



FORREST LAKE TOWNHOUSE ASSOCIATION

5805 LUMBERDALE ROAD, HOUSTON, TX 77092

713-681-3591 • OFFICE@FORRESTLAKE.COM

BOARD MEETING AGENDA

March 19, 2026

Executive Session:

6:00 pm – 7:00 pm

Pet Park

FLTA Parking Stickers

Leasing TH# 227

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:	Safety Memo
Adjourn	

FORREST LAKE TOWNHOUSE ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

FEBRUARY 19, 2026

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

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

The February 19, 2026 agenda was approved.

The January 15, 2026 meeting minutes were approved January 22, 2026.

SOCIAL COMMITTEE REPORT:

- See attached hereto and made part of these minutes for the February 19, 2026 meeting.

TREASURER'S REPORT:

- See attached hereto and made part of these minutes for the February 19, 2026 meeting.

MAINTENANCE REPORT:

- See attached hereto and made part of these minutes for the February 19, 2026 meeting.

MAINTENANCE REPORT:

- See attached hereto and made part of these minutes for the February 19, 2026 meeting.

LANDSCAPING REPORT:

- Tree trimming will begin in March.

SECURITY REPORT:

- See attached hereto and made part of these minutes for the February 19, 2026 meeting.

OLD BUSINESS:

- None.

NEW BUSINESS:

- Discussed communicating common area safety pertaining children to residents, will draft a memo to be distributed.

The meeting was adjourned at approximately 7:30 pm.

Social Committee Report – March 19, 2026

Social Committee met on March 9th, Patti, Sherry, Lee, Marilyn and Reecie were in attendance.

Future game days were discussed. No game day will be scheduled for 4th of July weekend

Bingo will not be offered as a “game day” in the future, it will be set as a standalone event.

Hot dog event scheduled for June 6th, will include a 50th anniversary of Forrest Lake Townhomes. Possibility of dressing in 70s attire for fun

Potential ice cream social event for September, waiting on a schedule from our ice cream ladies.

Treasurer's Report for the Month of March 2026

1. Please see the attached Financial Report through February 28, 2026:
 - Total Income (accrued) for the month was \$97,942.27
 - Total Expenses were \$95,861.91
 - Accounts Payable was \$24,307.21
 - 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 \$2,080.45
 - The budget performance for the fiscal year is
 - Total Income \$392,229.37
 - Total Expenses \$348,488.59
 - Net Accrual Income at \$43,740.78 indicating that we are below the approved budget.
2. The account aging continues to fluctuate from month to month with over 30 days increased, over 60 days decreased and over 90 days increased from the previous month.
3. As of December 31, 2025 the balances are:
 - Checking account \$74,797.82
 - Savings account \$202,466.74
 - Infrastructure Fund \$3282.92
 - Undeposited Funds \$7,800.00
 - Roofing Fund Savings account \$12,130.54
 - Share account and Roofing Fund CDs \$5.00 and \$343,634.33 are respectively, yielding a total for the Roofing Funds of \$355,769.87
 - Accounts Receivable \$129,876.28
4. Attached is the Late Payment & Fines Report for March 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. 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	47,956.01	65,406.21	74,797.82											
17500 - Wells Fargo (savings)	202,461.75	202,463.47	202,465.19	202,466.74											
Total Checking/Savings	263,980.39	250,419.48	267,871.40	277,264.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Accounts Receivable															
	104,191.32	107,671.28	108,836.28	109,876.28											
Other Current Assets:															
11600 - Infrastructure Fund	3,282.84	3,282.87	3,282.90	3,282.92											
14990 - Undeposited Funds	10,000.00	9,200.00	10,000.00	7,800.00											
18000 - Wells Fargo New Roofing Fund	12,130.24	12,130.35	12,130.45	12,130.54											
18500 - Greater Texas CD (60 month)	52,690.17	53,233.45	53,233.45	53,233.45											
18520 - Greater Texas CD (60 month)	52,530.59	53,116.38	53,116.38	53,116.38											
18530 - Greater Texas CD (60 month)	71,176.10	71,909.99	71,909.99	71,909.99											
18540 - Greater Texas CD (60 month)	46,492.29	46,961.09	46,961.09	46,961.09											
18545 - Greater Texas CD (60 month)	46,299.92	46,703.13	46,703.13	46,703.13											
18546 - Greater Texas CD (60 month)	22,694.63	22,740.44	22,740.44	22,740.44											
18547 - Greater Texas CD (60 month)	48,761.70	48,969.85	48,969.85	48,969.85											
18550 - Greater Texas Share Account	5.00	5.00	5.00	5.00											
Total Other Current Assets	366,063.48	368,252.55	369,052.68	366,852.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total Assets	734,235.19	726,343.31	745,760.36	753,993.63	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	376.30	14,989.10	24,307.21											
21600 - Maintenance Fees Paid In Advance	20,270.00	21,600.00	23,600.00	20,425.00											
24500 - Security Deposits	203,658.43	203,388.43	203,498.43	203,498.43											
Total Liabilities	230,567.28	225,364.73	242,087.53	248,230.64	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	98,247.42	98,107.50	97,942.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	392,229.45	395,389.08	99.20%
Expense:															
Total Expenses	53,287.54	103,035.02	95,413.35	95,861.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	347,597.82	399,075.38	87.10%
Net Ordinary Income	44,644.72	-4,787.60	2,694.15	2,080.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44,631.63	-3,686.30	-1210.74%
Other Expense:															
Bad Debt Write Off	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									9,720.00	9,720.00	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	833.33									3,333.32	3,333.32	100.00%
Total Other Expense	3,263.33	3,263.33	3,263.33	3,263.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,053.32	13,053.32	100.00%
90006 - New Roofing Fund Dividend	0.04	2,989.04	0.00	0.09									2,989.17	0.00	
Net Income	41,381.43	-5,061.89	-569.18	-1,182.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,578.31	-16,739.62	-53.01%
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												
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												
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												
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	0.00	0.00	
Total - Maintenance & Assoc. Fees	38,045.00	51,335.82	38,242.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Security Report for the Month of March 2026

