

**WESTBROOK LAKES HOMEOWNERS ASSOCIATION**  
**Board of Directors Monthly Meeting**  
Monday, February 20, 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 (Left at 8:00)

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

**HOMEOWNER/GUEST:**

None

**EXECUTIVE MEETING SUMMARY**

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

**MINUTES:** The minutes of January 16, 2017 were reviewed. Director Smith motioned and Director Castro seconded. Minutes were approved as presented.

**MANAGEMENT REPORT:**

**Financials:** Mrs. Naranjo presented the January 31, 2017 Financial Reports. Noting the year-to-date collection rate of 90% which is lower than the previous years, with year-to-date total income at 85% of the total budgeted amount, and total expenses to-date are at 5%.

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

**NEW BUSINESS:**

**Lake Contract:** Mrs. Naranjo presented the Solitude Lake Management contract for the Board to sign because the Board previously approved the contract by e-mail. Director Castro requested Mrs. Naranjo to contact Lake Pro to see if they would be willing to allow Westbrook Lakes out of the contract a month early to allow Solitude to start on March 1, 2017.

**Pool Contract:** Tabled. The Board will review the hours and approve the contract via e-mail. The Board requested a walk through of the pool with American Pool to ensure that the pool is up to code.

**Landscape Entry Proposal:** Mrs. Naranjo presented a proposal from Gruene to enhance the front entry of the community. After some discussion, the Board agreed to table the proposal to schedule an on-site meeting with Gruene to discuss different options.

**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 the Annual Meeting scheduled for Monday, March 27, 2017.

ATTEST 

DATE 4/24/17