



FORREST LAKE TOWNHOUSE ASSOCIATION

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BOARD MEETING AGENDA

February 19, 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:	None
New Business:	Child Parking Lot Safety
Adjourn	

FORREST LAKE TOWNHOUSE ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

FEBRUARY 19, 2026

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

The meeting was called to order at 7:00 pm.

The February 19, 2026 agenda was approved.

The January 15, 2026 meeting minutes were approved January 22, 2026.

SOCIAL COMMITTEE REPORT:

- See attached hereto and made part of these minutes for the February 19, 2026 meeting.

TREASURER'S REPORT:

- See attached hereto and made part of these minutes for the February 19, 2026 meeting.

MAINTENANCE REPORT:

- See attached hereto and made part of these minutes for the February 19, 2026 meeting.

MAINTENANCE REPORT:

- See attached hereto and made part of these minutes for the February 19, 2026 meeting.

LANDSCAPING REPORT:

- Tree trimming will begin in March.

SECURITY REPORT:

- See attached hereto and made part of these minutes for the February 19, 2026 meeting.

OLD BUSINESS:

- None.

NEW BUSINESS:

- Discussed communicating common area safety pertaining children to residents, will draft a memo to be distributed.

The meeting was adjourned at approximately 7:30 pm.

Social Committee Report – February 9, 2026

The Social Committee met on Monday, February 9, 2026 led by Reecie, with members Evie, Patti, Marilyn, Lee, and Sam present. Sherri had a family conflict. Need to ensure that all members approved for this fiscal year's committee have been notified and are included in all of our correspondence.

February game day was attended by a few residents and social committee members. Will continue this activity as social committee has no money involved in it.

New Social Committee locked bulletin board has been hung, and calendar of events posted.

Future events:

February 19th – Mardi Gras Happy Hour; BYOB. King Cake will be served.

March 7th – Game Day; bingo party. Lee will be caller. \$10.00 entry per package of cards.

April 4th – Game Day; Easter weekend.

May 2nd - Game Day

June 5th – combined events of Game Day, hot dog festival, and celebration of 50th anniversary of FLTA completion date.

Lee volunteered to compile a music play list of tunes from the 70s.

Will encourage folks to wear vintage clothing.

Hot dogs have to be purchased, as previous caterer is no longer donating/ catering small events. Need to inventory for condiments, paper goods, etc.

Members volunteered to provide side dishes to augment hot dogs; e.g. chili.

July 4th – holiday; no game day; cancelling our reservation of the club house.

Expense report not verified; an expense not identified. Will contact Manager.

Next meeting is Monday, March 9th

submitted by sam
february 16, 2026

Treasurer's Report for the Month of February 2026

1. Please see the attached Financial Report through January 31, 2026:
 - Total Income (accrued) for the month was \$98,107.50
 - Total Expenses were \$95,413.35
 - Accounts Payable was \$14,989.10
 - 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 \$2,694.25
 - The budget performance for the fiscal year is
 - Total Income \$294,287.10
 - Total Expenses \$252,626.68
 - 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 \$65,406.21
 - Savings account \$202,465.19
 - Infrastructure Fund \$3282.90
 - Undeposited Funds \$10,000.00
 - Roofing Fund Savings account \$12,130.45
 - Share account and Roofing Fund CDs \$5.00 and \$340,645.40 are respectively, yielding a total for the Roofing Funds of \$369,052.68
 - Accounts Receivable \$132,436.28
4. Attached is the Late Payment & Fines Report for February 2026. 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 January and February. 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	65,406.21												
17500 - Wells Fargo (savings)	202,461.75	202,463.47	202,465.19												
Total Checking/Savings	263,980.39	250,419.48	267,871.40	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	108,836.28												
Other Current Assets:															
11600 - Infrastructure Fund	3,282.84	3,282.87	3,282.90												
14990 - Undeposited Funds	10,000.00	9,200.00	10,000.00												
18000 - Wells Fargo New Roofing Fund	12,130.24	12,130.35	12,130.45												
18500 - Greater Texas CD (60 month)	52,690.17	53,233.45	53,233.45												
18520 - Greater Texas CD (60 month)	52,530.59	53,116.38	53,116.38												
18530 - Greater Texas CD (60 month)	71,176.10	71,909.99	71,909.99												
18540 - Greater Texas CD (60 month)	46,492.29	46,961.09	46,961.09												
18545 - Greater Texas CD (60 month)	46,299.92	46,703.13	46,703.13												
18546 - Greater Texas CD (60 month)	22,694.63	22,740.44	22,740.44												
18547 - Greater Texas CD (60 month)	48,761.70	48,969.85	48,969.85												
18550 - Greater Texas Share Account	5.00	5.00	5.00												
Total Other Current Assets	366,063.48	368,252.55	369,052.68	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	745,760.36	0.00	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	14,989.10												
21600 - Maintenance Fees Paid In Advance	20,270.00	21,600.00	23,600.00												
24500 - Security Deposits	203,658.43	203,388.43	203,498.43												
Total Liabilities	230,567.28	225,364.73	242,087.53	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:															
41000 - Maintenance Fees	97,200.00	97,200.00	97,200.00										291,600.00	291,600.00	100.00%
Total Income	97,932.26	98,247.42	98,107.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	294,287.18	296,541.84	99.24%
Expense:															
Total Expenses	53,287.54	103,035.02	95,413.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	251,735.91	309,644.06	81.30%
Net Ordinary Income	44,644.72	-4,787.60	2,694.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,551.27	-13,102.22	-324.76%
Other Expense:															
Bad Debt Write Off	0.00	0.00											0.00	0.00	

