

**MEETING OF THE BOARD OF DIRECTORS**  
Northwest Forest Improvement Association  
*Meeting Minutes*

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Date: July 14, 2025

Time: 6:00 p.m.

Location: Northwest Forest Recreation Area

I. CALL TO ORDER

President Kyle Knipple called the meeting to order at 6:04 p.m.

II. ROLL CALL OF OFFICERS

- Present: Kyle Knipple, Adam Jacobs, Trey Hart, Keri Praznik, Howard Rusche, Leisa Stokes
- Absent: Kevin Roach

III. RESIDENTS PRESENT

- Teresa Robertson, Daniel Holmes
- Guests from Jefferson County Emergency Services District One included Mark Zambardino, Chris Gonzales, Robert Ring

IV. PUBLIC COMMENTS

- Guests from Jefferson County Emergency Services District One (JCESD1) presented information concerning the potential pursuit of a ballot item for the upcoming November election cycle
  - If JCESD1 approves initiative, then the following will be placed on the ballot for voters to consider in November
    - The capture of unclaimed sales taxes that residents are already paying to the State of Texas. This measure allows for the sales tax portion to be captured by JCESD1 and spent locally to improve emergency services directly in our district.
    - JCESD1 asks that residents look for more information in the coming weeks, to ask questions and get involved with these efforts that will enhance our local services directly. More information may be found at [www.jcesd1.org](http://www.jcesd1.org).

V. APPROVAL OF MINUTES OF THE REGULAR MEETING

Motion by Trey Hart seconded by Keri Praznik to approve the minutes of the regular meeting of June 12, 2025. Motion carried at 6:50 p.m.

VI. ADMINISTRATIVE, FINANCIAL AND BOARD REPORTS VIA Keri Praznik.

A. FINANCIAL REPORT

- Asset balance as of 6/30/2025: \$117,852.26
- Arrears owed as of 7/11/2025 (less any pre-paid/credits): \$55,514.02
- Arrears balance +90 days past due as of 7/11/2025: \$53,149.23 (less pre-paid/credits)
- Total accounts receivable balance as of 6/30/2025: \$56,186.68 YTD
- Total expenses incurred YTD: \$ 60,573.64 (including but not limited to)

- Operating expenses
  - Utilities
  - Repairs
  - Lawn Care
  - Improvements and betterments
  - Legal Fees
  - Lightning
  - Pool Maintenance/services /equipment
  - Taxes
- Motion by Adam Jacobs seconded by Trey Hart to approve treasurer's report.  
Motion carried at 6:57 p.m.
- B. ARCHITECTURAL COMMITTEE REPORT
  - Approval for resident's request to install solar fans on home.

#### VII. OLD BUSINESS

- A. Improvement Project Schedule and Updates
  - Plans in place to aerate and break up soil
  - Texas Green has been contacted regarding spots that have not been mowed
  - Awaiting revised quote on fence 89 feet corner to corner
- B. Basketball Pavilion Lights
  - Lights were ordered, have arrived and are awaiting installation
- C. Pool Lights
  - Pool lights were installed. One will be adjusted.

#### VIII. NEW BUSINESS

- A. Recreation Area Key Fob Process
  - In order to help facilitate process, Leisa Stokes will place the key fob request form with expected response time on the neighborhood Facebook group.
- B. Presentation from JCESD1 Fire Chief Chris Gonzales with regard to possible upcoming ballot initiative to secure sales tax to benefit our area directly.
  - See *IV. PUBLIC COMMENTS* for more information.
- C. Seals on pool pumps
  - It was determined by our pool services company Achtwoo (pronounced "H2O") that while pool pumps and housing are in working order, the seals needed replacement. This work has been completed.

#### IX. COMMENTS FROM BOARD MEMBERS

- The Board will request that our property management company copy the Board in all violation letters for follow-up purposes.

#### X. ADJOURNMENT

The meeting adjourned at 7:40 p.m.

*PREPARED BY: Leisa Stokes, Secretary*