

**WESTBROOK LAKES HOMEOWNERS ASSOCIATION**  
**Board of Directors Monthly Meeting**  
Wednesday, July 16, 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  
                              ~~Morley Lee, Director~~

Absent:                 *Morley Lee, Director*

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

**CALL TO ORDER:** Meeting was called to order at 6:30 pm. With Guest Vince Castro in attendance the Board voted to adjourn and move Executive Session at 6:32 and call to order General Session at 6:33. Mr. Castro called in thinking this was the Annual Meeting. Director Lella explained this is the Monthly General Session Meeting and Mr. Castro excused himself. Executive Session was reconvened at 6:40.

**BOARD REFERRAL:** The Board Referral list for deed restriction enforcement was reviewed. Two violations will be cited with pictures and address from the Board. No other board action is needed at this time.

**COLLECTIOINS:** The Attorney Status Report was reviewed and discussion of Split Cypress account at the attorney's office followed. Holt & Young is still trying to make contact with owner for second half of down payment that was due in May. \$1,700.00 was due and \$605.00 was paid. Attorney will be advised to move forward with lawsuit if no payment received.

The Board adjourned the executive meeting and reconvened into general session at 6:47 PM.

**GUESTS TO ADDRESS THE BOARD:** Denise Crandon called in at 7:03 pm to observe only.

**MINUTES:** The minutes of June 2020 meeting were reviewed. Director Penn made a motion to approve the Minutes as corrected. Director ~~Lee~~ *Rouch* seconded the motion. All were in favor.

**ACTION TAKEN OUTSIDE OF MEETING:**  
There was no action taken outside of the meeting.

**COMMITTEE REPORTS:**

**Neighborhood Events:** Garage sale is Saturday, June 27, 2020. All other events are on hold due to covid.

**Pool:** Director Lella reported the 2020 pool season is going well as far as the quality of the chemical levels and pool cleanliness is much improved from last year. The concern reported is new covid rules related to frequent pool closing for sanitation and lifeguards spend too much time on their phone during the 30 minute sanitation break.

**Lake:** Director Rouch reported the upper pond pump is working now with a temporary fix. Ryan with Solitude Lake Management is quoting the cost to change out pipe. Irrigation pump bid is in the works and Ms. Golden will send irrigation vendor options.

**Landscape:** Director Penn reported a credit is due from Gruene Horticultural for a missed mow service. Dead flowers at the esplanade have been replaced at no charge.

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

**FINANCIAL REPORTS:** The Balance Sheet, Summary Statement of Revenues and Expenses and YTD Actual vs. Budget were reviewed.

**UNFINISHED BUSINESS:**


There was no unfinished business.

**NEW BUSINESS:**

There was no new business.

**ADJOURNMENT:**

There being no further business to come before the Board, the meeting was adjourned at 7:35 PM.

ATTEST Gill Penn 

DATE 08/19/20

Board approval  
August Meeting  
Minutes