FORREST LAKE TOWNHOUSE ASSOCIATION
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BOARD MEETING AGENDA

July 17, 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:	None
New Business:	None

Adjourn

FORREST LAKE TOWNHOUSE ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

JULY 17, 2025

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

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

The June 27, 2025 meeting minutes were approved.

The July 17, 2025 agenda was amended to include tree-trimming estimates under New Business.

SOCIAL COMMITTEE:

- See attached report hereto and made part of these minutes for the July 17, 2025 meeting.

TREASURER REPORT:

- See attached report hereto and made part of these minutes for the July 17, 2025 meeting.

MAINTENANCE REPORT:

- See attached report hereto and made part of these minutes for the July 17, 2025 meeting.

LANDSCAPING REPORT:

- No report.

SECURITY:

- See attached report hereto and made part of these minutes for the July 17, 2025 meeting.

OLD BUSINESS:

- None.

NEW BUSINESS:

- Discussed and approved tree-trimming contract.

Meeting was adjourned at 7:52 pm.

Social Committee Report – July 2025

The Social Committee met on Monday, July 14, 2025 led by Reecie, with members Evie, Patti, Marilyn, Lee, Sherri, and Sam present

Sunday, August 3rd we will have our Hot Dog Fest from 2:00 – 3:00pm.This will be followed by our second game day, a bingo party from 3:00 – 5:00 p.m. Residents are encouraged to bring side dishes and their own adult beverages for these events. Children **must** be accompanied by a parent for these events.

Hot Dogs being obtained through a generous vendor. Other items, such as buns, and condiments (catsup, mustard, relish, and sternos cans will be purchased by Reecie.

Sherri offered to cook the hot dogs and Marilyn offered her assistance.

Bingo fest to begin at 3:00pm. Lee will be the caller for this event.

Patti will do "yard signs" to advertise the two events for August 3rd; Evie will put information on the Face Book pages.

Bingo cards are $10.00 a piece. Sam will provide sign-in sheets so we may track attendance.

We are going to sponsor a "door prize" to entice residents to attend the annual meeting in October. Patti offered to put the basket together; final budget not set yet.

Future events:
--next game day on Saturday, September 6th, from 2-5 pm.
--meet the candidates as separate event, or possibly in conjunction with the September game day; would also provide an opportunity to share information about committees that serve Forrest Lake.
-- CPR training available for residents
-- self defense classes… may be available through city or county community centers.

No first aid kit, no AED in the clubhouse. The Social Committee respectively suggests that the HOA purchase these items. The new AEDs have audio instructions on the use of the device. Also suggest that we ask the vendor to provide training to Board members, Social Committee members, Office Manager, other staff, and perhaps for other residents.

submitted by sam
July 15, 2025

Treasurer's Report for the Month of July 2025

1. Please see the attached Financial Report through June 30, 2025:
   - Total Income (accrued) for the month was $101,559.06
   - Total Expenses were $82,440.04
   - Accounts Payable was $0
   - Roofing Fund transfer was $2430.00 and the Infrastructure Fund transfer was $833.33
   - This yielded a Net Accrual Income of $18,441.52 after the transfers to the Funds
   - The budget performance for the fiscal year is Total Income at 102.86%
   - Total Expenses at 93.71%
   - Net Accrual Income at -144.56% indicating that we are below the approved budget.

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

3. As of June 30, 2025, the balances are:
   - Checking account is $54,717.67
   - Savings account is $182,453.78
   - Infrastructure Fund is $300.44
   - Undeposited Funds is $12,750.00
   - Roofing Fund Savings account is $22,979.84
   - Share account and Roofing Fund CDs at the credit union are $5.00 and $314,771.68 respectively, yielding a total for the Roofing Funds of $337,751.52
   - Accounts Receivable is $104,129.92.

4. Attached is the Late Payment & Fines Report for July 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 July & August. 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 – quotes obtained pending vote by Board
   - 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. The migration from QuickBooks to Xero has begun with an initial overview of Xero. The CPA firm has agreed to maintain a copy of the QuickBooks on their system for use as

needed. We will proceed with capturing the account histories of each homeowner account and store those and associate the histories in Xero. It also has the ability to develop templates for letters, so there is a possibility that we will be able to generate some of our letters to homeowners within Xero instead of the current MS Excel/Word letter merge functionality. The test account will begin soon to prepare for the migration and identification of the functionality and how we will use it.

9. The Board needs to schedule the annual planning meeting in August.

10. Members of the Association that wish to serve on either the Nominating Committee or the Elections Committee may submit their names to the office not later than August 14, 2025.

