

WESTBROOK LAKES HOMEOWNERS ASSOCIATION
Board of Directors Monthly Meeting
Wednesday, August 19, 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: Kyle Rouch, Vice President
Jill Penn, Secretary
Adriana Usubillaga, Treasurer
Morley Lee, Director

Absent: John Lella, President

Managing Agent: Tammi Norris SCS Management Services, LLC

CALL TO ORDER: Meeting was called to order at 6:34 pm. Guest Ms. Crandon and Ms. Sullivan in attendance to observe the Board voted to adjourn and move Executive Session at 6:34 and call to order General Session at 6:35. Executive Session was reconvened at 8:08.

BOARD REFERRAL: The Board Referral list for deed restriction enforcement was reviewed with no Board action needed at this time.

COLLECTIOINS: The Attorney Status Report was reviewed and discussion of Split Cypress account at the attorney's office and making payments. No Board action needed at this time.

The Board adjourned the executive meeting and reconvened into general session at 8:09 PM.

GUESTS TO ADDRESS THE BOARD: Ms. Crandon called and Ms. Sullivan joined to observe only.

MINUTES: The minutes of July 2020 meeting were reviewed. Director Lee made a motion to approve the Minutes as corrected. Director Penn 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, September 20, 2020. All other events are on hold due to covid. 19/26

Pool: Board members discussed one pool light (first on right when entering the pool) is out. Pergola mesh net needs to be replaced. Strainer baskets concern four broken and one missing. Swim Houston will replace and be asked to document repairs/replacements to monitor frequency in which they are being done. Pool shower has a leaking head and is turned off for now. Repair will be scheduled before 2021 pool season. 2020 Pool season will be extended 8 days to remain open weekends in September and daily to September 4, 2020.

Lake: Director Rouch reported no change to the upper pond pump is working now with a temporary fix. Ryan with Solitude Lake Management is quoting the cost to change out pipe and light on fountain. Lake irrigation, nutria and erosion is still a concern and contractor Stuckey's is reporting their work is complete. Ms. Norris will contact Coates & Rose to discuss a remedy with Chimney Hill MUD Board.

Landscape: Board discussion of tree trimming and mowing on Jackrabbit Road. Mowing is contracted with Gruene and Ms. Norris will confirm if tree trimming is included. Tree trimming inside the community is contracted two times a year (Spring and Fall) and will be scheduled soon.

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:

Mrs. Lella contacted Ms. Norris to report the unfortunate passing of her husband Director John Lella. Ms. Norris will contact former Board Member Vince ~~Castro~~ ^{Castro} to see if he has an interest in filling the vacant Director role.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 8:09 PM.

ATTEST Board Approval
July Meeting Minutes


DATE 08/19/2020