FORREST LAKE TOWNHOUSE ASSOCIATION
5805 LUMBERDALE ROAD, HOUSTON, TX 77092
713-681-3591 • OFFICE@FORRESTLAKE.COM

BOARD & ANNUAL MEETING AGENDAS

November 20, 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:	Mold Remediation Bids Committee Assignments

Adjourn

FORREST LAKE TOWNHOUSE ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

NOVEMBER 20, 2025

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

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

The November 20th, 2025 meeting agenda was amended and approved. Mold remediation bids report was moved to Old Business and the addition of a special trustee to oversee the sale of Unit 227 was added to New Business.

The October 16, 2025 meeting minutes were approved electronically on October 23, 2025.

SOCIAL COMMITTEE:

- See attached report hereto and made part of these minutes for the November 20, 2025 meeting.

TREASURER REPORT:

- See attached report hereto and made part of these minutes for the November 20, 2025 meeting.

MAINTENANCE REPORT:

- See attached report hereto and made part of these minutes for the November 20, 2025 meeting.

LANDSCAPING REPORT:

- Several plants were replaced as needed.

SECURITY REPORT:

- See attached report hereto and made part of these minutes for the November 20, 2025 meeting.

OLD BUSINESS:

- Additional bids for mold remediation were submitted and need to be reviewed along with figures for completing renovations.

NEW BUSINESS:

- Philip Salerno was appointed to be trustee/liaison for the sale of Unit 227.
- Approved committee members for the following committees:

- Audit committee members are Pam Meerbrey, Irene Cabrera, and Paula Williamson.
- Landscaping committee members are Jeff Weller, Flora Salmeron, Rene Garcia, Margaret Rowell and Sam Gotsinger.
- Social Committee members are: Evie Schleeter, Sherri Hallock-Caiafa, Lee Hudman, Marilyn Camp, Patti McLean, Reecie Lucas and Sam Gotsinger.

The meeting was adjourned at 7:25 pm.

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FORREST LAKE TOWNHOUSE ASSOCIATION

EXECUTIVE BOARD MEETING

OCTOBER 21, 2025

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

The meeting was called to order at 6:02 pm.

The new Board was assembled for the purpose of electing members to the positions and assigning duties for the new fiscal year.

The new Board of Directors are:

President: Kay Edwards

Vice President: Rene Garcia

Treasurer: Brook Baker

Secretary: Pam Meerbrey

Maintenance and Landscaping Chair: Jeff Weller

Social Committee Chair: Pam Meerbrey

The board members to be on the signature cards at Wells Fargo and at the Greater Texas Credit Union are: Brook Baker, Donald Jeffrey Weller, and Kay Edwards. Brook will also serve as the Key Executive at Wells Fargo.

The meeting adjourned at 6:35 pm

Pamela Meerbrey

Pamela Meerbrey, Secretary

MATTIE LEE ARNOLD
Notary Public, State of Texas
Comm. Expires 09-27-2026
Notary ID 124963913

Social Committee Report – November 2025

The Social Committee met on Monday, November 10, 2025 led by Reecie, with members Evie, Patti, Marilyn, Lee, and Sam present. Sherri had a family conflict.

Ice Cream Social had 70 adults and 17 children in attendance, representing 49 Townhouses. The November Game Day had 7 residents and 5 committee members attending. Two boys came without parent, saying someone was coming. They left after a short time as no parent came. May need to include this on all advertising as we cannot be responsible/baby sit the children of residents. Food allergies among other concerns require parental supervision.

Reecie purchased gift cards from some of the unspent few dollars in FY2025 budget.

Future events:

-- December 2nd, holiday decorating of club house and christmas trees; Reecie will lead. minimal purchasing of decorations is expected.
-- Cookie exchange in conjunction with the holiday decorating event; Evie will coordinate this as she has in the past.
-- Saturday, December 6th, is Game Day, from 2-5 pm

Holiday home decorating, door and front of home, judging to occur on December 20th. Advertising on FB and signs to be posted.

