



FORREST LAKE TOWNHOUSE ASSOCIATION
 5805 LUMBERDALE ROAD, HOUSTON, TX 77092
 713-681-3591 • OFFICE@FORRESTLAKE.COM

COMMUNITY NEWSLETER

Summer 2015

Volume 15, Issue 1

Special points of interest:

- Rental occupancy limits
- New Landscaping Company

- Reminder.. Board meetings are held every third Thursday @ 7:00pm !
- Treasurers report
- Irrigation System Expansion

Amendments to the By-Laws

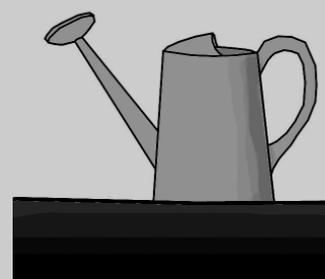
The board recently approved an amendment to the By-Laws of the Association limiting the number of townhouse units that are available for leasing. The amendment works in concert with the updated Leasing Resolution. The Leasing Resolution was recently updated to bring it into accordance with current law and the forms were removed from the actual resolution as they may be updated as needed without the need to update the resolution itself. The amendment and the updated resolution and forms are available on the Association web site at <http://www.forrestlake.com>.

The Board has delayed the effective date of the Owner Occupancy Amendment until the beginning of August. Homeowners will receive a copy of the Amendment, the Leasing Resolution, and a cover letter. This will allow any homeowners who have tenants to ensure that their leases are in accordance with the Leasing Resolution.

The summary of the amendment includes:

- All townhouse units that are vacant, occupied by non-Owners not under a valid lease agreement (such as Units occupied by an immediate family member and not considered a leased Unit), or by non-Owners under a valid lease agreement, on the Effective Date of this Amendment, shall be grandfathered from the approval and limitation provisions until the sale of the townhouse unit to a new owner.
- An Owner that intends to lease a Unit must first submit a written request to lease to the Board for approval. The Request must be delivered or mailed to the Association's business office at 5805 Lumberdale Road, Houston, Texas 77092.
- A Request must be sent for each new lease agreement. Requests will be reviewed on a first come, first serve basis.
- If the Board denies a request, the townhouse unit will be placed on the Waiting List effective as of the date the request was received by the Association unless the Owner indicates to the Board otherwise.
- The Association will maintain a leasing Waiting List. The order of the Waiting List will be based upon the date that an Owner's request was received by the Association.
- Leasing of townhouse units will be limited to fifty (50) of the two hundred and forty-three (243) townhouse units within the Association. After the number of townhouse units being leased reaches the limit of fifty (50), no additional requests will be approved until a current lease is terminated, a leased unit is released from a lease, or a leased unit is sold to a new Owner.
- If the limitation on leasing has been met, the Board, in its sole discretion, may authorize the owner to lease the townhouse unit if the owner submits a request to the Board based upon financial or personal hardship.
- All Owners must notify the Board when a lease is renewed, extended, or terminated. All Owners must also notify the Board of any updates, modifications, or changes to their lease agreements.
- If a lease is renewed, the Owner must submit a new Request to the Board for approval. The renewed lease agreement must have the identical active tenant(s) as the original lease agreement. A renewed lease agreement that complies with the provisions of the Amendment and the Leasing Resolution will receive automatic approval by the Board without relegation to the Waiting List.

Irrigation System Expansion



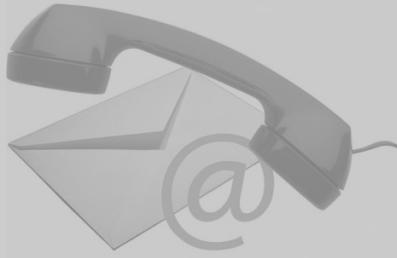
In January of this year the next to last stage of the expansion of the irrigation system was completed. Next year we will proceed with the final stage of the irrigation system. That will leave a small area around the lake that will need irrigation. We may perform that work ourselves or continue to use the contractor that has been performing the previous installation. All of the new irrigation systems have been installed using a separate water meter so that Association is only charged for the water usage and no sewer charge. Also planned is the installation of water meters to the existing older irrigation system to save on the sewer fee currently being charged.

The Board continues to work with Comcast regarding the placement of their cable lines within the granted easement areas in front of the townhouses. Many of these lines were cut due to the recent installation of the irrigation system because Comcast did not mark them and they were not in the granted easement area. Some of these lines were still exposed from a couple of years ago. Comcast has completed most of the repair work. The remaining work involves the installation of coverings for the cables that are running up the fronts of townhouses. Those will be completed in the upcoming months.

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Administration Updates



If you have recently moved to our community or have had changes to your telephone or email addresses please contact the General Manager at 713-681-3591 or via email at office@forrestlake.com and request an emergency notification form. There are a number of telephone numbers that are no longer valid and when the association attempts to contact a homeowner during an emergency it is vital to have accurate information in the database. So please be so kind to complete the form and return it back to the association. You may also download the emergency notification form from the Association web site at <http://www.forrestlake.com>.

