

WESTBROOK LAKES HOMEOWNERS' ASSOCIATION

Board of Directors Monthly Meeting

Wednesday, April 20, 2022

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 Ring Central: Please join using this link <https://v.ringcentral.com/join/006122062?pw=65a7c1caa832b19c2df7bc704392b6c1> Meeting ID: 006122062, Password: v4VbFceQqv, Or dial: 1+ (650) 4191505 United States (San Mateo, CA), Access Code and Meeting ID: 006122062, Dial-in password: 8482323778, International numbers available: <https://v.ringcentral.com/teleconference>

Present: Kyle Rouch, President
Vince Castro, Vice President
Adriana Usubillaga, Treasurer
Morley Lee, Director

Absent: Jill Penn, Secretary

Managing Agent: Tammi Norris, Association Manager - CMC Management

CALL TO ORDER: Meeting was called to order at 6:47 pm.

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 four accounts in collections. One paid in full, two are on an active installment plan and one was approved to send to attorney collection lawsuit.

The Board adjourned the executive meeting and reconvened into general session at 7:02 PM.

GENERAL SESSION CALL TO ORDER: Meeting was called to order at 7:03 PM.

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

EXECUTIVE SESSION VOTING: Voting was held to approve the Executive Session. Director Castro made a motion to approve all Executive Session items. Director Usubillaga seconded the motion, and all were in favor.

MINUTES: The minutes of February 2022 meeting were reviewed. Director Castro made a motion to approve the Minutes as presented. Director Lee seconded the motion. All were in favor.

ACTION TAKEN OUTSIDE OF MEETING: No action was taken outside of the meeting.

MANAGEMENT REPORT: Ms. Norris presented the April Management Report reviewing the Accounting Summary amount and percentages collated and spent.

FINANCIAL REPORTS: Ms. Norris presented the financial reports noting their CD matures April 26, 2022. Director Usubillaga made a motion to approve the transfer of funds \$53,000.00 to the Axos Reserve Fund. Director Lee seconded the motion, and all were in favor.

ACTION ITEMS REPORT: The report was reviewed in detail.

UNFINISHED BUSINESS: The 2022 Pool Management Contract was discussed. Director Usubillaga made a motion to approve the contract. Director Lee seconded the motion, and all were in favor.

NEW BUSINESS: Voting was held to fill Director Offices. Director Usubillaga made a motion to keep all offices as is. Director Lee seconded the motion, and all were in favor. President, Director Rouch; Vice President, Director Castro; Secretary, Director Penn; Treasurer, Director Usubillaga and Director at Large, Director Lee.

COMMITTEE REPORTS:

Neighborhood Events: No report was provided.

Pool: No report was provided.

Lake: No report was provided.

Landscape: No report was provided.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 8:15 PM.

ATTEST Board Approval
May 11, 2022
Meeting Minutes
J. Jones

DATE 05/10/22