



FORREST LAKE TOWNHOUSE ASSOCIATION

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BOARD MEETING AGENDA

JUNE 17TH, 2021

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:	REVIEW OF LANDSCAPING CONTRACT
NEW BUSINESS:	REVIEW TRASH COLLECTION CONTRACT ROOFER AND SHEET ROCK REPAIR CONTRACTOR MASS COMMUNICATION OF POOL RULES NEWS LETTER LEGISLATIVE UPDATE
ADJOURN	

FORREST LAKE TOWNHOUSE ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
June 17th, 2021

BOARD MEETING:

PRESENT: Sam Gotsdiner, Philip Salerno, Cyntia Villanueva, and Bob DeCesare

Philip called the meeting to order at 7:02 pm

The agenda was approved as amended to include additional items in new business and one item in new business was removed.

The April meeting minutes were approved electronically on May 25th, 2021

SOCIAL COMMITTEE:

- See attached report hereto and made part of these minutes made for the June 2021 meeting

TREASURER:

- See attached report hereto and made part of these minutes made for the June 2021 meeting.

MAINTENANCE:

- See attached report hereto and made part of these minutes made for the June 2021 meeting

LANDSCAPING:

- See attached report hereto and made part of these minutes made for the June 2021 meeting

SECURITY:

- See attached report hereto and made part of these minutes made for the June 2021 meeting

OLD BUSINESS:

- Bob reported his review of landscaping contract and is soliciting bids from other vendors.

NEW BUSINESS: trash collection contract and he found that there is no other trash company in the Houston area that performs curbside trash collection. Therefore, we will continue to work with the existing vendor.

- Bob has obtained bids from a replacement roofing vendor and they are repairing one unit as a pilot. If they perform well, then we will proceed with the list of units that needs their roofs repaired. We will not contact the original roofing company as the warranty expires in a few months and they have not been willing to stand by their warranty. Once all of the roof repairs are made, we will contract with a company to perform the needed sheet rock repair.
- Bob has updated the Pool Rules and included missing items and the updated rules have been distributed on the carport clips.

- Sa, reported that she will completing the work on the newsletter to be sent out next week
- Philip will contact the Association attorney about issues about short-term rentals of units; e.g., Airbnb and Vrbo and the addition of language to the By-Laws explicitly prohibiting short term rentals
- The addition of Keith Russell to the Social Committee was approved by the board.
- Philip will contact the City of Houston 911 operations center to present the new features available to callers of 911.

The meeting was adjourned at 7:42 pm

Social Committee Report June 2021

The social committee met Tuesday evening June 15 in the clubhouse.

We discussed plans for the pool party scheduled for July 17 7-10 pm., Complete with Karaoke.

We also discussed other upcoming events including having the ice cream truck again, casino night, tree decorating party and a New Year's Eve party.

The Social Committee is requesting the board to approve the addition of Keith Russell.

Respectfully submitted,
Jeannie Hughes
Social Committee Co-chair

Treasurer's Report for the Month of June 2021

1. Please see the attached Financial Report through May 2021. The Total Income (accrued) for the month was \$87,337.71, Total Expenses were \$78,466.64, and there was \$0 in Accounts Payable. \$2430.00 was transferred to the Roofing Fund and \$1250.00 was transferred to the Infrastructure Fund. This yielded a Net Accrual Income of \$5191.14 after the transfers to the Funds. The budget performance for the fiscal year is Total Income at 100.57%; Total Expenses at 97.89%; and, Net Accrual Income at 14.48% indicating that we are below the approved budget.
2. The account aging continues to fluctuate from month to month with the over 30 days increased, over 60 days significantly decreased, and over 90 days increased from the previous month.
3. As of May 31, 2021, the balance of the checking account is \$61,892.30; savings account is \$122,122.46; Infrastructure Fund is \$4614.51; Undeposited Funds is \$10,005.00; Roofing Fund Savings account is \$10,479.70; and, the Share account and Roofing Fund CDs at the credit union are \$5.00 and \$167,161.75 respectively. We have \$39,813.00 in Accounts Receivable.
4. Attached is the Late Payment & Fines Report for June 2021. The two accounts in arrears have been processed for foreclosure and one of them appears to be coming up for sale.
5. Reminder letters were sent to homeowners whose policies expire in June and July and we continue working with those homeowners to gain compliance.
6. We have multiple homeowners who are leasing their townhouses that are not in compliance with the Leasing Resolution. We continue working those homeowners to gain compliance but this has been delayed due to the vacancy of the general manager position.
7. Capital Projects:
 - Replacement Trees, Shrubs, & Bushes, Dirt & Sod: See Landscaping report
 - Lake Bulkhead: Originally scheduled for January-February but has been delayed due to availability of materials.
 - New Well & Existing Well Pump upgrade: Completed
 - Security Cameras Upgrade: Completed
 - Tennis Courts Lights to LED: Scheduled for January but has been delayed.
 - Clubhouse A/C Replacement: Completed
 - Concrete repair/replacement: Completed
8. City of Houston Recycle Centers – Effective July 1, 2021 the City of Houston recycle centers will be open six days a week instead of five days a week.
9. A number of homeowners who pay the monthly maintenance fees by a bank issued and mailed checks were returned this month due to issues with substitute letter carriers. All homeowners are encouraged to use the BillandPay.com web site to make their monthly maintenance fee payments. We are waiving the late fees for those homeowners who can show proof that their mailed payments were returned this month only.

