

WESTBROOK LAKES HOMEOWNERS ASSOCIATION
Board of Directors Monthly Meeting
Wednesday, October 21, 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
Adriana Usubillaga, Treasurer
Vince Castro, Director

Absent: Morley Lee, Director

Managing Agent: Tammi Norris SCS Management Services, LLC

CALL TO ORDER: Meeting was called to order at 6:40 pm.

BOARD REFERRAL: The Board Referral list for deed restriction enforcement was reviewed with 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 not making payments as promised. Next step will be filing a lawsuit.

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

GUESTS TO ADDRESS THE BOARD: A guest joined late and left when told it wasn't the annual meeting.

MINUTES: The minutes of September 2020 meeting were reviewed. Director Rouch made a motion to approve the Minutes as corrected. Director Castro 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: Director Penn has former Ms. Leclaire's flash drive with past three years events. She will give it to Vince open and share with the Board. Storgae shed has event signs. Christmas decorations is the next event to be scheduled. Volunteers are needed to manage all events.

Pool: 2021 Pool seaon action items will be discussed in February 2021. Swim Houston manages winterinzing poll and will be contacted to confirm this will be done and will it include the pool shower & restrooms

Lake: Director Rouch presented his irrigation report discussing meetings with vendors and options to complete final repairs. Stuckey's was notifed of the additional U-Shaped irrigation and possible damage they crews caused on the other side of the bridge. Well pumps are 20 years old and need to be replaced. Cost to design a new system is \$3,000.00-\$5,000.00 and the first step to determine the cost of the entire project. Director Rouch will prepare the bid scope if work and options to use well, city or surface water. MUD engineer may be a good point of contact.

Landscape: Mulch is scheduled twice a year in March and September. Greune is behind schedule and will install next week of first week in November. Seasonal flowers are being installed next week. All common areas need weed and feed.

MANAGEMENT REPORT: Mrs. Norris present the October Management Report.

FINANCIAL REPORTS: Director Usubillaga resented the September financial report and noted we are on track with the 2020 budget. A brief discussion followed on using the Cash or Modified Accrual accounting method. Director Usubillaga made a motion to go back to cash accounting showing the numbers where we actually are not where we should be. Director Castro seconded the motion and all were in favor.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

2021 Budget Worksheet was discussed and Board will send in all edit before approving the final budget at the December Meeting. Lake Management Vendors bids were presented and will be discussed further at the December meeting.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 8:34 PM.

ATTEST

Gill Penn 

DATE

11/18/20

Board approval
November 2020
Meeting Minutes