



FORREST LAKE TOWNHOUSE ASSOCIATION

5805 LUMBERDALE ROAD, HOUSTON, TX 77092

713-681-3591 • OFFICE@FORRESTLAKE.COM

BOARD MEETING AGENDA

January 15, 2026

Board Meeting: 7:00 pm – 8:00 pm

President:	Call Meeting To Order
Secretary:	Approval of Minutes From Previous Meeting
Social Committee:	Social Committee Report
Treasurer:	Treasurer Report
Maintenance:	Maintenance Report
Landscaping:	Landscaping Report
Security:	Security Report
Old Business:	Mold Remediation
New Business:	Golf Cart Quotes
Adjourn	

FORREST LAKE TOWNHOUSE ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

JANUARY 15, 2026

PRESENT: Kay Edwards, Rene Garcia, Brook Baker, Jeff Weller and Pam Meerbrey

The meeting was called to order at 7:05 pm by Kay Edwards.

The January 15, 2026 agenda was approved.

The December 18, 2025 meeting minutes were approved on December 22, 2025.

SOCIAL COMMITTEE REPORT:

- See attached report hereto and made part of these minutes for the January 15, 2026 meeting.

TREASURER'S REPORT:

- See attached report hereto and made part of these minutes for the January 15, 2026 meeting.

MAINTENANCE REPORT:

- See attached report hereto and made part of these minutes for the January 15, 2026 meeting.

LANDSCAPING REPORT:

- None

SECURITY REPORT:

- See attached report hereto and made part of these minutes for the January 15, 2026 meeting.

OLD BUSINESS;

- Three bids have been emailed to the Board for approval. Maintenance will do the repairs in the office clubhouse. Brook Baker will explore options for carpet replacement.

NEW BUSINESS:

- Three golf cart quotes were obtained, Decision was made to purchase a used cart as a replacement that is needed.

The meeting was adjourned at 7:40 pm.

Social Committee Board Report – January 2026

- Discussed the Mardi Gras Happy Hour for Tuesday, Feb 17
- Talked about having a 50th anniversary for Forrest Lake Townhomes combined with the annual hot dog event in June
- Discussed future game days

Treasurer's Report for the Month of January 2026

1. Please see the attached Financial Report through December 31, 2025:
 - Total Income (accrued) for the month was \$98,247.42
 - Total Expenses were \$103,035.02
 - Accounts Payable was \$376.30
 - Roofing Fund transfer was and the Infrastructure Fund transfer was \$2430.00 and \$833.33 respectively
 - This yielded a Net Accrual Income of after the transfers to the Funds \$(1,798.56)
 - The budget performance for the fiscal year is
 - Total Income \$196,179.68
 - Total Expenses \$156,322.56
 - Net Accrual Income at indicating that we are below the approved budget.
2. The account aging continues to fluctuate from month to month with over 30 days decreased, over 60 days significantly increased and over 90 days increased from the previous month.
3. As of December 31, 2025 the balances are:
 - Checking account \$47,956.01
 - Savings account \$202,463.47
 - Infrastructure Fund \$3282.87
 - Undeposited Funds \$9,200.00
 - Roofing Fund Savings account \$12,130.35
 - Share account and Roofing Fund CDs \$5.00 and \$340,645.40 are respectively, yielding a total for the Roofing Funds of \$368,252.55
 - Accounts Receivable \$129,271.28
4. Attached is the Late Payment & Fines Report for December 2025. There are multiple owners not in compliance with the Proof of Insurance Resolution as indicated in the Fines section. Foreclosures are proceeding with one homeowner.
5. Reminder letters were sent to homeowners whose insurance policies expire in November and December. Those owners who are not in compliance are submitted for a \$200/month fine and an Administrative Fee of \$25.
6. Letters regarding expired leases were sent to owners and all owners are in compliance.
7. Capital projects will begin according to the plan and budget.

