

**WESTBROOK LAKES HOMEOWNERS ASSOCIATION**  
**Board of Directors Monthly Meeting**  
Wednesday, August 21, 2019

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, President  
Jill Penn, Secretary  
Adriana Usubillaga, Treasurer  
Rachel Leclair, Director  
Morley Lee, Director

**Absent:** Kyle Rouch, Vice President

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

**Call to Order:** Meeting was called to order at 6:32 pm.

**Guest to Address the Board:** There were no guests to address the Board.

**Board Referral:** The Board Referral list for deed restriction enforcement was reviewed. Director Usubillaga motioned to move three violation will be Recycled, two will move to Attorney Final Demand; two will move to Attorney Lawsuit and once to NNC. Director Penn seconded the motion and all were in favor.

**Collections:** The Attorney Status Report was reviewed and discussion of Split Cypress account at attorney lawsuit and the attorney's written email confirmation this is a lawsuit not a foreclose. Authorization to file lawsuit is approved.

The Board adjourned the executive meeting and reconvened into general session at 7:08 PM.

**MINUTES:** The minutes of June 2019 meeting were reviewed. Director Usubillaga made a motion to approve the Minutes as corrected. Director Penn seconded the motion. All were in favor.

**HOMEOWNER/GUEST:**

None

**ACTION TAKEN OUTSIDE OF MEETING:**

None

**COMMITTEE REPORTS:**

**Neighborhood Events:** Next event is movie night in September and volunteers are needed. Notice will be posted on the web and if possible the newsletter too. Director Usubillaga will volunteer and ask her son if he will help with the newsletter or one page mailer announcement.

**Pool:** Swim Houston will be asked to bid pool management for the 2020 Pool season and the Board will consider reducing the pool hours. Report of missing pool tile need replacement.

**Lake:** Lake agreement with MUD is responsible for Nutria and erosion control. Request for service will be sent to managing attorney Coats & Rose. They will also be asked to check pump lines for sediment clogs.

**Landscape:** Plants in median beds look weak landscaper will be asked to check irrigation and health of plants

**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:**

Bids to replace baby changing table was approved. Pool area power washing and lot striping with handicap spot was discussed and will be re-bid. Pool drinking fountain bid is on hold until 2020 pool season.

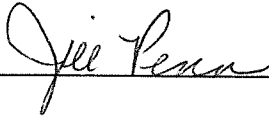
**UNFINISHED BUSINESS:**

Insurance Statement of Values was revised and signed. MUD Lake agreement was signed.

**ADJOURNMENT:**

There being no further business to come before the Board, the meeting was adjourned at 8:37 PM.

ATTEST

  
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DATE

9/25/19