	Nov2025	Dec2025	Jan2026	Feb2026	Mar2026	Apr2026	May2026	Jun2026	Jul2026	Aug2026	Sep2026	Oct2026	FY2026 YTD	Budget YTD	% of Budget YTD
Roofing Fund Contribution	2,430.00	2,430.00	2,430.00										7,290.00	7,290.00	100.00%
Infrastructure Fund Contribution	833.33	833.33	833.33										2,499.99	2,499.99	100.00%
Total Other Expense	3,263.33	3,263.33	3,263.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,789.99	9,789.99	100.00%
90006 - New Roofing Fund Dividend	0.04	2,989.04	0.00										2,989.08	0.00	
Net Income	41,381.43	-5,061.89	-569.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,761.28	-22,892.21	-69.88%
Aging Report:															
Over 30 Days - Total	3,676.00	1,974.00	584.96												
Over 30 Days - Maintenance & Assoc. Fees	1,876.00	1,600.00	2,073.00												
Over 60 Days - Total	1,320.00	3,816.46	2,309.00												
Over 60 Days - Maintenance & Assoc. Fees	1,320.00	1,600.00	1,320.00												
Over 90 Days - Total	100,346.00	97,535.86	102,727.32												
Over 90 Days - Maintenance & Assoc. Fees	34,849.00	48,135.82	34,849.82												
Total	105,342.00	103,326.32	105,621.28	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	38,242.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

Maintenance Report February 2026

❖ 13 Maintenance cases opened: 1/01/2026 – 1/31/2026

Category	Number of Tickets
Maintenance	6
Pest Control	1
Plumbing	4
Roofing	2
Total	13

28 cases closed:

Category	Number of Tickets
Gutters	1
Key	2
Lighting	5
Maintenance	9
Painting	4
Pest Control	1
Plumbing	4
Roofing	2
Total	28

5 cases remain open:

Category	Number of Tickets
Painting	4
Roofing	1
Total	5

❖ Active maintenance Projects:

- 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 February 2026

- 01/14/2026 – parking citation issued (vehicle parked behind carport)
 - 01/16/2026 – **gunfire** at condos next door resulted news broadcasting deadly incident (<https://abc13.com/post/woman-shot-death-3-children-were-inside-apartment-tidwell-northwest-houston-police-say/18418549/>)
 - 01/18/2026 – resident provider formal recognition to s/o Russell Kudos service
Security issued numerous parking violations and one resident speeding warning
 - 01/20/2026 – EMS on site
 - 01/21/2026 – Resident reported porch pirate (confirmed details provided to resident). Resident with pet observed in mailroom – unprohibited as door entry sign displays
 - 01/22/2026 – Security & I observed property fence damage along condo line and confirmed damage was done by porch pirate (surveillance conducted). Parking citation issued
 - 02/02/2026 -Resident concerned of children's safety that caused property landscape damage.
 - 02/04/2026 -Residents, Security, and I observed 3 youth riding electric scooters at a high rate of speed disregarding stop signs.
 - 02/06/2026 – 2 unknown individuals escorted from pool by security as reported by a few number of residents as one approached and asked "where was the hot tub"
 - 02/07/2026 – Fire Truck and EMS on site. Resident reported 2 children playing with a knife (security advised was a toy knife) & 2 parking citations issued.
 - 02/08/2026 – Residents, Security, and I observed repeated 3 youth riding electric scooters at a high rate of speed disregarding stop signs
 - 02/10/2026 - Resident, office and maintenance manager report 4 males in pool area playing football, unsupervised – security enforced pool rules Multiple residents informed Security of 3 stray dogs who called animal control except it was closed. Security and I made a partial successful attempt to exit dogs from property until the lake.
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- 02/11/2026 – HPD non-emergency office dispatched regarding under bridge homeless regarding possible stays on property. Security delivered resident found mailbox key.
- 02/12/2026 – Security and I assisted visitor whom fell at upon sidewalk curb as approaching visiting resident sidewalk.
- 02/13/2026 - Parking violation citation issued and resident later approached Security with vulgar language.

