

WESTBROOK LAKES HOMEOWNERS ASSOCIATION

Board of Directors Monthly Meeting

Wednesday, September 18, 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 Zoom meeting.

Present: Kyle Rouch, Vice President
Jill Penn, Secretary
Morley Lee, Director
Vince Castro, Director

Absent: Adriana Usubillaga, Treasurer

Managing Agent: Tammi Norris SCS Management Services, LLC

CALL TO ORDER: Meeting was called to order at 6:41 pm.

BOARD REFERRAL: The Board Referral list for deed restriction enforcement was reviewed with one violation Ingle Oak Dr. moving to Attorney Demand. No other 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 6:59 PM.

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

MINUTES: The minutes of August 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 26, 2020. National Night Out and all other events are on hold due to covid.

Pool: Weekly pool maintenance reports will be sent to the Board to co-manage. 2020 season is ending. A notice to owners will be posted on the portal and Swim Houston will winterize.

Lake: Director Rouch reported no change to the upper pond pump is working now with a temporary fix. Recirculation pump, hydraulics and all above ground piping in pump house need to be replaced. Funding is needed in 2021 for upgrades and repairs. Lake management vendor was discussed and bids will be gathered. Lake Fountain light has been out and cost to repair is \$175.00. Director Castro made a motion to make the repair. Director Lee seconded the motion and all were in favor.

Landscape: HOA common area tree trimming has been completed. Jackrabbit is mowed by Gruene but tree trimming is not contracted. Tree trimming bid or contacting Center Point was discussed and on hold for now.

MANAGEMENT REPORT: The Management Report was not presented.

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:

2021 Assessment rate and budget worksheet was reviewed. Director Penn made a motion to not increase the 2021 assessment rate. Director Castro seconded the motion and all were in favor. Budget worksheet will be reviewed and discussed again in October for edits. Commercial vehicles in the community was discussed and agreed it was voted on in the past if they are the owners livelihood they will be allowed. Pool parking lot policy was discussed and option to prevent owners using it to park overnight. There is one habitual violator and the Board will send Ms. Norris the name and address to begin citing. SCS Go website is phasing out and SCS Portal will be the official site for all HOA business.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 8:45 PM.

ATTEST Board approval

DATE 10/21/20

October 2020
Meeting Minutes 