

Lakewood Forest Civic Association
Board Meeting Agenda
March 4, 2025

Meeting called to order at 7:01

In attendance were:

Lori Estepp
Jamie McKeen
Scott Johnson
Terri Cole
Melody Rojas
Hector Rojas

Welcome Guests – No guests were in attendance.

Approve minutes from last meeting:

Secretary: Terri Cole

Garage Sale date was corrected from minutes shared with board.

Motion made by Melody to approve minutes as corrected; Motion was seconded by Scott. Minutes were unanimously approved as corrected.

Treasurer's Report

Treasurer: Scott Johnson

Treasurer's Report was covered as presented.

Mail Call - PO box 1025 at Parcel Plus:

Mail included payment (in incorrect amount) and solicitation from an attorney

*Parcel Plus requested contact information for the board

Administrative Report:

1. Membership dues received from Fund***
2. PO box- annual rent due 04/05/2025 ***

3. Texas SOS report due 05/16/2025*** - Scott requested names and addresses for the board members to include in the report.
4. LRC annual dues (due in May - we are not members but we are shareholders)
5. Insurance D&O Liability (Weimer Insurance) - due 11/25
6. Insurance - Treasurer Indemnity (Higginbotham) - due 11/25
7. Storage Unit - Paid thru 12/31/25 (lease is month to month so we could have a subsequent bill due if rent increases. Updated gate code is *11720#
8. Contract with HOA for Billing, Etc.
9. Add Jamie MacKeen as signatory on bank account - Jamie was added on Feb 14th

Web Page Liaison***- Melody Rojas to present progress on creating the LFCA webpage –

Melody is needing to complete login credentials. She will contact Jodi to gain access to the domain. There is a charge for website maintenance but it is well below what we budgeted. Melody will send the board a preview of the website in the near future.

Access to email for the board was discussed. It is the intent that we can all see emails received and streamline who responds to emails in order to minimize confusion.

Email Blast to residents: Contact Shiesha Sparrow, fund manager at gm@lakewoodforestfund.com

Update LFCA webpage on Fund website - contact Jodi Cole

LFCA Facebook Page - Hector Rojas –

Hector will have to start over on the Facebook page. He will start working on that on the near future. Hector will set up the page so that we can all look at and approve comments.

Nextdoor – nothing to cover

LRC Newsletter - Contact Shannon, LRC manager, at 281-376-1893 or lakewoodresidentsclub@gmail.com

Melody will forward everyone the asset list so that we can all see the accounts and credentials.

Committee/Project Reports:

1. Curb Numbers Resumes with Phase 1 in spring of 27 or 28
2. Lakewood Forest Garage Sale-Spring date May 16-18. Order new signs***

We were in agreement to purchase four 4x4 signs and ten bandit signs to utilize for the next garage sale

3. School Donations *** (Hamilton Middle School and Willow Wood Junior High -\$500 each)

Terri will be in charge of the school donations. Donations are planned to be disbursed in the fall of 2025.

4. National Night Out

If we hold the event, it will be held on the October date.

5. Breakfast with Santa

Tentative date is December 6th.

Maybe encourage focus on gifts for teenagers for donations.

6. Christmas Party

7. Egg Hunt *** Easter is on April 20th. Poppe park pavilion is reserved for Sat. April 12

No petting zoo is available. A bunny can be available from 2:00 – 4:00. There will be crafts, seed plantings and 2 rounds of egg hunts. Tasks were discussed and board members volunteered for what they would do. Jamie suggested that we see if we can find HS students who would be interested in earning community service hours to volunteer at the event.

8. 4th of July Parade –

Scott will contact Shannon to see if the LRC Social Committee is wanting to help.

9. Clothing Swap –

Jamie will head this event up. It is held the weekend before sales tax weekend.

10. Military Book Drive –

Operation Paperback – Possibly to be promoted at the July 4th event. Jamie will head up this program.

Old Business:

Neighborhood involvement ideas - Bingo night, game night or movie night; Sponsor a day to have pool open to whole neighborhood and maybe have a food truck; Christmas decoration contest.

Keep ideas in mind to consider for the future.

New Business:

Ideas for Neighborhood Events/Improvement

Review updated Bylaws supplied by former Pres., Jodi Cole

Lori will get these documents from Jodi prior to the next meeting

Reimbursements

Two checks to be signed

HOA dues overpaid and SOS report

Adjourn Meeting

Motion was made to adjourn by Terri and seconded by Melody.

Meeting was adjourned at 8:28.