

WESTBROOK LAKES HOMEOWNERS ASSOCIATION

Board of Directors Monthly Meeting

Tuesday, July 18, 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 6:38 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 (6:42 - 7:15 PM)

Board Referral: The Board Referral list for deed restriction enforcement was reviewed and updated. The Board requested Mrs. Naranjo to write letters to the homeowners who have wrought iron fences explaining it is the homeowners responsibility to maintain the fences.

Collections: The Board reviewed the delinquency report and approved six homeowners' accounts to be turned over to the attorney's office for collections.

The Board adjourned the executive meeting and reconvened into general session at 7:15 PM.

MINUTES: The minutes of June 2017 were reviewed. Director Castro motioned to approve the Minutes as presented. The motion was seconded by Director Penn, motion passed with no opposition.

MANAGEMENT REPORT:

Financials: Mrs. Naranjo presented June 30, 2017 financial reports. Noting the year-to-date collection rate of 97%, year-to-date total income at 100% of the total budgeted amount, and total expenses to-date at 78%.

General Ledger Reallocation: Director Castro requested general ledger codes 6180 in amount of \$17,297.30 and 6200 in the amount of \$23,198.00 be reallocated to capital improvements.

CAMI and ACTION LIST: CAMI - The report was reviewed. The Action List was reviewed and updated.

COMMITTEE REPORTS:

Neighborhood Events: Director Leclair reported that the next event scheduled is the end of the summer pool party.

Pool: Director Lella reported he is requesting American Pool Management to install a tool rack and he has requested the lifeguards to keep better chemical records at the pool. Director Lella motioned for the Board to install two fans at the pool. After some discussion, Director Castro seconded the motion and the motion passed with no opposition.

Lake: Director Castro reported the middle lake may need to be dredged as reported by the lake management company after experiencing multiple problems maintaining the recirculating lines and pump due to excessive silt buildup. After some discussion, the Board requested Mrs. Naranjo contact the MUD for suggestions toward dredging the middle lake to sustain flood control mitigation.

Landscape: No Report given.

NEW BUSINESS:

Playground Proposals: The Board tabled the playground proposals to allow Director Leclair to meet with the vendors.

UNFINISHED BUSINESS: None

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 8:40 PM.

The next meeting is tentatively scheduled for Monday August 28, 2017.

ATTEST *Jessie L. Sean*

DATE 9/26/17