FORREST LAKE TOWNHOUSE ASSOCIATION
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BOARD & ANNUAL MEETING AGENDAS

December 18, 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:	Mold Remediation
New Business:	Parking Resolution Social Committee Postings in the Mailroom

Adjourn

FORREST LAKE TOWNHOUSE ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

DECEMBER 18, 2025

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

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

The December 18, 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 November 20, 2025 meeting minutes were approved electronically on November 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:

- Mold Remediation: The Board noted that one additional bid is needed to complete he mold remediation process and to meet bylaw requirements, Mattie was asked to obtain an additional bid for Board review.

NEW BUSINESS:

- The Board voted to install a covered bulletin board for Social Committee.

- The meeting was adjourned at 7:28 pm.

Social Committee Board Report – December 2025

The Social Committee met on Monday, December 8, 2025 led by Reecie, with members Sherri, Evie, Marilyn, Lee, and Sam present. Pattie reported to be very busy with holiday responsibilities at work, and would not be attending. Our new Board liaison, who in accordance with the By-Laws of the Association is official chair, Pam Meerbrey, was also present. [Delegation of the ongoing role occurred several years ago by previous Board liaisons.]

Kudos to our committee members Reecie and Marilyn who decorated the clubhouse; is beautiful!

Brief discussion regarding our calendar for the next months. Although the game days are not drawing many residents, December only had two, plus Reecie and Sam, we will continue to reserve the clubhouse for the first Saturday of each month. No cost is involved, and participation may increase after the holiday season is over.

Game day signs have been saved by maintenance staff. Email to Office Manager with schedule for these days to include the date we would like the signs to be posted (generally 12 days prior to the event). She will then send a work order to Wille for this each month.

Judging of home decorations to occur on ~~Saturday, December 20th~~; ***Revised to Sunday December 21st.*** Signs and posting on the two FB pages to occur. Sherri is leading this activity, with Patti and Keith Russell to complete the judging panel. Award for best front door, and one for best yard.

New Years Eve party set. We will provide DJ, ice, champagne and non-alcoholic sparkling drinks. Resident attending be told to bring own beverages and food. {post-meeting discussion on possibly ordering pizza to be delivered; no resolution}

No further dates have been set for activities. Lee raised the issue of posting a calendar of events in the mail room. Members said that postings in the glass enclosed cases is not helpful as the height prevents most people from seeing these. A previous request to use the blank North wall was turned-down; another request citing change of circumstances should be submitted. Has now been completed and is on the agenda for the Board meeting.

Next meeting is January 12, 2026.

submitted by sam
december 12, 2025/revised december 15th

Treasurer's Report for the Month of December 2025

1. Please see the attached Financial Report through November 30, 2025:
    - Total Income (accrued) for the month was $97,932.18
    - Total Expenses were $53,287.54
    - Accounts Payable was $6,638.85
    - Roofing Fund transfer was and the Infrastructure Fund transfer was $2430.00 and $833.33 respectively
    - This yielded a Net Accrual Income of after the transfers to the Funds$ 44,644.64
    - The budget performance for the fiscal year is
        - Total Income $97,932.18
        - Total Expenses $44,644.64
    - 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 November 30, 2025 the balances are:
    - Checking account $61,518.64
    - Savings account $202,461.75
    - Infrastructure Fund $3282.84
    - Undeposited Funds $10,000.00
    - Roofing Fund Savings account $12,130.24
    - Share account and Roofing Fund CDs $5.00 and $340,645.40 are respectively, yielding a total for the Roofing Funds of $352,780.64
    - Accounts Receivable $124,461.32

4. Attached is the Late Payment & Fines Report for December 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.

	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														
17500 · Wells Fargo (savings)	202,461.75														
Total Checking/Savings	263,980.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Accounts Receivable	104,191.32														
Other Current Assets:															
11600 - Infrastructure Fund	3,282.84														
14990 - Undeposited Funds	10,000.00														
18000 · Wells Fargo New Roofing Fund	12,130.24														
18500 - Greater Texas CD (60 month)	52,690.17														
18520 - Greater Texas CD (60 month)	52,530.59														
18530 - Greater Texas CD (60 month)	71,176.10														
18540 - Greater Texas CD (60 month)	46,492.29														
18545 - Greater Texas CD (60 month)	46,299.92														
18546 - Greater Texas CD (60 month)	22,694.63														
18547 - Greater Texas CD (60 month)	48,761.70														
18550 - Greater Texas Share Account	5.00														
Total Other Current Assets	366,063.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Total Assets	**734,235.19**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**			
Liabilities:															
20000 - Accounts Payable	6,638.85														
21600 - Maintenance Fees Paid In Advance	20,270.00														
24500 - Security Deposits	203,658.43														
Total Liabilities	**230,567.28**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**			
PROFIT & LOSS:															
Income:															
Total Income	**97,932.26**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**97,932.26**	**98,847.36**	**99.07%**
Expense:															
Total Expenses	**53,287.54**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**53,287.54**	**105,531.42**	**50.49%**
Net Ordinary Income	**44,644.72**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**44,644.72**	**-6,684.06**	**-667.93%**
Other Expense:															
Bad Debt Write Off	0.00												**0.00**	**0.00**	
Roofing Fund Contribution	2,430.00												**2,430.00**	**2,430.00**	**100.00%**

