

MINUTES OF THE LAKEWOOD FOREST CIVIC ASSOCIATION  
REGULARLY SCHEDULED MEETING  
11-6-24

The meeting was called to order at 7:00 p.m. Attendees included:

Lori Estepp – President  
Jamie MacKeen – Vice President  
Scott Johnson – Treasurer (arrived at 7:44 p.m.)  
Terri Cole – Recording Secretary  
Melody Rojas – Director #3  
Hector Rojas – Director #5  
Oralia Suazo – Member of the Association, Guest

Robert's Rules of Order were briefly discussed. Specifically, the process of making, seconding, debating and voting on motions was clarified. It was agreed that the call for an on-line vote would be limited to emergency or simple concerns. It was further agreed that, in the event of an on-line vote, there would be a 24-hour waiting period between the seconding of the motion and the call for a vote in order to allow for Board Members' consideration and discourse.

The Board inquired as to whether Oralia Suazo was interested in being nominated to join the Board. Oralia stated that she wanted to attend a few meetings first to be sure her involvement aligned with her schedule. It was discussed that Mary Blacklock has resigned from the Board.

The Board composition currently is established to be:

Position 1 – Jamie MacKeen – Vice President  
Position 2 – Scott Johnson – Treasurer  
Position 3 – Melody Rojas  
Position 4 - Terri Cole – Recording Secretary  
Position 5 – Hector Rojas  
Position 6 – Lori Estepp – President  
Position 7 –  
Position 8 –  
Position 9 –  
Position 10 –  
Position 11 –

Melody made a motion to accept the minutes of the 10-9-24 meeting as presented. The motion was seconded by Jamie. The motion passed unanimously.

The Treasurer's Report was moved to the end of the meeting since Scott was arriving late.

Mail Call was moved to the end of the meeting since Scott was arriving late.

### Administrative Reports

1. Membership dues have been received from the Fund
2. PO Box – Annual rent due 4/5/25
3. Texas SOS report due 5/16/25
4. LRC annual dues were not paid. We hold shares in the LRC but are not members.
5. D&O Liability Insurance was paid in the amount of \$785 to Weimer Insurance.  
This policy expires on 11/5/25.
6. Treasurer Indemnity Insurance was paid in the amount of \$358 to Higginbotham Insurance.  
This policy expires on 11/13/25.
7. Rent on the storage unit is due on 12/31/24. Rent of the unit is approximately \$113/month.  
Lori will visit the storage unit in mid-December to make payment.
8. An appointment with the bank needs to be made to update signatories.

In accordance with our By-Laws **ARTICLE III – DUTIES OF OFFICERS** which states:

"All checks of the Association shall be signed by both the Treasurer and the President, but in the absence of either, the Vice President may sign for the absent party."

the signatories for checks will be:

Lori Estepp – President

Jamie MacKeen – Vice President

Scott Johnson – Treasurer

9. HOA billing/LFCA donation for 2025 will be \$15 per household.

Garden Club Liaison had no report.

Web Page Liaison was discussed. Jodi Cole, Past President of LFCA, offered to be an HOA Liaison and, as such, make updates for the organization. Melody opened a discussion as to having someone who is currently serving on the LFCA board be the person who updates the LFCA information on the website. Lori will research the possibility of the HOA allowing one of our Board members to have the password so that we can update ourselves without going through Jodi. The issue was tabled until we have the information regarding login credentials.

Newsletter was discussed. Lori has learned that the HOA can share only physical property addresses with the LFCA with regard to households who join the LFCA. In light of this information, the HOA will not be able to share email addresses with us to facilitate electronic distribution of a newsletter.

It was discussed that Shiesha, the General Manager of the Fund, will send email blasts to the neighborhood for us.

Social Media was discussed. The possibility of a Facebook page or group that is managed by the Board was proposed. This would allow the Board to manage membership in the group and approve posts. Hector will be sharing information with us regarding the details of these options.

Melody Rojas gave a report on the By-Laws. It was discussed that updating is needed. The process for this is being researched.