	Nov2020	Dec2020	Jan2021	Feb2021	Mar2021	Apr2021	May2021	Jun2021	Jul2021	Aug2021	Sep2021	Oct2021	FY2021 YTD	Budget YTD	% of Budget YTD
Assets:															
1072 - Bill.com Money Out Clearing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
17000 - Wells Fargo (checking)	77,875.97	100,572.79	62,235.24	62,335.18	66,865.76	67,928.09	61,892.30								
17500 - Wells Fargo (savings)	122,116.37	122,117.41	122,118.45	122,119.38	122,120.42	122,121.43	122,122.46								
Total Checking/Savings	199,992.34	222,690.20	184,353.69	184,454.56	188,986.18	190,049.52	184,014.76	0.00	0.00	0.00	0.00	0.00			
Accounts Receivable	36,516.00	38,943.00	38,176.00	41,597.00	36,564.00	38,499.00	39,813.00								
Other Current Assets:															
11600 - Infrastructure Fund	8,620.53	8,894.69	7,927.28	9,177.35	10,427.43	5,679.46	4,614.51								
14990 - Undeposited Funds	6,210.00	6,900.00	8,800.00	3,965.00	4,830.00	8,970.00	10,005.00								
18000 - Wells Fargo New Roofing Fund	17,798.73	20,228.88	22,659.06	25,089.24	27,519.46	8,049.63	10,479.70								
18500 - Greater Texas CD (60 month)	24,859.54	25,029.91	25,029.91	25,029.91	25,197.72	25,197.72	25,197.72								
18510 - Greater Texas CD (60 month)	14,982.80	15,013.05	15,013.05	15,013.05	15,042.70	15,042.70	15,042.70								
18520 - Greater Texas CD (60 month)	21,040.32	21,150.89	21,150.89	21,150.89	21,259.63	21,259.63	21,259.63								
18530 - Greater Texas CD (60 month)	61,218.34	61,540.06	61,540.06	61,540.06	61,856.44	61,856.44	61,856.44								
18540 - Greater Texas CD (60 month)	22,386.26	22,526.08	22,526.08	22,526.08	22,663.66	22,663.66	22,663.66								
18545 - Greater Texas CD (60 month)	21,841.70	21,901.76	21,901.76	21,901.76	21,960.68	21,960.68	21,960.68								
18546 - Greater Texas CD (60 month)	0.00	0.00	0.00	0.00	0.00	21,900.00	21,900.00								
18550 - Greater Texas Share Account	5.00	5.00	5.00	5.00	5.00	5.00	5.00								
Total Other Current Assets	198,963.22	203,190.32	206,553.09	205,398.34	210,762.72	212,584.92	214,985.04	0.00	0.00	0.00	0.00	0.00			
Other Assets:															
11650 - Water Deposit	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00								
Total Assets	436,471.56	465,823.52	429,082.78	431,449.90	436,312.90	441,133.44	438,812.80	0.00	0.00	0.00	0.00	0.00			
Liabilities:															
12000 - Accounts Payable	308.00	0.00	9,377.70	23,634.40	8,700.93	2,565.78	0.00								
21600 - Maintenance Fees Paid In Advance	19,217.85	22,924.85	31,080.85	20,763.85	29,192.85	34,173.85	28,320.85								
24500 - Security Deposits	175,913.20	175,913.20	176,603.20	177,293.20	177,293.20	177,573.20	176,283.20								
Total Liabilities	195,439.05	198,838.05	217,061.75	221,691.45	215,186.98	214,312.83	204,604.05	0.00	0.00	0.00	0.00	0.00			
PROFIT & LOSS:															
Income:															
Total Income	84,638.49	84,812.81	87,176.32	84,204.54	85,215.71	92,559.75	87,337.71	0.00	0.00	0.00	0.00	0.00	605,945.33	602,537.30	100.57%
Expense:															
Total Expenses	66,479.50	58,716.88	139,923.46	85,090.30	66,594.54	88,967.20	78,466.64	0.00	0.00	0.00	0.00	0.00	584,238.52	596,806.39	97.89%
Net Ordinary Income	18,158.99	26,095.93	-52,747.14	-885.76	18,621.17	3,592.55	8,871.07	0.00	0.00	0.00	0.00	0.00	21,706.81	5,730.91	378.77%

