

**WESTBROOK LAKES HOMEOWNERS ASSOCIATION**

**Board of Directors Monthly Meeting**

Wednesday, October 23, 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  
Kyle Rouch, Vice President  
Jill Penn, Secretary  
Adriana Usubillaga, Treasurer  
Rachel Leclair, Director

Absent: Morley Lee, Director

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

**Call to Order:** Meeting was called to order at 6:37 pm.

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

**Board Referral:** The Board Referral list for deed restriction enforcement was reviewed. One account is on Board hold and four accounts are at the attorney with no Board action needed at this time.

**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 foreclosure. Cathy Jensen, SCS President, presented an email and spreadsheet detailing the recommended steps in waiving "soft" fees and making a counter offer to the owners settlement request.

The Board adjourned the executive meeting and reconvened into general session at 6:45 PM.

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

**HOMEOWNER/GUEST:**

None

**ACTION TAKEN OUTSIDE OF MEETING:**

None

**COMMITTEE REPORTS:**

**Neighborhood Events:** Next event is a movie night in December.

**Pool:** Director Lella reported pool tile coping repair is complete. Pool furniture will need to be replaced for the 2020 season.

**Lake:** Chimney Hill MUD contracted Stuckey's to remove nutria and repair erosion. Equipment should be onsite today for construction to begin.

**Landscape:** Director Penn reported a property on Brayden Bend backs up to the open field and trees are overgrown. This is not HOA managed and the owner can cut back overgrowth encroaching on his property.

**MANAGEMENT REPORT:** The Management Report was presented reviewing the Accounting Summary and Collections Schedule. Mosquito fogging contract expiration date October 31, 2019 will not be extended to November 31, 2019. If needed we will request one time spraying of neighborhood and greenbelt.

**FINANCIAL REPORTS:** The Balance Sheet, Income Statement and YTD Actual vs. Budget reports were reviewed.

**UNFINISHED BUSINESS:**

2020 Budget Worksheet and Assessment rate was discussed. The Budget will be reviewed and compared to the Reserve Study to be finalized at the November meeting. The 2020 assessment rate was discussed considering anticipated increases in 2020 contracts, utilities and amenities as well as any Capital Expenditures from the Reserve Study needed in 2020. Director Leclair made a motion to increase the 2020 assessments from \$650.00 annually to \$675.00 annually. Director Penn seconded the motions. All were in favor.

**NEW BUSINESS:**

2020 Pool Management Bid was not discussed.

**ADJOURNMENT:**

There being no further business to come before the Board, the meeting was adjourned at 8:48 PM.

ATTEST \_\_\_\_\_



DATE \_\_\_\_\_

11/20/19