--December 31st, New Years Eve Party; disc jockey already reserved. Hours set for 8:30p to 12:30 a.
Will be a "**BYOE**"... **B**ring **Y**our **O**wn **E**verything... beverages and snacks. Social Committee to provide ice and champagne. Suggested that we purchase some non-alcoholic beverages (sparkling wine, etc) for residents who don't drink alcohol. Reecie will attend early, Sam will be present to close-up.

--January 3rd is Game Day, from 2-5pm.

Next meeting is Monday, December 8th

submitted by sam
november 15, 2025

Treasurer's Report for the Month of November 2025

1. Please see the attached Financial Report through October 31, 2025:
    - Total Income (accrued) for the month was $100,652.36
    - Total Expenses were $97,687.75
    - Accounts Payable was $9548.07
    - Roofing Fund transfer was and the Infrastructure Fund transfer was $2430.00 and $833.33 respectively
    - This yielded a Net Accrual Income of after the transfers to the Funds$ 2,964.61
    - The budget performance for the fiscal year is
        - Total Income $1,202,375.86
        - Total Expenses $1,117,218.47
    - 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 October 31, 2025 the balances are:
    - Checking account $28.925.23
    - Savings account $202460.09
    - Infrastructure Fund $2449.49
    - Undeposited Funds $6000.00
    - Roofing Fund Savings account $9700.16
    - Share account and Roofing Fund CDs $5.00 and $340,645.40 are respectively, yielding a total for the Roofing Funds of $350,350.56
    - Accounts Receivable $103,584.32

4. Attached is the Late Payment & Fines Report for November 2025. 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 October and November. 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.

	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	45,331.54	52,216.49	64,447.81	28,925.23			
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	182,445.33	182,456.88	197,458.40	202,460.09			
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	227,776.87	234,673.37	261,906.21	231,385.32			
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	107,085.42	114,830.92	99,617.86	103,584.32			
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	300.77	782.81	1,616.15	2,449.49			
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	8,890.00	12,600.00	10,315.00	6,000.00			
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	2,410.02	4,840.05	7,270.09	9,700.16			
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	52,152.43	52,152.43	52,690.17	52,690.17			
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	51,951.26	51,951.26	52,530.59	52,530.59			
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	70,449.70	70,449.70	71,176.10	71,176.10			
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	46,012.70	46,012.70	46,492.29	46,492.29			
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	46,021.48	46,021.48	46,299.92	46,299.92			
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	22,648.91	22,648.91	22,694.63	22,694.63			
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	48,554.44	48,554.44	48,761.70	48,761.70			
18550 - Greater Texas Share Account	5.00	5.00	5.00	5.00	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	349,396.71	356,018.78	359,851.64	358,800.05			
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**	**684,259.00**	**705,523.07**	**721,375.71**	**693,769.69**			
Liabilities:															
20000 - Accounts Payable	0.00	1,314.00	3,757.50	3,398.56	508.64	0.00	14,337.11	0.00	0.00	10,979.06	8,811.81	9,548.07			
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	20,721.00	23,336.00	24,326.00	22,450.00			
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	200,358.43	200,358.43	201,948.43	202,748.43			
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**	**221,079.43**	**234,673.49**	**235,086.24**	**234,746.50**			
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**	**99,445.21**	**102,368.40**	**100,397.18**	**100,652.36**	**1,202,375.86**	**1,170,919.11**	**102.69%**
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**	**106,075.96**	**94,357.12**	**87,811.81**	**97,687.75**	**1,117,218.47**	**1,037,604.82**	**107.67%**
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**	**-6,630.75**	**8,011.28**	**12,585.37**	**2,964.61**	**85,157.39**	**133,314.29**	**63.88%**
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	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	2,430.00	2,430.00	2,430.00	**29,160.00**	**29,160.00**	**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	833.33	833.33	833.33	833.33	**9,999.96**	**9,999.96**	**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**	**3,263.33**	**3,263.33**	**3,263.33**	**3,263.33**	**39,159.96**	**39,159.96**	**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	19.42	0.03	2,854.52	0.00	**10,417.25**		
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**	**-9,874.66**	**4,747.98**	**12,176.56**	**-298.72**	**45,997.43**	**94,154.33**	**204.69%**
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	5,105.16	3,407.50	5,957.00	2,242.00			
Over 30 Days - Maintenance & Assoc. Fees	861.00	861.00	928.00	1,320.00	2,310.00	2,280.00	1,800.00	1,880.00	1,880.00	1,810.00	1,760.00				
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	1,325.00	5,030.16	2,140.00	3,495.00			
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	2,310.00	1,320.00	1,320.00				
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	94,537.76	95,082.76	86,830.86	90,970.86			
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	20,332.00	26,574.86	34,849.82				
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**	**100,967.92**	**103,520.42**	**94,927.86**	**96,707.86**			
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**	**24,522.00**	**29,704.86**	**37,929.82**	**0.00**			