	Nov2020	Dec2020	Jan2021	Feb2021	Mar2021	Apr2021	May2021	Jun2021	Jul2021	Aug2021	Sep2021	Oct2021	FY2021 YTD	Budget YTD	% of Budget YTD
Other Income/Expense:															
Other Income:															
90006 - New Roofing Fund Dividend	0.13	832.94	0.18	0.18	819.30	0.17	0.07						1,652.97		
Total Other Income	0.13	832.94	0.18	0.18	819.30	0.17	0.07	0.00	0.00	0.00	0.00	0.00	1,652.97		
Other Expense:															
Bad Debt Write Off	0.00	0.00	0.00	382.00	118.00	0.00	0.00						500.00	0.00	
Roofing Fund Contribution	2,430.00	2,430.00	2,430.00	2,430.00	2,430.00	2,430.00	2,430.00						17,010.00	17,010.00	100.00%
Infrastructure Fund Contribution	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00						8,750.00	8,750.00	100.00%
Total Other Expense	3,680.00	3,680.00	3,680.00	4,062.00	3,798.00	3,680.00	3,680.00	0.00	0.00	0.00	0.00	0.00	26,260.00	25,760.00	101.94%
Net Other Income/Expense	-3,679.87	-2,847.06	-3,679.82	-4,061.82	-2,978.70	-3,679.83	-3,679.93	0.00	0.00	0.00	0.00	0.00	-24,607.03		
Net Income	14,479.12	23,248.87	-56,426.96	-4,947.58	15,642.47	-87.28	5,191.14	0.00	0.00	0.00	0.00	0.00	-2,900.22	-20,029.09	14.48%
Aging Report:															
Over 30 Days	1,554.00	2,123.00	0.00	2,157.00	758.00	1,096.00	1,371.00								
Over 60 Days	963.00	68.00	1,723.00	1,035.00	894.00	758.00	102.00								
Over 90 Days	30,730.00	32,392.00	33,695.00	32,968.00	33,147.00	34,041.00	35,759.00								
Total	33,247.00	34,583.00	35,418.00	36,160.00	34,799.00	35,895.00	37,232.00	0.00	0.00	0.00	0.00	0.00			

Maintenance Report June 2021

- ❖ 37 Maintenance case opened 05/01/2021 – 05/31/2021
 - Carport 1
 - Gutters 4
 - Irrigation 2
 - Keys 2
 - Lake 1
 - Landscaping 7
 - Lighting 5
 - Maintenance 10
 - Miscellaneous 1
 - Painting 1
 - Plumbing 1
 - Social 2

- ❖ 42 cases closed
 - Carport 1
 - Fencing 1
 - Gutters 7
 - Irrigation 2
 - Keys 2
 - Lake 1
 - Landscaping 7
 - Lighting 5
 - Maintenance 11
 - Miscellaneous 1
 - Painting 1
 - Plumbing 1
 - Social 2

- ❖ 5 Remain open:
 - Maintenance 3
 - Painting 2

- ❖ Active maintenance Projects:
 - Lake bulkhead replacement

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

Landscape Report for the Month of June 2021

Recovery from winter storm Uri continuing. Proposal from Sicola was reviewed and recommendations, additions submitted to them. As promised, money was transferred to landscaping account to provide for additional purchasing of plants and bushes, tilling of soil and mulch. Final receipt of proposal expected by June Board meeting, for acceptance vote; planting to commence soon after approval.

Telephone discussion with Mr. Sicola was followed up with discussions with onsite crew boss to address issues and complaints submitted. Some were on-going, e.g. debris not always bagged and taken away after lawn was mowed, some appeared to be one-time issue, debris not moved from clubhouse. Provided a list of these and met with him a second time.

All money not yet allocated for plants/bushes; new additions identified, so expect to use all funds prior to the end of our fiscal year.

Several emails requesting information, a couple of complaints were answered. No new ACC/plans received this month.

Any landscaping issues or questions may be submitted to our Forrest Lake Landscape Electronic Mail Box, at landscaping@forrestlake.com

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landscaping@forrestlake.com

Security Report for the Month of June 2021

- EMS called to property 5/26, 6/5, 6/6
- Parking violations recorded on 6/4
- Security team has moved to summer hours
- Many thanks to homeowners who have been consistently calling 911 to report issues on the property. Because of the increased calls, HPD had substantially increased its patrol of the FLTH property.