	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	54,717.67							
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	182,453.78							
Total Checking/Savings	229,404.45	205,520.37	225,686.51	227,510.47	243,151.92	264,007.61	237,576.03	237,171.45	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	104,129.92							
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	300.44							
14990 - Undeposited Funds	11,174.00	11,754.00	10,825.00	11,615.00	11,051.00	9,200.00	16,040.00	12,750.00							
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	22,979.84							
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	52,152.43							
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	51,951.26							
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	70,449.70							
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	46,012.70							
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	23,002.24							
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	22,648.91							
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	48,554.44							
18550 - Greater Texas Share Account	5.00	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	350,806.96	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**	**692,108.33**	**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	0.00							
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	21,226.00							
24500 - Security Deposits	196,393.20	197,653.20	198,403.20	198,403.20	199,463.20	199,943.43	200,198.43	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**	**221,424.43**	**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**	**101,559.06**	**0.00**	**0.00**	**0.00**	**0.00**	**799,512.71**	**777,310.08**	**102.86%**
Expense:															
Total Expenses	**87,782.98**	**115,056.11**	**74,927.48**	**83,016.72**	**80,456.81**	**69,108.99**	**138,496.70**	**82,440.04**	**0.00**	**0.00**	**0.00**	**0.00**	**731,285.83**	**780,340.32**	**93.71%**
Net Ordinary Income	**9,702.99**	**-18,384.48**	**26,369.05**	**12,030.14**	**20,110.88**	**32,778.84**	**-33,499.56**	**19,119.02**	**0.00**	**0.00**	**0.00**	**0.00**	**68,226.88**	**-3,030.24**	**-2251.53%**
Other Expense:															
Bad Debt Write Off	0.00	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	2,430.00					**19,440.00**	**19,440.00**	**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	833.33					**6,666.64**	**6,666.64**	**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**	**3,263.33**	**0.00**	**0.00**	**0.00**	**0.00**	**26,106.64**	**26,106.64**	**100.00%**
90006 - New Roofing Fund Dividend	0.04	2,423.77	0.08	0.09	2,533.17	0.14	0.16	2,585.83					**7,543.28**		
Net Income	**6,439.70**	**-19,224.04**	**23,105.80**	**8,766.90**	**19,380.72**	**29,515.65**	**-36,762.73**	**18,441.52**	**0.00**	**0.00**	**0.00**	**0.00**	**42,120.24**	**-29,136.88**	**-144.56%**
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	4,883.15							
Over 30 Days - Maintenance & Assoc. Fees	861.00	861.00	928.00	1,320.00	2,310.00	2,280.00	1,800.00	1,880.00							
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	3,360.00							
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	2,310.00							
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	88,083.61							
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	19,160.00							
Total	**64,336.25**	**69,309.25**	**75,164.96**	**80,703.96**	**86,706.46**	**90,585.61**	**92,395.61**	**96,326.76**	**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**	**23,350.00**	**0.00**	**0.00**	**0.00**	**0.00**			

Maintenance Report July 2025

- 23 Maintenance cases opened: **06/01/2025 – 06/30/2025**

Category	Number of Tickets
Gutters	1
Fencing	1
Landscaping	3
Lighting	1
Maintenance	9
Painting	1
Plumbing	1
Roofing	6
Total	23

22 cases closed:

Category	Number of Tickets
Gutters	1
Carport	1
Landscaping	3
Lighting	1
Maintenance	10
Plumbing	1
Roofing	5
Total	22

11 cases remain open:

Category	Number of Tickets
Fencing	1
Maintenance	1
Painting	8
Plumbing	1
Total	11

- 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

Security Report for the Month of July 2025

- 6-19-2025 - Security reported that a resident lost their keys somewhere on the property. The key fob had no other attachments or keys.

- 6-30-2025 - A resident reported to security that someone tried to jump on their AC unit onto the patio. HPD was called, and after patrolling the area, found no suspicious activity.

- 7-10-2025 - The same resident reported a second incident of someone attempting to jump over her gate. HPD responded and found nothing suspicious. Security also patrolled the area and found nothing.

- 07-11-2025 - Security observed a resident using a grill set up for cooking. The FLT grill policy was reiterated, and residents acknowledged the rules and moved the grill to comply without incident.

- 7-16-2025 - A resident reported seeing a white truck with two females checking for packages near a front unit before quickly returning to the truck and leaving. Security patrolled the pond area and found no suspicious activity. At around 4:00 AM, security responded to a reported car wreck behind nearby townhomes.

Update: Before the board meeting last month, a complaint was made about a parked vehicle near the cul-de-sac area. The resident responsible for the vehicle explained it belonged to his late mother who was also a resident of FL, who passed away a week prior. He apologized and said he was handling burial arrangements and gathering her belongings. He assured me the vehicle would be moved.