



FORREST LAKE TOWNHOUSE ASSOCIATION

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BOARD MEETING AGENDA

September 17, 2026

Executive Session:

6:00 pm – 7:00 pm

Security Proposal

Great Inwood Super Neighborhood Council

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:	2026 Election Committee Member Announcement Hard Disk Drive Replacement (Security)
New Business:	Review and Consideration of Bids for New Security Services
Adjourn	

FORREST LAKE TOWNHOUSE ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES

EXECUTIVE SESSION

SEPTEMBER 17, 2026

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

The meeting was called to order at 6:15.

SECURITY PROPOSAL:

- The board has secured bids for service from 6 security companies.
- Discussed the Request for Proposal (RFP), edited and corrected it in order to send it out the 5 security companies.
- The RFP needs to be sent out by Monday.

GREATER INWOOD SUPER NEIGHBORHOOD COUNCIL

- Discussed allowing the Greater Inwood Super Neighborhood Council to use the Forrest Lake clubhouse for its meetings quarterly on the third Monday of the month.

The meeting was adjourned at 6:50 pm.

FORREST LAKE TOWNHOUSE ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES

SEPTEMBER 17, 2026

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

The meeting was called to order at 7:02 pm.

The September 17, 2026 meeting agenda was amended to include the Greater Inwood Super Neighborhood Council request to use Forrest Lake Townhouse clubhouse.

The minutes from the August 15, 2026 meeting were approved electronically on August 21, 2026.

SOCIAL COMMITTEE REPORT:

- See attached report hereto and made part of these minutes for the September 17, 2026 meeting.

TREASURER'S REPORT:

- See attached report hereto and made part of these minutes for the September 17, 2026 meeting.

MAINTENANCE REPORT:

- See attached report hereto and made part of these minutes for the September 17, 2026 meeting.

LANDSCAPING REPORT:

- Ongoing general upkeep as needed.

SECURITY REPORT:

- See attached report hereto and made part of these minutes for the September 17, 2026 meeting.

OLD BUSINESS:

- 2026 Election Committer Member Announcement: The three incumbent candidates are running unopposed therefore and election will be unnecessary per the Texas Property Code.
- The hard disk drive was replaced.
- The Greater Inwood Super Neighborhood Council will hold meetings at Forrest Lake on the second Monday of the month.

NEW BUSINESS:

- Reviewed and considered bids for security services.
- RFD document will be sent out to five vendors.

The meeting was adjourned at approximately 7:28 pm.

Social Committee Report – September 2026

Planned events for the future:

*September 27th, 4:00pm - Ice Cream fest

*October 3rd – Game Day

*October 24th - Bingo night; pending availability of club house

Discussed/brainstormed possible events, no decisions yet:

*Painting With a Twist; will require registration and cash payment, non-refundable if person(s) do not attend.