	Nov2025	Dec2025	Jan2026	Feb2026	Mar2026	Apr2026	May2026	Jun2026	Jul2026	Aug2026	Sep2026	Oct2026	FY2026 YTD	Budget YTD	% of Budget YTD
Infrastructure Fund Contribution	833.33												833.33	833.33	100.00%
Total Other Expense	**3,263.33**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**3,263.33**	**3,263.33**	**100.00%**
90006 - New Roofing Fund Dividend	0.04												0.04	0.00	
Net Income	**41,381.43**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**41,381.39**	**-9,947.39**	**-24.04%**
Aging Report:															
Over 30 Days - Total	3,676.00														
Over 30 Days - Maintenance & Assoc. Fees	1,876.00														
Over 60 Days - Total	1,320.00														
Over 60 Days - Maintenance & Assoc. Fees	1,320.00														
Over 90 Days - Total	100,346.00														
Over 90 Days - Maintenance & Assoc. Fees	34,849.00														
Total	**105,342.00**	**0.00**	**0.00**	**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**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**			

Maintenance Report December 2025

- 24 Maintenance cases opened: **11/01/2025 – 11/30/2025**

Category	Number of Tickets
Carport	3
Electrical	1
Lighting	6
Maintenance	3
Painting	8
Plumbing	2
Roofing	1
Total	24

16 cases closed:

Category	Number of Tickets
Carport	3
Electrical	1
Lighting	6
Maintenance	3
Plumbing	2
Roofing	1
Total	16

8 cases remain open:

Category	Number of Tickets
Painting	8
Total	8

- Active maintenance Projects:
  - Maintenance has started and completed additional landscaping project
  - Maintenance has started 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 December 2025

- **11/19/2025** - Security monitored gunfire heard from outside W. Tidwell Rd. Security reported EMS on site (incident report filed), a couple of stray dogs on property, and Metro Lift onsite for resident pick up.

- 11/20/2025 - Resident reported contractors blocking roadway behind Bldg. Security ensured parking rules were followed and contractors verbally understood and kindly unblocked road.

- 11/21/2025 - Security assisted rideshare driver locating unit.

- 11/22/2025 - Security assisted guest at club house event. Security enforcement regarding at least 3 vehicles parking behind carport as reported by residents. Security identified Bldg. 11 dusk to dawn carport lights and security cameras completely turned off.

11/24/2025>>> Missing dog bite incident occurred to resident at unit 13 by dog owned at unit 54? <<<

- 11/25/2025 - Security enforcing parking rules behind carport and reported 2 violations issued.

- 11/26/2025 - Security reported EMS on site and assisted with unit location, also assisted with unit location for a rideshare driver.

- 11/27/2025 – Security notified a resident of vehicle door remaining open.

- 11/28/2025 - Security assisted rideshare drive with unit location and reported flat tire on Patrol Unit.

- 11/29/2025 - Resident reported possible porch pirate who emptied the package and left the box at unit door.
  **** Residents encouraged to take steps and prevent future theft especially during this Holiday Season. Securing deliveries (using amazon locker or secure pick-up points), Requesting delivery changes (asking driver to leave packages in a less visible spot, or require a signature), or use security installed doorbell camera or motion sensor lights to deter thieves. ****
  Security notified a resident of vehicle door remaining open.
  Security called 911 regarding gunfire (extremely close to Lumberdale Rd entrance).

- **12/01/2025 -** Security identified a non- resident trespassing.
  Metro Lift onsite for resident pick up and gunfire heard from East side Condos.

- 12/02/2025 - Security observed The Social Committee hosting a festive Christmas tree trimming and holiday decorating along with a delicious cookie exchange at clubhouse. Security assisted a food delivery driver with unit location. Security reported gunfire across W. Tidwell Rd.

- 12/03/2025 - Security cooperated with HPD who was searching for two suspects on FTL property who fled from another non FTL location.

- 12/04/2025 - Security notified BARC x2 of two wandering stray dogs on FTL property with no incidents reported.

- **12/05/2025** - Security reported gunfire off W. Tidwell Rd.

- **12/07/2025 -** Security reported multiple gunfire events off Deihl Rd and called 911. HPD immediately responded with at least 2 patrol units to canvas FTL property and Deihl Rd. No incidents reported.

- **12/08/2025**- Security reported gunfire off Deihl Rd.

- 12/13/2025 - Security assisted a food delivery driver with unit location.

- 12/15/2025 - Metro Lift onsite for resident pickup.