FORREST LAKE TOWNHOUSE ASSOCIATION
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BOARD MEETING AGENDA

June 19, 2025

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:	Security RFP Security Contract
New Business:	None

Adjourn

FORREST LAKE TOWNHOUSE ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

JUNE 19,2025

PRESENT: Philip Salerno, Brook Baker, Jeff Weller, Pam Meerbrey, Kay Edwards

The meeting was called to order at 7:03 pm.

The June 19, 2025 agenda was approved.

The May 15, 2025 meeting minutes were approved electronically on May 20, 2025.

SOCIAL COMMITTEE REPORT:

- See attached report hereto and made part of these minutes for the June 19, 2025 meeting.

TREASURER REPORT:

- See attached report hereto and made part of these minutes for the June 19, 2015 meeting.

MAINTENANCE REPORT:

- See attached report hereto and made part of these minutes for the June 19, 2025 meeting.

LANDSCAPING REPORT:

- None

SECURITY REPORT:

- See attached report hereto and made part of these minutes for the June 19, 2025 meeting.

OLD BUSINESS

- Reviewed Security RFP
- Voted and approved new security contract.

NEW BUSINESS

- None

The meeting was adjourned at approximately 7:53 pm.

Social Committee Report – June 2025

The Social Committee met on Monday, June 9, 2025 led by Reecie, with members Evie, Patti, Marilyn, Lee, and Sam present

Game Day planned in June had to be cancelled due to scheduling SNAFU. Rescheduled for Sunday, August 3rd in conjunction with our Hot Dog Fest. Will be serving hot dogs from 2:00 – 3:00 p.m. followed by community bingo party from 3:00 – 5:00 p.m. Residents are encouraged to bring side dishes for these events.

Evie exploring the cost of purchasing 75 kosher hot dogs at Costco. Other items to be purchased include buns, catsup, mustard, relish.

Lee will be our chef using a grill loaned to us by residents of TH 109.

The possibility of holding an open session to invite candidates running for election to the Board to meet with residents who would share their desire to work on the Board. Another purpose of this session would be to share the committees we have so that residents might become involved in the activities of FL. Further discussion of this will occur at our next social committee meeting.

Approximately $1850.00 remain in our budget for activities this fiscal year; expenses must be submitted for reimbursement and paid NLT October 31, 2025.

submitted by sam
june 16, 2025

Treasurer's Report for the Month of June 2025

1. Please see the attached Financial Report through May 31, 2025:
   - Total Income (accrued) for the month was $104,997.14
   - Total Expenses were $138,496.70
   - Accounts Payable was $14,337.11
   - Roofing Fund transfer was $2430.00 and the Infrastructure Fund transfer was $833.33
   - This yielded a Net Accrual Income of -$36,762.73 after the transfers to the Funds
   - The budget performance for the fiscal year is Total Income at 102.87%
   - Total Expenses at 93.41%
   - Net Accrual Income at -67.48% indicating that we are below the approved budget.

2. The account aging continues to fluctuate from month to month with the over 30 days and over 60 days decreased, and over 90 days increased from the previous month.

3. As of May 31, 2025, the balances are:
   - Checking account is $55,123.75
   - Savings account is $182,452.28
   - Infrastructure Fund is $349.11
   - Undeposited Funds is $16,040.00
   - Roofing Fund Savings account is $20,459.67
   - Share account and Roofing Fund CDs at the credit union are $5.00 and $312,187.02 respectively, yielding a total for the Roofing Funds of $332,646.69
   - Accounts Receivable is $99,211.76.

4. Attached is the Late Payment & Fines Report for June 2025. There are multiple owners not in compliance with the Proof of Insurance Resolution as indicated on the Fines tab. Foreclosures are proceeding with three homeowners with foreclosure approved by the court but delayed for 60 days.

5. Reminder letters were sent to homeowners whose insurance policies expire in June & July. 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. Those owners that are not within compliance by the next board meeting will be submitted for a $100/day fine and an Administrative Fee of $25.

7. Capital Projects for the fiscal year are:
   - Security Cameras, movement of the license plate camera, and upgrade to the recording system - completed
   - Annual tree trimming project – obtaining quotes
   - Phase II of the landscape project – has begun and paused for the Winter.
   - Two water spray bars for lake – completed
   - Install speed bumps between buildings with cross walk – has begun

8. Of the 29 bills in the recent legislative session that might have affected Forrest Lake, only four bills were signed into law. They are as follows:

- HB 431 clarified that a solar energy device includes solar roof tile.
- SB 2629 allows for property owners' association meetings to be held by any means of communication including electronic and telephonic means as provided for in Section 6.002 of the Texas Business Organizations Code.
- SB 1567 includes changes to the authority of home-rule municipalities with the State of Texas to regulate the occupancy of dwelling units. None of the changes in the Section 211 of the Texas Local Government Code affect neither the Forrest Lake Townhouse Association Owner Occupancy Amendment nor the Leasing Resolution.
- HB 621 includes changes Chapter 202 of the Texas Property Code regarding the authority of property owners' associations regulation of the assembly, association, and speech of property owners or residents related to governmental officials or candidates for political office. There are no changes affecting the Forrest Lake Townhouse Association renting of the clubhouse.

