

WESTBROOK LAKES HOMEOWNERS ASSOCIATION

Board of Directors Monthly Meeting

Wednesday, April 15, 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
Jill Penn, Secretary
Morley Lee, Director

Absent: Kyle Rouch, Vice President
Adriana Usubillaga, Treasurer

Managing Agent: Tammi Norris and Wendy Golden SCS Management Services, Inc.

CALL TO ORDER: Meeting was called to order at 6:34 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.

COLLECTIONS: The Attorney Status Report was reviewed and discussion of Split Cypress account at attorney accepted 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 March 2020 meeting were reviewed. Director Penn made a motion to approve the Minutes with corrections. Director Lee seconded the motion. All were in favor.

HOMEOWNER/GUEST:

None

ACTION TAKEN OUTSIDE OF MEETING:

Board accepted the installment plan agreement for Split Cypress account at the attorney office. First payment due by April 30, 2020 \$1,700.00. Second payment due May 30, 2020 \$1,700.00 and balance will be paid month on installment plan. HOA 2019 CPA Engagement Letter and Tax Filing was approved.

COMMITTEE REPORTS:

Neighborhood Events: Events have been cancelled due to covid.

Pool: Pool furniture, drinking fountain and minor repairs are still needed. Tuttle bid includes all power washing at pool, playground and vinyl fencing on cul de sacs; pergola repair and handicap parking spot. Discussion followed on the need to install two handicap spots to accommodate the needs of the community. Director Penn made a motion to approve two handicap spots. Director Lee seconded the motion and all were in favor.

Lake: No report was given see updates on lake vegetation removal, nutria removal and erosion control in the Action Items List

Landscape: Schedule planting of spring colors and mulching is still scheduled for April 17, 2020 and April 27, 2020. Yard of the Month will resume in May 2020.

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:

There was no unfinished business.

NEW BUSINESS:

2020 pool season notice will be posted on SCSGo, the Westbrook lakes website and mailed to all homeowners announcing wristbands are available and pool opening date is pending an announcement from government officials, legal counsel, insurance agent and pool management as to when it is safe and how to open.

ADJOURNMENT:

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

ATTEST Board approval
per May Meeting
Minutes
J. Bourd

DATE 5/20/20