Maintenance Report November 2025

- 8 Maintenance cases opened: **10/01/2025 – 10/31/2025**

Category	Number of Tickets
Key	1
Lighting	3
Maintenance	4
Pest Control	0
Plumbing	0
Total	8

10 cases closed:

Category	Number of Tickets
Gutters	1
Key	1
Lighting	4
Maintenance	4
Painting	0
Pest Control	0
Plumbing	0
Total	10

8 cases remain open:

Category	Number of Tickets
Painting	8
Total	8

- Active maintenance Projects:
  - Maintenance has started and completed additional landscaping project
  - Maintenance will start 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 November 2025

- **10/16/2025** - Security reported the golf cart needed air/repair work

- **10/26/2025** - Security reported Metro Lift onsite for resident pick up.
  10/26/2025 - Security reported hearing gunshots outside entry of Lumberdale Rd.

- 10/27/2025 - Security reported there was an ice social provided by Forrest Lake social club.

- 10/29/2025 – A resident reported and identified a solicitor on the East of Lumberdale Rd. Security patrolled the area but was unable to locate the solicitor.

- 10/30/2025 - Security reported a residents' 4th complaint of exhaust noise from a pickup truck and an incident report filed a loud pickup truck, and a letter was sent to the identified owner.

- 10/31/2025 – Security monitored Lumberdale entrance Halloween evening. There were no incidents or complaints reported.
- **10/31/2025** - Security reported automatic gunshots or firearm discharge were heard from W. Tidwell Rd and called HPD.

- **11/03/2025** - Security reported gunfire outside W. Tidwell Rd.

- 11/06/2025 – Security assisted rideshare driver to Unit for passenger pickup.

- 11/08/2025 – Security reported prohibited food in pool area and politely informed resident of pool rules.

- **11/09/2025** - Security reported gunfire outside W. Tidwell Rd.

- 11/10/2025 - Security assisted Club house visitors attending function/event.
- **11/10/2025** - Security reported Metro Lift onsite for resident pick up.

- 11/11/2025 - Security reported general housekeeping progress and no further incidents of prior flying visitors on ceiling. (windows cleaned interior/exterior)

  11/12/2025 - Security reported ticket violation of vehicle parked behind carport.
  11/12/2025 - Security reported resident requesting animal control assistance from on duty guard and was referred to animal control.

- 11/13/2025 - Security reported resident complaint two identified juvenile residents throwing rocks onto carport.
- 11/13/2025 – Resident email received of stolen license plate with metal license plate bracket/holder and vehicle registration stolen and police report filed by resident.

- **11/14/2025** - Security reported multiple gunfire from Diehl Rd.

- **11/15/2025 -** Security reported gunfire from condos East of FLT.
- 11/15/2025 – Security reported resident notification of an unattended firearm located near clubhouse bench and immediate safety priority involving HPD was completed. (HPD took possession of firearm and incident report made)
- 11/15/2025 – Security reported resident complaint of new homeowner performing renovations with loud equipment noise.

- 11/16/2025 - Security reported loud music across W. Tidwell Rd.

- **11/17/2025 -** Security reported gunfire outside W. Tidwell Rd.