9. The CPA firm will no longer be supporting QuickBooks and so we will be migrating to a new system in the next couple of months. This will require the general manager and myself to be trained on the new system and many updates to the Procedure Manual. The account histories will not be migrated to the new system, so we will continue to use the QuickBooks desktop version, that we recently paid for the subscription, on the office computer and generate paper versions of the account histories so that we can have access them. As the vendor data for 2025 will end up in two different accounting systems, the CPA firm has agreed to generate the 1099's for CY2025 at no charge to Forrest Lake. After that, the Board will have to decide going forward whether to pay the CPA firm to generate the 1099's or return to Forrest Lake generating them as we have in recent years.

10. The Board needs to schedule the annual planning meeting in August or merely send the project requests to the treasurer.

	Nov2024	Dec2024	Jan2025	Feb2025	Mar2025	Apr2025	May2025	Jun2025	Jul2025	Aug2025	Sep2025	Oct2025	FY2025 YTD	Budget YTD	% of Budget YTD
Assets:															
17000 · Wells Fargo (checking)	46,961.27	23,075.64	43,240.23	45,062.79	60,702.69	81,556.88	55,123.75								
17500 · Wells Fargo (savings)	182,443.18	182,444.73	182,446.28	182,447.68	182,449.23	182,450.73	182,452.28								
Total Checking/Savings	229,404.45	205,520.37	225,686.51	227,510.47	243,151.92	264,007.61	237,576.03	0.00	0.00	0.00	0.00	0.00			
Accounts Receivable	71,455.25	77,460.96	85,954.96	88,533.46	92,544.61	95,425.61	99,211.76								
Other Current Assets:															
11600 - Infrastructure Fund	1,100.40	1,933.74	2,767.08	3,600.44	4,323.14	4,115.75	349.11								
14990 - Undeposited Funds	11,174.00	11,754.00	10,825.00	11,615.00	11,051.00	9,200.00	16,040.00								
18000 · Wells Fargo New Roofing Fund	6,490.65	8,920.71	11,350.79	13,780.88	15,956.22	18,119.51	20,459.67								
18500 - Greater Texas CD (60 month)	50,588.85	51,110.46	51,110.46	51,110.46	51,625.94	51,625.94	51,625.94								
18520 - Greater Texas CD (60 month)	50,269.49	50,830.07	50,830.07	50,830.07	51,385.51	51,385.51	51,385.51								
18530 - Greater Texas CD (60 month)	68,337.54	69,042.16	69,042.16	69,042.16	69,738.49	69,738.49	69,738.49								
18540 - Greater Texas CD (60 month)	44,759.53	45,083.56	45,083.56	45,083.56	45,543.19	45,543.19	45,543.19								
18545 - Greater Texas CD (60 month)	22,815.48	22,878.25	22,878.25	22,878.25	22,939.82	22,939.82	22,939.82								
18546 - Greater Texas CD (60 month)	22,513.80	22,559.24	22,559.24	22,559.24	22,603.78	22,603.78	22,603.78								
18547 - Greater Texas CD (60 month)	47,944.57	48,149.23	48,149.23	48,149.23	48,350.29	48,350.29	48,350.29								
18550 - Greater Texas Share Account	5.00	5.00	5.00	5.00	5.00	5.00	5.00								
Total Other Current Assets	325,999.31	332,266.42	334,600.84	338,654.29	343,522.38	343,627.28	349,040.80	0.00	0.00	0.00	0.00	0.00			
Total Assets	**626,859.01**	**615,247.75**	**646,242.31**	**654,698.22**	**679,218.91**	**703,060.50**	**685,828.59**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**			
Liabilities:															
12000 - Accounts Payable	0.00	1,314.00	3,757.50	3,398.56	508.64	0.00	14,337.11								
21600 - Maintenance Fees Paid In Advance	18,694.00	20,471.00	19,111.00	18,686.00	22,721.00	17,916.00	21,521.00								
24500 - Security Deposits	196,393.20	197,653.20	198,403.20	198,403.20	199,463.20	199,943.43	200,198.43								
Total Liabilities	**215,087.20**	**219,438.20**	**221,271.70**	**220,487.76**	**222,692.84**	**217,859.43**	**236,056.54**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**			
PROFIT & LOSS:															
Income:															
Total Income	**97,485.97**	**96,671.63**	**101,296.53**	**95,046.86**	**100,567.69**	**101,887.83**	**104,997.14**	**882.00**	**0.00**	**0.00**	**0.00**	**0.00**	**698,835.65**	**678,507.07**	**103.00%**
Expense:															
Total Expenses	**87,782.98**	**115,056.11**	**74,927.48**	**83,016.72**	**80,456.81**	**69,108.99**	**138,496.70**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**648,845.79**	**694,584.82**	**93.41%**
Net Ordinary Income	**9,702.99**	**-18,384.48**	**26,369.05**	**12,030.14**	**20,110.88**	**32,778.84**	**-33,499.56**	**882.00**	**0.00**	**0.00**	**0.00**	**0.00**	**49,989.86**	**-16,077.75**	**-310.93%**
Other Expense:															
Bad Debt Write Off	0.00	0.00	0.00	0.00	0.00	0.00	0.00						**0.00**	**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%**