We recently completed some enhancements to a consolidated database that the Association uses for many purposes. This allows us to record requests for maintenance and associate them with the appropriate townhouse unit. In addition it allows us to monitor the enforcement of the Proof of Insurance Resolution. If you have not provided your most recent proof of insurance coverage to the Association office please provide a copy of the Declarations page from your policy. You may obscure your account number, if you wish, on the copy that you provide. The Proof of Insurance Resolution can be found on the Association web site at <http://www.forrestlake.com>.

Another use of the database is the preparation of correspondence as it provides a central storage location for your address and other contact information. This allows us to generate mailing labels, etc. including those used to mail your ballot for the annual Association board elections.

The Association also maintains a web site that homeowners can use to review the By-Laws, amendments to the By-Laws, resolutions, guidelines, policies, forms, newsletters, approved plan list, and the most recent 12 months of Board meeting minutes. The web address is <http://www.forrestlake.com>. A file recently added to the web site contains the dates that the roofs of the buildings were last replaced now that insurance companies are using the age of the roof in their calculations of homeowner policies.

Social Committee



The Social Committee leadership and membership has changed. Mandy Lusby did such an incredible job as chair that it takes multiple individuals to carry on her legacy. Toni Troxell and Stuart Kane volunteered to serve as the new Co-Chairs of the committee. The board approved their appointments at the April 2015 board meeting. The members of the Social Committee approved at the March 2015 board meeting are Linda Carroll, Jeannie Hughes, and Sam Gotsdiner.

The committee has scheduled the Casino Night for Saturday, June 13 from 7:00-10:00 pm. There will be a \$10/person charge for initial chips and \$5 for each additional set of chips each person wishes to buy once he/she runs out of the initial amount. Refreshments will include soft drinks, cheese, and crackers with BYOB liquor. In addition, there will be a raffle of prizes after the games end.

Planned events include:

- Wine tasting party in October
- Halloween dog costume walk in October
- Neighbors Night Out in October
- Bingo in November
- Christmas tree decoration after Thanksgiving
- New Year's Eve Party on December 31
- These events are subject to change with possible additions.

The committee continues to look for other residents who wish to help.

Landscaping Committee



The Landscaping Committee has been busy replacing shrubs, bushes, plants, etc. on the east side of the community. You may have noticed the new plants at the front of the community bringing much needed color to our community. Tree trimming will continue throughout the community in May and June. This is a continuing effort and will require continued appropriation of funds each year as the trees are a significant investment in the look of our community. The committee submitted to the board a major increase in the number of approved plants that may be used throughout the community. Homeowners who wish to replace the plants in front of the townhouse may submit a proposal to the committee for approval by using plants from the approved list that may be found on the Association web site at <http://www.forrestlake.com>. The board approved the appointments to the committee at the November 2015 board meeting. The members of the Landscaping Committee are Jim Elswick, Bobbie Elswick, Amanda Lusby, Toni Troxell, and Jeff Weller.

As of May 1, 2015 we have a new landscaping company. The new company is Sicola Corporation. Some of the highlights of the services that they will provide include:

- Mowing and edging the grass
- Trimming of bushes, shrubs, and short trees
- Weeding of flower beds
- Application of fertilizer, insecticide, and herbicides where appropriate
- Full-time porter on the property

The property has been divided into seven zones. The five interior zones will be attended to by the porter rotating each day through the five zones. On Fridays the full crew will be on site and will trim the other two outer zones on an alternating weekly cycle in addition to the usual duties.

Sidewalks and Road Repairs



Because of the establishment of the Infrastructure Fund a couple of years ago, we will be performing several replacements of sidewalks and repairs to roads in our community in the coming months. Ideally we try to schedule these projects during the spring months however, the significant rainfall we have been experiencing over the past few months has prevented us from starting on schedule. At this time it's difficult to forecast when these repairs will begin. Please bear with us while we continue to improve the infrastructure of our community.

Treasurer's Update

Please see the attached Financial Report on page 4 for this FY through April 2015. The Total Income (accrued) for the month was \$80,978.61; Total Expenses were \$61,968.25; \$0 in Accounts Payable; and, Net Accrual Income of \$19,016.11. The budget performance year-to-date (YTD) for the fiscal year was Total Income at 100.02 %; Total Expenses at 96.38%; and, Net Accrual Income at 98.71% of the approved budget. Because of the November write-offs, the budget performance for the YTD is 170.14%. The balance of the checking account is \$33,844.11; savings account is \$101,820.06; Infrastructure Fund is \$16,009.93; Roofing Fund Investment account is \$316,917.89; Roofing Fund Savings account is \$65,474.69; and, the Share account and Roofing Fund CD at the credit union are unchanged at \$5.00 and \$251,476.95 respectively.

