

WESTBROOK LAKES HOMEOWNERS ASSOCIATION
Board of Directors Monthly Meeting
Monday, January 16, 2017

Pursuant to Section Six, 6.2, of the By-Laws of Westbrook Lakes Homeowners Association, Inc., the Board of Directors' meeting was duly called and held on the above date at SCS Management Services, located at 7170 Cherry Park Drive, Houston, TX 77095. The meeting was called to order at 6:30 pm with quorum established.

Present: Rachel Leclair, President
Duane Stewart, Vice-President
Vince Castro, Treasurer
Vernon Smith, Director-at-Large

Managing Agent(s): Margie Naranjo, SCS Management Services, Inc. (Arrived 7:10 pm)
Sarah Wydrinski, SCS Management Services, Inc.

HOMEOWNER/GUEST:

None

EXECUTIVE MEETING SUMMARY

Board Referral: The Board Referral list for Deed Restriction enforcement was reviewed and updated.

AGENDA: Director Stewart motioned to amend the agenda to discuss New Business first. Director Castro seconded the motion. All were in favor.

NEW BUSINESS:

Annual Meeting Date: The Board of Directors requested SCS to contact the school to schedule the meeting for Tuesday, March 28, 2017.

Lake Contract: Tabled. The Board requested SCS to request more bids.

Pool Contract: Tabled. Will be discussed further at the next meeting.

Mosquito Contract: The Board unanimously approved to renew the contract with Cypress Creel Mosquito Control.

MINUTES: The minutes of October 27, 2016 were reviewed. Director Castro motioned and Director Stewart seconded. Minutes were approved as presented.

MANAGEMENT REPORT:

Financials: Miss Wydrinski presented the December 31, 2016 Financial Reports. The year-end collection rate was 97%, the year-end total income was at 100% of the total budget amount, and year-end expenses were at 91% of the budgeted amount.

CAMI and ACTION LIST: CAMI – The report was reviewed. The Action List was reviewed and updated. The following items were added to the Action List:

- Contact Lake Pro to work on the recirculating pump and remove trash in the lake.
- Request American Pool to provide pool count and schedule a walk through to review check list.
- SCS to request additional bids for lake management.
- Request bids to enhance Common Area landscape.
- Request bids to remodel pool bathrooms.

UNFINISHED BUSINESS:

None

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 8:30 PM.

The next meeting is scheduled for Monday, February 20, 2017, at 6:30 PM.

ATTEST _____

DATE _____