution last updated in 2017. Failure to provide proof of full replacement cost homeowner's insurance within thirty (30) days from the expiration of your previous policy may result in a fine of \$200 per month and is not pro-rated. In addition, a \$25 administrative fee is also charged to defray the cost of sending a certified mail notice to homeowners, as required by the Texas Property Code.

## Trash & Grease

All trash is to be enclosed in bags and placed in the containers provided for pick-up on scheduled days. Trash that doesn't fit within the containers should not be placed in the pick-up area until the night before the scheduled pick-up. Your neighbors don't enjoy looking at your trash and it has a tendency to blow around the property.

Recycle items that don't fit into the bins provided should not be placed outside until the night before the scheduled pick-up. These items tend to blow around into the alleys and neighbors' carports creating hazards and clutter. Recycled items should be loose, and plastic bags should never be used in our recycle program

Please **do not** pour grease down your drains. This causes plumbing issues both inside your townhouse but flows down into the City drains and blocks those drains resulting in sewage overflowing the drain covers and into the common area. The City of Houston Public Works & Engineering Department has visited our community multiple times in the past year due to these grease blockages. If compliance by our community is not achieved, then the Association will be

## Outdoor Cooking

Summer weather brings outdoor cooking for many residents, but safety must come first ... no open flames such as barbeque grills, whether traditional or gas/propane, or fire pits can be used in patios or driveways, as governed by City of Houston fire laws. All open fires must be at least 10 feet away from the townhouse, sheds, fences, or any structures.

## Little Free Library

Read a good book lately? Want to share it?

Last Autumn our Board member Pam Meerbrey was successful in setting up our own Little Free Library in our mail room. With the Assistance of our maintenance crew the library is in the far corner of the mail room. The concept is "Take one, leave one", so there will be books coming and going. So far we have had good interest and support of our Little Free Library. You will notice that our library has the Little Free Library charter sign attached to the box.

## Dog Waste Disposal

Our community continues to struggle with some residents not picking up and disposing of their dog's waste properly. We have installed waste stations throughout the property where residents can obtain a waste bag, if they forgot to bring their own bag, and deposit the waste filled bag in the trash receptacle. We have identified a few more areas that did not have pet waste stations, additional waste stations are on order, and will be installed once they arrive.

**Do not place your waste filled bags in the trash can/barrels at other residents townhouses.**

Just a note that if we find residents not performing their dog waste clean-up duties, you can be fined by the Association and you may not be allowed the use of the common areas to walk your dog. This is a violation of the City of Houston health and safety codes.

### Important Phone Numbers:

General Manager (Mattie Arnold-Anderson):  
713.681.3591  
office@forrestlake.com  
Security Cell Phone 713.201.5656  
Forrest Lake Website: www.forrestlake.com

### Board of Directors:

Brook Baker (President): President@forrestlake.com  
Philip Salerno (VP & Treasurer) & Landscape): Treasurer@forrestlake.com  
Pam Meerbrey (Secretary): Secretary@forrestlake.com  
Kay Edwards (Security): office@forrestlake.com  
Jeff Weller: (Maintenance): office@forrestlake.com