*Dance lesson/party, line dancing

*Halloween party

*Chair yoga

*Knitting lessons

*Craft fair

Treasurer's Report for the Month of September 2026

1. Please see the attached Financial Report through August 31, 2026:
 - Total Income (accrued) for the month was \$98,156.29
 - Total Expenses were \$103,536.26
 - Accounts Payable was \$13,900.14
 - 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 \$-8,643.09
 - The budget performance for the fiscal year is
 - Total Income \$989,491.86
 - Total Expenses \$948,376.09
 - Net Ordinary Income at \$41,115.77 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 decreased and over 90 days decreased from the previous month.
3. As of August 31, 2026 the balances are:
 - Checking account \$54,590.45
 - Savings account \$202,479.74
 - Infrastructure Fund \$5,783.10
 - Undeposited Funds \$9,840.00
 - Roofing Fund Savings account \$31,571.53
 - Share account and Roofing Fund CDs \$5.00 and \$349,715.29 are respectively, yielding a total for the Roofing Funds of \$381,286.82
 - Accounts Receivable \$99,445.45
4. Attached is the Late Payment & Fines Report for September 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. All owners are in compliance with the Leasing Resolution.
7. Capital projects have been completed 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	74,797.82	49,457.24	79,229.84	-4,094.19	50,808.30	46,285.85						
17500 - Wells Fargo (savings)	202,461.75	202,463.47	202,466.19	202,466.74	202,468.46	202,470.13	202,471.85	192,473.43	202,475.07						
Total Checking/Savings	263,980.39	250,419.48	267,871.40	277,264.56	251,925.70	281,699.97	198,377.66	243,281.73	248,760.92	0.00	0.00	0.00			
Accounts Receivable	104,191.32	107,671.28	108,836.28	109,876.28	109,283.78	114,063.78	116,588.78	98,878.78	111,232.78						
Other Current Assets:															
11600 - Infrastructure Fund	3,282.84	3,282.87	3,282.90	3,282.92	5,782.95	5,783.00	5,783.05	5,783.10	5,783.14						
14990 - Undeposited Funds	10,000.00	9,200.00	10,000.00	7,800.00	9,490.00	7,200.00	10,355.00	7,640.00	8,400.00						
18000 - Wells Fargo New Roofing Fund	12,130.24	12,130.35	12,130.45	12,130.54	19,420.67	19,420.83	19,421.00	19,421.16	31,571.32						
18500 - Greater Texas CD (60 month)	52,690.17	53,233.45	53,233.45	53,233.45	53,770.34	53,770.34	53,770.34	53,770.34	54,318.70						
18520 - Greater Texas CD (60 month)	52,530.59	53,116.38	53,116.38	53,116.38	53,695.76	53,695.76	53,695.76	53,695.76	54,288.00						
18530 - Greater Texas CD (60 month)	71,176.10	71,909.99	71,909.99	71,909.99	72,635.24	72,635.24	72,635.24	72,635.24	73,375.99						
18540 - Greater Texas CD (60 month)	46,492.29	46,961.09	46,961.09	46,961.09	47,417.45	47,417.45	47,417.45	47,883.39	47,883.39						
18545 - Greater Texas CD (60 month)	46,299.92	46,703.13	46,703.13	46,703.13	47,100.98	47,100.98	47,100.98	47,100.98	47,506.69						
18546 - Greater Texas CD (60 month)	22,694.63	22,740.44	22,740.44	22,740.44	22,785.34	22,785.34	22,785.34	22,960.57	22,960.57						
18547 - Greater Texas CD (60 month)	48,761.70	48,969.85	48,969.85	48,969.85	49,174.33	49,174.33	49,174.33	49,381.95	49,381.95						
18550 - Greater Texas Share Account	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00						
Total Other Current Assets	366,063.48	368,252.55	369,052.68	366,852.79	381,278.06	378,988.27	382,143.49	380,277.49	395,474.75	0.00	0.00	0.00			
Total Assets	734,235.19	726,343.31	745,760.36	753,993.63	742,487.54	774,752.02	697,109.93	722,438.00	755,468.45	0.00	0.00	0.00			
Liabilities:															
20000 - Accounts Payable	6,638.85	376.30	14,989.10	24,307.21	4,476.82	12,399.41	0.00	10,522.91	10,916.18						
21600 - Maintenance Fees Paid In Advance	20,270.00	21,600.00	23,600.00	20,425.00	20,875.00	17,000.00	19,200.00		24,955.00						
24500 - Security Deposits	203,658.43	203,388.43	203,498.43	203,498.43	204,098.43	204,098.43	204,148.43	204,148.43	205,888.43						
Total Liabilities	230,567.28	225,364.73	242,087.53	248,230.64	229,450.25	233,497.84	223,348.43	214,671.34	241,759.61	0.00	0.00	0.00			
PROFIT & LOSS:															
Income:															
Total Income	97,932.26	98,247.42	98,107.50	97,942.27	98,117.41	101,917.37	101,212.11	97,667.00	100,192.23	0.00	0.00	0.00	891,335.49	889,625.28	100.19%
Expense:															
Total Expenses	53,287.54	103,035.02	95,413.35	95,861.91	93,788.35	73,700.64	168,704.96	64,510.79	96,537.27	0.00	0.00	0.00	840,836.69	886,067.27	94.90%
Net Ordinary Income	44,644.72	-4,787.60	2,694.15	2,080.36	4,329.06	28,216.73	-67,492.85	33,156.21	3,654.96	0.00	0.00	0.00	50,498.80	3,558.01	1419.30%
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	2,430.00				21,870.00	21,870.00	100.00%
Infrastructure Fund Contribution	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33				7,499.97	7,499.97	100.00%