### **Committee/Project Reports:**

1. Curb Numbers – In process but not completed due to weather conditions
2. Garage Sale – Signs will be placed throughout the neighborhood on Monday, 11/11/24 or Tuesday, 11/12/24. Terri will work with Nick Duran to place the signs. Nick will be paid at the rate of \$20/ hour for this task.
3. School Donations – Tabled
4. National Night Out – Tabled
5. Breakfast with Santa – Saturday, 12/7/24  
The deposit for the face painter has been paid. Lori stated the total of the deposit and the final payment is \$505.  
Lori provided a detailed task list. Everyone understood and agreed to the Assigned duties.  
It was decided that there would not be a Facebook post but that the event will be shared on the Lakewood Forest neighborhood group on Next Door.
6. Board Holiday Celebration – a discussion took place regarding the Board's Holiday celebration and the benefit of holding the celebration at a restaurant instead of at a private home as previously decided. The benefit includes that members would be responsible for only their meal and there would be no uncertainty regarding cost of food for members that planned to attend but did not actually join the celebration. The discussion turned to payment of a portion of the meal by the LFCA. It was discussed that it is not uncommon for Board members to have a holiday celebration paid for by the organization they support as a form of "thank you" for their time. Hector made a motion that stated "I move that the Board approve an expenditure of \$35 per Board member, up to 11 Board members, in attendance at the Holiday party, up to \$385 in order to pay for a restaurant meal and a basic beverage for our Board Holiday Party." The motion was seconded by Scott.

The Board members shared their views on the expenditure. Terri stated that she was not in agreement with the expenditure. She expressed that she believes the money we receive from the households should be spent for the benefit of those households. She noted that we bargain shop for our events in order to be good stewards of the funds. She also noted that our Board is not the Board of a for-profit organization and that our funds are very limited. When asked, Terri stated that she would not attend an event that was funded by LFCA dues. Jamie also expressed that she was not in favor of the expenditure. Due to the divided opinions of the Board, the issue was tabled.

7. The Easter Egg Hunt was discussed. It was agreed to reserve the pavilion for Russ Poppe Park for the date of 4/12/25.
8. 4<sup>th</sup> of July Parade – Tabled
9. Clothing Swap – Tabled
10. Military Book Drive – Discussion included a question from Melody noting that the book drive would benefit service members that are not necessarily from LW. Jamie explained that the benefit of the neighborhood would be for residents to clean out unwanted books to donate to a worthy cause. Scott suggested that we include the Book Drive in the July 4<sup>th</sup> event. The Board was very supportive of this idea. Jamie stated that she may send a shipment to test the system. This item was tabled for a future date.
11. Military Care Packages – Lori stated that there are boxes in the storage area that are marked for the Care Package program. She stated that she would like to gift these items to Linda Musthaler and asked for a motion. A motion was made by Terri that stated, "I move that all items in our possession that pertain to the Military Care Package program be gifted to Linda Musthaler." The motion was seconded by Melody. This motion passed unanimously.

The Board covered the Treasurer's Report.

The Board covered Mail Call – Scott stated that there was no mail.

Reimbursements – Melody presented a receipt in the of \$411.14 for the purchase of the Squishmallow toys for the Breakfast with Santa goodie bags. It was decided unanimously to reimburse this expenditure. Scott wrote a check which Lori will take to Jodi for signature.

The next meeting was set for Tuesday, January 7, 2025

Terri made a motion to adjourn the meeting. The motion was seconded by Melody. The meeting was adjourned at 9:21 PM.

These minutes were approved as presented and corrected on 11/10/2024 by electronic vote. All votes were in favor of approval. Jamie MacKeen, Vice President, did not vote.

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Lori Estepp, President

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Date

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Jamie MacKeen, Vice President

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Date

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Scott Johnson, Treasurer

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Date

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Terri Cole, Recording Secretary

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Date

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Melody Rojas, Director

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Date

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Hector Rojas, Director

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Date

ADDENDUM TO MINUTES AS APPROVED:

On 12/1/24, Lori Estepp made a motion via email to reimburse Terri Cole in the amount of \$80 for payment to hang the garage sale signs. The motion was seconded via email by Melody Rojas. The motion passed unanimously via electronic vote.