Important Phone Numbers:

General Manager (Tyler)	713.681.3591
Security Cell Phone	713.201.5656
Emergency (Life Threatening)	911
Houston Police Dept. (Non Emergency)	713.884.3131
City of Houston (Loose dog pick up)	713.222.3501

How to Reach a Board Member:

Canion Boyd (President)	President@Forrestlake.com	713.800.7702
Philip Salerno (1st VP & Treasurer)	Treasurer@Forrestlake.com	713.681.0568
Jim Elswick (Landscaping)	Landscaping@Forrestlake.com	281.468.3501
John Ford (Secretary)	Secretary@Forrestlake.com	561.756.3528
Brook Baker (2nd VP & Maintenance)*		832.497.1255

Maintenance Crew: (For after hours appointments)

Willie	713.828.2428
Francisco	713.409.4820
Nahun	713.202.7148
Dante	

***All maintenance requests must be called in to the General Manager**

Forrest Lake Website:	www.Forrestlake.com
Emailing the General Manager and newsletter submissions:	Office@Forrestlake.com & FLTA1@att.net

FY 2015 Financial Report Through April 2015

	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	FY2015 YTD	Budget YTD	% of Budget YTD
BALANCE SHEET:									
Assets:									
17000 · Wells Fargo (checking)	33,669.48	45,223.15	12,276.22	7,541.67	16,792.14	33,844.11			
17500 · Well Fargo (savings)	106,786.82	106,795.89	86,803.92	96,809.78	101,815.04	101,820.06			
Total Checking/Savings	140,456.30	152,019.04	99,080.14	104,351.45	118,607.18	135,664.17			
Accounts Receivable	24,148.00	26,914.90	28,823.40	27,506.40	27,052.00	27,551.00			
Other Current Assets:									
11600 - Infrastructure Fund	11,008.28	12,008.57	13,008.88	14,009.19	15,009.55	16,009.93			
15500 - Roofing Fund (Wells Fargo)	307,544.95	309,887.57	312,230.21	314,572.61	316,915.29	316,917.89			
16005 - Prepaid Property Insurance	9,596.91	11,469.91	5,850.91	3,977.91	2,104.91	231.91			
18000 · Wells Fargo New Roofing Fund	63,025.68	63,029.97	63,034.25	63,038.12	63,041.54	65,474.69			
18500 - Greater Texas CD	250,600.23	251,043.02	251,043.02	251,043.02	251,476.95	251,476.95			
18550 - Greater Texas Share Account	5.00	5.00	5.00	5.00	5.00	5.00			
Total Other Current Assets	641,781.05	647,444.04	645,172.27	646,645.85	648,553.24	650,116.37			
Other Assets:									
11650 - Water Deposit	1,443.68	1,357.56	1,357.56	681.63	992.71	1,710.16			
Total Assets	807,829.03	827,735.54	774,433.37	779,185.33	795,205.13	815,041.70			
Liabilities:									
12000 - Accounts Payable	0.00	0.00	0.00	0.00	3,140.54	0.00			
21600 - Maintenance Fees Paid In Advance	11,820.10	17,084.00	20,154.00	14,099.00	15,171.00	17,845.00			
24500 - Security Deposits	149,055.20	149,715.20	149,115.20	149,775.20	151,095.20	152,415.20			
Total Liabilities	160,875.30	166,799.20	169,269.20	163,874.20	169,406.74	170,260.20			
PROFIT & LOSS:									
Income:									
Total Income	81,519.69	80,890.33	80,757.16	81,015.56	81,554.86	80,978.61	486,683.21	486,605.62	100.02%
Expense:									
Total Expenses	53,515.18	67,357.42	132,889.25	70,410.87	71,453.63	61,968.25	457,594.60	474,785.29	96.38%
Net Ordinary Income	28,004.51	13,532.91	-52,132.09	10,604.69	10,101.23	19,010.36	29,088.61	11,820.33	246.09%
Other Income/Expense:									
Other Income:									
90005 - Dividend/Interest-Roofing Fund	2.51	2.62	2.64	2.40	2.68	2.60	15.45		
90006 - New Roofing Fund Dividend	4.14	4.29	4.28	3.87	437.35	3.15	457.08		
Total Other Income	6.65	6.91	6.92	6.27	440.03	5.75	472.53		
Other Expense:									
Bad Debt Write Off	-9,450.00	0.00	0.00	0.00	0.00	0.00	-9,450.00		
Total Other Expense	-9,450.00	0.00	0.00	0.00	0.00	0.00	-9,450.00		
Net Other Income/Expense	-9,443.35	6.91	6.92	6.27	440.03	5.75	-8,977.47		
Net Income	18,561.16	13,539.82	-52,125.17	10,610.96	10,541.26	19,016.11	20,111.14	11,820.33	170.14%
Aging Report:									
Over 30 Days	1,815.00	2,693.00	229.00	2,157.00	1,749.00	2,127.00			
Over 60 Days	1,749.00	160.00	2,951.00	1,805.00	2,074.00	1,544.00			
Over 90 Days	16,864.00	19,454.90	21,231.40	20,352.00	20,389.00	21,075.00			
Total	20,428.00	22,307.90	24,411.40	24,314.00	24,212.00	24,746.00			
Roofing Fund Contribution	2,430.00	2,430.00	2,430.00	2,430.00	2,430.00	2,430.00	14,580.00	14,580.00	100.00%