

Lakewood Forest Civic Association
Board Meeting Agenda
May 6, 2025

Meeting called to order at 6:15.

Members present included:

Lori Estepp

Jamie MacKeen

Scott Johnson – joined the meeting at 6:25

Terri Cole (via FaceTime)

Melody Rojas

Hector Rojas

Welcome Guests – no guests present

Approve minutes from last meeting: Secretary, Terri Cole, sent meeting minutes draft to all members for review. Jamie made a motion to accept the minutes as presented. Melody seconded the motion. The motion passed unanimously.

Treasurer's Report: Treasurer, Scott Johnson provided the report to all members for review. The report was covered as presented.

Mail Call - PO Box 1025 at Parcel Plus – no mail

Administrative Reports:

1. Membership dues received from Fund - \$20,025 received from the Fund
2. PO box - annual rent due 04/05/2026
3. Texas SOS report - due 05/16/2025
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 through 12/31/25

Web Page – Melody has built a new website at

lakewoodforestcivicasociation.org

Discussion about posting budget and minutes took place. Lori listed the items that were required to be posted and stated that the minutes are not required. Terri made a motion that one year of minutes would be posted.

Lori seconded the motion. The motion passed unanimously. Jamie made a distinction between posting on FaceBook versus the website. It was discussed that information would be on the website but not on FaceBook. Lori also stated that our events should be posted on the Fund website as well. A link is also planned to be added to the Fund website to take residents directly to our website. Melody made a motion that the annual budget and Board Members as well as all information required by the bylaws will be posted on the website. Terri seconded the motion. The motion passed unanimously. Lori made a motion for the agenda for annual meeting, but not monthly meetings, will be posted on the website. Scott seconded the motion. The motion passed unanimously.

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

Shiesha also now knows how to work the E-sign and can post things there
LFCA Facebook Page – Discussion about controlling comments and regarding administrative control also took place.

NextDoor – Originally set up as a business but was removed. Melody reapplied to NextDoor under lakewoodforestca.com. We are waiting for approval.

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

Committee/Project Reports:

1. Curb Numbers Resumes with Phase 1 in spring of 27 or 28 – Discussion about the Fund paying for curb painting took place. This lead into a discussion about how to spend our budget.
2. Lakewood Forest Garage Sale - Spring date May 16-18. We need to ask Shiesha (GM) to notify the landscapers not to remove the garage sale signs. Signs will go out on Monday, 5/12/25.
3. School Donations – no discussion
4. National Night Out – no discussion
5. Breakfast with Santa – no discussion
6. Christmas Party - no discussion
7. Egg Hunt – Teenage volunteers were very helpful. Discussion about DJ took place and that the selection of music was not kid-appropriate. The possibility of investing in a karaoke machine for all future events. Pros

and cons of DJ vs purchasing a system of our own took place. Melody and Hector would be willing to manage the system. We have 3000+ eggs.

8. Patriotic Parade - Friday, July 4th – Lori spoke with the LRC Social Director as well as Shannon. The LRC is willing to find volunteers but no one on the LRC wants to chair the event. Lori prepared a document to explain what must be done for the parade to take place. There is some doubt that there would be enough volunteers for the event. A committee including Terri, Melody and Hector was formed to manage the day. There is a \$2,000 budget for this event.
9. Clothing Swap – Jamie stated that she has clothes at home and would like help sorting them. The park is reserved for the Saturday before the tax-free weekend.
10. Military Book Drive – no discussion

Old Business: Bingo night or movie night, sponsor a day to have pool open to whole neighborhood and maybe have a food truck, Christmas decoration contest

New Business: Discussion about budgeting for other expenditures that would be for the betterment of the community. Many of these events have been considered under old business for the last several months. The possibilities included Coffee with a Cop, Bingo Night, Christmas Decorations and a Pool Day. We also discussed helping the Fund to purchase holiday decorations. Lori says there may be a plan for new landscapers to hang the decorations. Lori discussed a financial standing document that she had prepared to help guide us in spending our monies. Lori suggested that we try to find things that would contribute to neighborhood beautification. Lori will get us a plan or a proposal for what the holiday decoration plan might include.

Reimbursements – Melody - \$22.16, \$127.79 – for Easter event expenditures

Corresponding Secretary – No one is yet able to fill this position

Adjourn Meeting – Terri made a motion to adjourn the meeting. Scott seconded the motion. The motion passed unanimously and the meeting was adjourned at 7:33.