	Nov2024	Dec2024	Jan2025	Feb2025	Mar2025	Apr2025	May2025	Jun2025	Jul2025	Aug2025	Sep2025	Oct2025	FY2025 YTD	Budget YTD	% of Budget YTD
Infrastructure Fund Contribution	833.33	833.33	833.33	833.33	833.33	833.33	833.33						5,833.31	5,833.31	100.00%
Total Other Expense	**3,263.33**	**3,263.33**	**3,263.33**	**3,263.33**	**3,263.33**	**3,263.33**	**3,263.33**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**22,843.31**	**22,843.31**	**100.00%**
90006 - New Roofing Fund Dividend	0.04	2,423.77	0.08	0.09	2,533.17	0.14	0.16						4,957.45		
Net Income	**6,439.70**	**-19,224.04**	**23,105.80**	**8,766.90**	**19,380.72**	**29,515.65**	**-36,762.73**	**882.00**	**0.00**	**0.00**	**0.00**	**0.00**	**27,146.55**	**-38,921.06**	**-69.75%**
Aging Report:															
Over 30 Days - Total	8,369.00	5,308.00	5,095.71	5,736.00	6,524.50	4,213.15	3,472.00								
Over 30 Days - Maintenance & Assoc. Fees	861.00	861.00	928.00	1,320.00	2,310.00	2,280.00	1,800.00								
Over 60 Days - Total	3,586.00	7,284.00	5,805.00	6,220.71	5,236.00	6,227.50	2,326.15								
Over 60 Days - Maintenance & Assoc. Fees	1,009.00	861.00	861.00	1,273.00	1,320.00	1,835.00	2,230.00								
Over 90 Days - Total	52,381.25	56,717.25	64,264.25	68,747.25	74,945.96	80,144.96	86,597.46								
Over 90 Days - Maintenance & Assoc. Fees	6,257.25	15,612.46	13,203.00	14,428.00	16,147.00	16,128.00	17,342.00								
Total	**64,336.25**	**69,309.25**	**75,164.96**	**80,703.96**	**86,706.46**	**90,585.61**	**92,395.61**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**			
Total - Maintenance & Assoc. Fees	**8,127.25**	**17,334.46**	**14,992.00**	**17,021.00**	**19,777.00**	**20,243.00**	**21,372.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**			

Maintenance Report June 2025

- 7 Maintenance cases opened: **05/01/2024 – 05/31/2024**

Category	Number of Tickets
Gutters	1
Irrigation	1
Lighting	3
Maintenance	1
Plumbing	1
Total	7

6 cases closed:

Category	Number of Tickets
Gutters	1
Irrigation	1
Lighting	3
Plumbing	1
Total	6

13 cases remain open:

Category	Number of Tickets
Fencing	1
Landscaping	1
Maintenance	9
Plumbing	1
Roofing	1
Total	13

- Active maintenance Projects:
  - Maintenance installed water spray bars in the lake
  - Maintenance installed speed bumps between Buildings 26 - 27 but awaiting painting of crosswalk
  - Maintenance completed the yearly concrete project

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

Security Report for the Month of June 2025

- 05-28-2025 – A resident reported repeated disturbances involving their birdbath. On two occasions a rock was placed inside of the birdbath. On a third occasion an elephant ear lead was placed inside the birdbath. Security and I was notified about the birdbath, and I suggested to the resident that she notify the office about the incident. The resident found out the person who placed the rock and elephant ear in their birdbath, but the resident refuse to report the person as I suggested they should report.
- 06-05-2025 – A resident reported the theft of a gray hand dolly from the rea, unsecured bed of the truck. The incident is believed to have occurred overnight between June 4th and June 5TH.
- 06-8-2025. Security reported two males walking onto Lumberdale Rd and walked off property when they saw security near the guard shack.
- 06-08-2025 – 06-19-2025 No DARS report received.