

WESTBROOK LAKES HOMEOWNERS ASSOCIATION

Board of Directors Monthly Meeting

Wednesday, August 22, 2018

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: John Lella, Vice-President
Jill Penn, Secretary
Vince Castro, Treasurer

Absent: Rachel Leclair, President
Morley Lee, Director

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

EXECUTIVE MEETING SUMMARY (6:40 - 7:07 PM)

Call to Order: Meeting was called to order at 6:40 pm.

Board Referral: The Board Referral list for deed restriction enforcement was reviewed. Director Castro motioned to recycle violation for both properties on the report. Director Penn seconded the motion and all were in favor. Deed Restrictions Violations Report was reviewed and photos shared of cars parking at pool lot, trash behind fence and shed roof on Chateau Pt. Letter will be sent to not park in pool lot, remove trash and submit ACC application to bring shed roof in compliance.

Collections: The Attorney Status Report was reviewed and Director Castro motioned to move the Split Cypress account to an attorney lawsuit if no payment has been received on the August report. Director Lella seconded the motion and all were in favor.

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

MINUTES: The minutes of July 18, 2018 meeting were reviewed. Motioned made to approve the Minutes as written. The motion was seconded, all were in favor.

HOMEOWNER/GUEST:

None

ACTION TAKEN OUTSIDE OF MEETING:

None

COMMITTEE REPORTS:

Neighborhood Events: No update.

Pool: Water testing well. Fans at pergolas will be considered for 2019 pool season. A 52" wet rated fan will be installed at the awning with existing electrical connection.

Lake: Meeting with MUD for lake inspection follow-up response on dredging and mowing never received. Contact the managing attorney. Wooden benches will be pick up in September and donated to a neighboring HOA.

Landscape: Entrance bed needs mulch and removed dead shrubs on back row. Early spring cut back shrubs low to promote new growth. Trim two trees at playground to an 8' height.

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:
No new business was presented.

UNFINISHED BUSINESS:
Statement of Values was signed and 2018 Landscape Contract is complete.

ADJOURNMENT:
There being no further business to come before the Board, the meeting was adjourned at 8:00 PM.

The next meeting is scheduled for Wednesday, ^{September 19, 2018}~~October 17~~, 2018 (meeting room TBD).

ATTEST Jill Penn

DATE 9/19/18