

**WESTBROOK LAKES HOMEOWNERS ASSOCIATION**  
**Board of Directors Monthly Meeting**  
Monday, May 15, 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 6:31 pm with quorum established.

**Present:** Rachel Leclair, President  
John Lella, Vice-President  
Jill Penn, Secretary  
Vince Castro, Treasurer-Via Teleconference

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

**HOMEOWNER/GUEST:**  
None

**EXECUTIVE MEETING SUMMARY (6:31-7:15)**

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

**Delinquent List:** The Board requested the managing agent to send final demands to delinquent homeowners.

**Architectural Application:** Mrs. Naranjo presented two applications for Board approval. After some discussion, the Board unanimously approved one application for a storage shed and painting. The second application was denied for more information.

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

**MINUTES:** The minutes of April 2017 were reviewed. Director Penn motioned and Director Lella seconded. Minutes were approved as presented.

**MANAGEMENT REPORT:**

**Financials:** Mrs. Naranjo presented the April 30, 2017 financial reports. Noting the year-to-date collection rate of 96%, year-to-date total income at 99% of the total budgeted amount, and total expenses to-date at 18%.

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

**REPORTS:** Director Leclair reported that the Grillin and Chillin pool event is on schedule for the May 27 and the quarterly newsletter will be sent out in the upcoming week.

**NEW BUSINESS:** The Board discussed whether or not if the governing documents permitted the installation of rot boards for homeowner fencing. Mrs. Naranjo explained the Declarations, Covenants, Condition and Restriction (DCCR) do not address rot boards. Mrs. Naranjo made a recommendation to the Board to allow rot boards since it is becoming a trend and it extends the life of the fence. After discussion, the Board unanimously agreed to deny the installation of rot boards for fencing.

**UNFINISHED BUSINESS:** The Board approved the Trash Resolution.

**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, June 19, 2017.

ATTEST Julie A Penn

DATE 6/15/17