✓ **Completed Physical Security Audit and Security Assessment of parking, signage, lighting, and safety concerns.**

- **02/15/26** Resident advised of after-hours noise level.
 - **02/17/26** Parking violation issued for expired TX registration sticker.
 - **02/21/26** Parking violation issued - vehicle parked overnight behind carport.
 - **02/28/26** Security provided kind verbal no parking warning of two vehicles behind carport of which resident responded with negative remarks. (requesting code of conduct letter)
 - **03/01/26** Resident provided alley speeding warning. Resident advised of fire lane parking being prohibited.
 - **03/02/26** Resident report video surveillance of e-scooter. Surveillance conducted and finalized results as theft. Still pending police report #.
 - **03/03/26** Parking violation issued for expired TX motor vehicle registration.
 - **03/07/26** Recognition for The Social Committee hosting a Daytime Bingo event at Clubhouse
 - **03/09/26** **Gunfire** reported near Lumberdale Rd entrance. Security escorted resident to dwelling unit
 - **03/11/26** Security escorted resident to dwelling unit who shared appreciation feedback of Officer Harper.
 - **03/12/26** Resident unaware of new fire zone parking and notified by Office Manager. Ensured proactive approach to Community Safety via email and carport clip notice. Parking F.Y.I issued for two vehicles improperly parked with one vented to maintenance crew as exiting Lumberdale Rd.
 - **03/13/26** Resident reported vehicle parked at fire zone- citation issued.
 - **03/14/26** Fire Dept called regarding smoke at Bridge #606 from bridge dwellers. Security provided after-hours noise level from Clubhouse event. Parking violation issued prior- vehicle exceed parking limit. Office Manager notified a resident of which vehicle owner complied and reported to assure vehicle towed for repair.
 - **03/15/26** Security enforced no soliciting on East Lumberdale Rd.
 - **03/16/26** Resident advised of prior dual violation and common ground parking restricted. Resident reported a dog attack of another resident and visited ER.
-

Maintenance Report March 2026

❖ 20 Maintenance cases opened: 2/01/2026 – 2/28/2026

Category	Number of Tickets
Lighting	5
Maintenance	2
Painting	10
Pest Control	1
Roofing	2
Total	20

15 cases closed:

Category	Number of Tickets
Lighting	5
Maintenance	2
Painting	6
Roofing	2
Total	15

11 cases remain open:

Category	Number of Tickets
Landscaping	1
Lighting	1
Painting	9
Total	11

❖ Active maintenance Projects:

- Maintenance has started painting again in December

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