	Nov2025	Dec2025	Jan2026	Feb2026	Mar2026	Apr2026	May2026	Jun2026	Jul2026	Aug2026	Sep2026	Oct2026	FY2026 YTD	Budget YTD	% of Budget YTD
Assets:															
17000 · Wells Fargo (checking)	61,518.64	47,956.01													
17500 · Wells Fargo (savings)	202,461.75	202,463.47													
Total Checking/Savings	263,980.39	250,419.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Accounts Receivable	104,191.32	107,671.28													
Other Current Assets:															
11600 - Infrastructure Fund	3,282.84	3,282.87													
14990 - Undeposited Funds	10,000.00	9,200.00													
18000 · Wells Fargo New Roofing Fund	12,130.24	12,130.35													
18500 - Greater Texas CD (60 month)	52,690.17	53,233.45													
18520 - Greater Texas CD (60 month)	52,530.59	53,116.38													
18530 - Greater Texas CD (60 month)	71,176.10	71,909.99													
18540 - Greater Texas CD (60 month)	46,492.29	46,961.09													
18545 - Greater Texas CD (60 month)	46,299.92	46,703.13													
18546 - Greater Texas CD (60 month)	22,694.63	22,740.44													
18547 - Greater Texas CD (60 month)	48,761.70	48,969.85													
18550 - Greater Texas Share Account	5.00	5.00													
Total Other Current Assets	366,063.48	368,252.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total Assets	734,235.19	726,343.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Liabilities:															
20000 - Accounts Payable	6,638.85	376.30													
21600 - Maintenance Fees Paid In Advance	20,270.00	21,600.00													
24500 - Security Deposits	203,658.43	203,388.43													
Total Liabilities	230,567.28	225,364.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
PROFIT & LOSS:															
Income:															
Total Income	97,932.26	98,247.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	196,179.68	196,047.36	100.07%
Expense:															
Total Expenses	53,287.54	103,035.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156,322.56	105,531.42	148.13%
Net Ordinary Income	44,644.72	-4,787.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,857.12	90,515.94	44.03%
Other Expense:															
Bad Debt Write Off	0.00	0.00											0.00	0.00	
Roofing Fund Contribution	2,430.00	2,430.00											4,860.00	4,860.00	100.00%

	Nov2025	Dec2025	Jan2026	Feb2026	Mar2026	Apr2026	May2026	Jun2026	Jul2026	Aug2026	Sep2026	Oct2026	FY2026 YTD	Budget YTD	% of Budget YTD
Infrastructure Fund Contribution	833.33	833.33											1,666.66	1,666.66	100.00%
Total Other Expense	3,263.33	3,263.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,526.66	6,526.66	100.00%
90006 - New Roofing Fund Dividend	0.04	2,989.04											2,989.08	0.00	
Net Income	41,381.43	-5,061.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,330.46	83,989.28	251.99%
Aging Report:															
Over 30 Days - Total	3,676.00	1,974.00													
Over 30 Days - Maintenance & Assoc. Fees	1,876.00	1,600.00													
Over 60 Days - Total	1,320.00	3,816.46													
Over 60 Days - Maintenance & Assoc. Fees	1,320.00	1,600.00													
Over 90 Days - Total	100,346.00	97,535.86													
Over 90 Days - Maintenance & Assoc. Fees	34,849.00	48,135.82													
Total	105,342.00	103,326.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total - Maintenance & Assoc. Fees	38,045.00	51,335.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Maintenance Report January 2026

❖ 13 Maintenance cases opened: 12/01/2025 – 12/31/2025

Category	Number of Tickets
Electrical	1
Key	1
Lighting	7
Maintenance	2
Roofing	2
Total	13

13 cases closed:

Category	Number of Tickets
Electrical	1
Key	1
Lighting	7
Maintenance	2
Roofing	2
Total	13

12 cases remain open:

Category	Number of Tickets
Maintenance	3
Painting	7
Plumbing	1
Roofing	1
Total	12

❖ Active maintenance Projects:

- Maintenance has started and completed additional landscaping project
- Maintenance has started painting again in December

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

Security Report for the Month of January 2026

- 12/16/2025 - Police onsite for resident crisis intervention.
 - 12/21/2025 – Resident reported vehicle burglarized early morning.
 - 12/22/2025 - Security reported. a resident identified public decency of a suspicious vehicle parked behind Bldg. & **gunfire** off Deihl Rd. at night and again early morning of 12/23/25 and police called
 - 12/26/2025 - Security reported Harris County Sheriff Office patrolling property (0 incident security call received) & stray dog removed from property.
 - 12/29/2025 – Observation of 2 unleashed miniature dogs on property from a familiar unit rushed to resident walking dog without harm and continued walking unleashed and unaccompanied (est 9:30pm) unable to access video)
 - 12/31/25 – Social Committee hosted the pre-planned New Years event.
 - 01/08/2026 – Resident reported theft of item from unattended/unlocked vehicle, security officer scanned route and no one seen.
 - 01/09/2026 – Resident identified suspicious vehicle with occupants blocking fire lane and security contacted and informed occupants of fire lane/no parking zone and maintain ADA ramp unobstructed (*occupants reported picking up a relative*)
 - 01/11/2026 – Security reported **gunfire** off Deihl Rd and police called.
 - 01/12/2026 – Kudos to Security officer Robert Russell for immediate dispatch response to soliciting enforcement on property as identified by resident. (*Action taken of Aqing entrance no trespassing sign*)
-