Confidential

	Nov2025	Dec2025	Jan2026	Feb2026	Mar2026	Apr2026	May2026	Jun2026	Jul2026	Aug2026	Sep2026	Oct2026	FY2026 YTD	Budget YTD	% of Budget YTD
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	3,263.33	0.00	0.00	0.00	29,369.97	29,369.97	100.00%
90006 - New Roofing Fund Dividend	0.04	2,989.04	0.00	0.09	2,945.24	0.16	0.17	848.95	0.16				9,071.05	0.00	
Net Income	41,381.43	-5,061.89	-569.18	-1,182.88	4,010.97	24,953.56	-70,756.01	30,741.83	391.79	0.00	0.00	0.00	21,128.83	-25,811.96	-122.16%
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		1,382.00	1,849.50	3,120.00	2,623.00							
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		1,815.00	1,360.00	602.50	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		103,739.28	105,554.28	108,071.28	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	106,936.28	108,763.78	111,793.78	38,792.82	0.00	0.00	0.00	0.00			

Maintenance Report September 2026

❖ 23 Maintenance cases opened: 8/01/2026 – 8/31/2026

Category	Number of Tickets
Gutters	1
Landscaping	2
Lighting	8
Maintenance	7
Pest Control	2
Roofing	2
Siding	1
Total	23

18 cases closed:

Category	Number of Tickets
Landscaping	2
Lighting	7
Maintenance	5
Pest Control	2
Roofing	2
Total	18

7 cases remain open:

Category	Number of Tickets
Gutters	1
Irrigation	1
Maintenance	2
Pest Control	1
Roof	1
Siding	1
Total	7

❖ Active maintenance Projects:

- Maintenance has completed painting for the year
- Tree trimming has been completed

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

Security Report for the Month of September 2026

- 08/24/26 ♦S/O assisted visiting mother of a resident unable to locate unit after walking the dog.
- 08/26/26 ♦EMS, HFD, & HPD on site for a resident medical emergency. ♦♦S/O notified animal control of an unleashed and untraceable non- resident dog on property.
- 08/27/26 ♦HFD & EMS on site for a resident medical emergency.
- 08/28/26 ♦S/O advised three (3) individuals (1 female & 2 males) loitering directly in front of the FLTA entrance that property is a designated No Trespassing Zone.
- 08/29/26 ♦S/O observed the female of a previous trespass incident (08/28/26) and informed her that returning constitutes criminal trespass. ♦♦ HPD completed a courtesy patrol of the FLTA perimeter.
- 09/02/26 ♦Resident requested S/O assistance to help silence/remove the fire alarm device.
- 09/05/26 ♦HPD, HFD, & EMS on site for a resident medical emergency. ♦♦S/O observed vehicle with lights on and attempted to notify resident.
- 09/07/26 ♦Observed four (4) males soliciting on FLTA property. Directed their attention to the prominently "No Soliciting" sign at the property entrance. Parties were advised that the sign serves as legal notice that unauthorized entry is strictly forbidden, and further refusal to leave immediately constitutes criminal trespassing.
- 09/11/26 ♦S/O heard gunshots fired in quick succession near the exterior fence line at end of Lumberdale Rd.

# Vehicles Cited			
	Fire Zone	> 24 hour	Behind Carport
08/19/26		1	
08/25/26			1
08/31/26		1	
09/03/26		2	
TTL		4	1

Farm Report: 09/17/26

Subject: 🦆 DUCKS AT PLAY!

- Please be mindful of the **6 remaining baby ducklings** rapidly growing and enjoying lake life around Forrest Lake Townhomes.
- To keep them safe, residents are asked to:
 - **Slow Down:** Drive carefully on all community roads.
 - **Leash Pets:** Keep dogs controlled and on leash near the water.
 - **Skip the Snacks:** Do not feed them bread, crackers, or human food.
- *Thank you for helping us keep Forrest Lake wildlife safe and happy!*

