

**WESTBROOK LAKES HOMEOWNERS ASSOCIATION**  
**Board of Directors Monthly Meeting**  
Tuesday, January 22, 2019

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.

Present: Rachel Leclair, President  
John Lella, Vice-President  
Jill Penn, Secretary  
Morley Lee, Director

Absent: Vince Castro, Treasurer

Managing Agent: Tammi Norris, SCS Management Services, Inc.

**EXECUTIVE MEETING SUMMARY (6:35 - 7:00 PM)**

**Call to Order:** Meeting was called to order at 6:35 pm.

**Board Referral:** The Board Referral list for deed restriction enforcement was reviewed. Director Leclair motioned to recycle two violations, one will be NNC'd and one will go to Attorney Demand. Three properties need a photo of violation for the Board to review. The Deed Restrictions Guidelines will be reviewed at the February 2019 meeting to discuss definition of and citing for commercial vehicles. Director Lee seconded the motion and all were in favor. *John abstained*

**Collections:** The Attorney Status Report was reviewed and discussion of Split Cypress account at attorney lawsuit. Director Lee made a motion to approve the attorney's recommendation to file a lawsuit for expedited foreclosure. Director Penn seconded the motion and all were in favor.

The Board adjourned the executive meeting and reconvened into general session at 7:00 PM.

**MINUTES:** The minutes of October 30, 2018 meeting were reviewed. Director Leclair made a motion to approve the Minutes as presented. Director Penn seconded the motion. All were in favor.

**HOMEOWNER/GUEST:**

None

**ACTION TAKEN OUTSIDE OF MEETING:**

None

**COMMITTEE REPORTS:**

**Neighborhood Events:** 2019 events will be scaled down and stay within budget. Christmas lights continue to be a concern with light outages and electrical connections. In early fall 2019 an electrician will be scheduled to check all entrance and pool areas so that electricity can support Christmas lighting. New decorations and lights may need to be purchased.

**Pool:** Water shut-off valve location needed for Board to handle emergency shut-off. 2019 Pool season registration and silicone wrist bracelets will be reviewed at the February meeting. Board will inspect the pool area for clean-up needs. Director Leclair will purchase pool toys. Director Leclair was approved to purchase toy storage container and have hole drilled in the bottom with cost of less than \$500.00.

**Lake:** Director Leclair reminded the Board winter is the time fish in the pond die off from lack of oxygen. Last winter a large number of fish died and were removed from the lake. Residents who phone in concerns will be reminded this is a natural course of nature.

**Landscape:** Snap dragons were installed and are a good fit for the entrance.

**MANAGEMENT REPORT:** The Management Report was presented reviewing the Accounting Summary and Collections Schedule.

**FINANCIAL REPORTS:** The Balance Sheet, Income Statement and YTD Actual vs. Budget reports were reviewed.

**NEW BUSINESS:**


CPA Engagement Letter was present with cost for full audit and tax filing. This was done in 2018 and 2019 budget is for a review and tax filing. Letter will be revised and resented at the February meeting.

**UNFINISHED BUSINESS:**

Lake Agreement Amendment and Mow Map were briefly discussed. Director Castro has been in contact with Coats & Rose and an update is pending.

**ADJOURNMENT:**

There being no further business to come before the Board, the meeting was adjourned at 7:45 PM.

ATTEST 

DATE 2 20 19