

WESTBROOK LAKES HOMEOWNERS ASSOCIATION
Board of Directors Monthly Meeting
Wednesday, March 18, 2020

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 via teleconference.

Present: John Lella, President
 Kyle Rouch, Vice President
 Jill Penn, Secretary
 Adriana Usubillaga, Treasurer
 Rachel Leclair, Director
 Morley Lee, Director

Absent:

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

CALL TO ORDER: Meeting was called to order at 6:41 pm.

GUESTS TO ADDRESS THE BOARD: There were no guests to address the Board.

BOARD REFERRAL: The Board Referral list for deed restriction enforcement was reviewed with no Board action needed at this time.

COLLECTIOINS: The Attorney Status Report was reviewed and discussion of Split Cypress account at attorney lawsuit pending counter offer made by the Board. Holt & Young is communicating with owner and no other action is needed at this time.

The Board adjourned the executive meeting and reconvened into general session at 6:51 PM.

MINUTES: The minutes of February 2020 meeting were reviewed. Director Penn made a motion to approve the Minutes with corrections. Director Leclair seconded the motion. All were in favor.

HOMEOWNER/GUEST:

None

ACTION TAKEN OUTSIDE OF MEETING:

None

COMMITTEE REPORTS:

Neighborhood Events: April Easter egg hunt and community garage sale will be cancelled due to covid virus and social distancing. Director Leclair is leaving her office on the Board of Directors and will hand over the event inventory to Director Lella.

Pool: Swim Houston has been award the 2020 pool season management contract. Pool furniture, drinking fountain and minor repairs are still needed.

Lake: Solitude Lake Management has been treating the vegetation in the lake to decompose. No results noticed ask them to remove the vegetation. Director ~~Reynolds~~ ^{Rouch} is meeting with Solitude techs to discuss removal, ware levels, pump inspection and all lake concerns. Mrs. Norris will contact Vince Castro and Dwayne Stewart to gather their knowledge of the lake functions. She will also locate a well water serv

provider to discuss well pump and water lines and have them contact both Director Lella and Director Reynolds to meet at the pump house and discuss repairs.

Rouch
Landscape: Schedule planting of spring colors and mulching is still needed and Mrs. Norris will contact Gruene for an installation date.

MANAGEMENT REPORT: The Management Report was presented reviewing the Accounting Summary and Collections Schedule. A brief discussion followed.

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

UNFINISHED BUSINESS:

2020 Annual Meeting in March will be postponed until covid virus and social distancing orders are over. Expiring March terms will carry on until the meeting is held. Director Leclair and family are moving and she has decided she will vacate her position on the Board of Directors. The Board and Mrs. Norris thanked her for her years service volunteering to help the community and wished her well in this new chapter of her life. Director Lee and Director Usubillaga announced they would like someone to fill their expiring terms but will remain on the Board until the Annual Meeting can safely be held.

NEW BUSINESS:

2020 pool season notice ~~will~~ is pending an announcement from government officials and pool management on when it is safe to open.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 7:58 PM.

ATTEST Board approval
per April Meeting
Minutes
L. Norris

DATE 4/16/20