

WESTBROOK LAKES HOMEOWNERS ASSOCIATION
Board of Directors Monthly Meeting
Monday, April 24, 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
John Lella, Vice-President
Jill Penn, Secretary
Vince Castro, Treasurer

Managing Agent: Margie Naranjo, SCS Management Services, Inc.

HOMEOWNER/GUEST:
None

EXECUTIVE MEETING SUMMARY (6:30-7:03)

Board Orientation: Mrs. Naranjo discussed the roles of the Board of Directors and the Manager, as well as how to read all the reports provided by SCS Management Services.

Board Referral: The Board Referral list for deed restriction enforcement was reviewed and updated.

The Board adjourned the executive meeting and reconvened into general session at 7:03 PM.

MINUTES: The minutes of February 2017 were reviewed. Director Leclair motioned and Director Castro seconded. Minutes were approved as presented - Directors Penn and Lella abstained.

MANAGEMENT REPORT:

Financials: Mrs. Naranjo presented the March 31, 2017 financial reports. Noting the year-to-date collection rate of 94%, year-to-date total income at 97% of the total budgeted amount, and total expenses to-date at 12%.

CAMI and ACTION LIST: CAMI – The report was reviewed. The Action List was reviewed and updated. The Board requested an on-site meeting with the Pool and Landscape companies to compare the proposals with the work completed.

Committees: The Board reviewed the committees and approved the following Board Liaisons/Chairs:

- Landscape: Jill Penn
- Pool: John Lella
- Lake: Vince Castro
- Website and Neighborhood Events: Rachel Leclair
- Architectural Application: Vince Castro/Jill Penn

NEW BUSINESS: The Board tabled the SCS Management multi-year contract for further review.

UNFINISHED BUSINESS: The Board requested the managing agent to e-mail the Trash Resolution for the Board to review and possible change.

ADJOURNMENT:

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

The next meeting is the scheduled for Monday, May 15, 2017.

ATTEST *Jill J. Lenn*

DATE 5/15/17