



2022 Annual Meeting

Date: Monday, March 28, 2022

Time: 7:00pm

Find us at:

www.westbrooklakes.net

Westbrook Lakes

Agenda

- 6:45 PM **Sign-In**
- 7:00 PM **Call to Order**
A. Introduction of Directors & Officers
B. Certification of Quorum
C. Approval of 2021 Annual Meeting Minutes
- 7:05 PM **2021 Year in Review**
A. Social Events
B. Deed Restrictions
- 7:15 PM **Election**
A. Nominations from the Floor
B. Introduction of Nominees
C. Two vote tabulators
- 7:25 PM **Financial Report**
- 7:35 PM **Guest to Address the Board**
A. Chimney Hill Mud Rep., Tom Woltz
- 7:50 PM **2022 Goals**
- 8:00 PM **Election Results**
A. Results for Board Election
B. Welcome New/Returning Board Members
- 8:05 PM **Open Forum- 3 minutes per Topic**
- 8:30 PM **Adjournment**

Introduction

Board Members

Kyle Rouch – President
Vince Castro – Vice President
Adriana Usubillaga – Treasurer
Jill Penn – Secretary
Morley Lee – Director at Large

Chaparral Management Services Team

Tammi Norris – Association Manager

Non- Present Management Team Member

Tricia Davila-Billing**Kenny Dubeau- Deed Restriction**Emily Guzman- ACC

Communications & Social Events

2022 Future Community Events

Easter Egg Hunt

- Saturday, April 16th
10:00 a.m.

National Night Out

- Tuesday, October 4th

Pool Opening Party

- Saturday, May 28th

2021 : Holiday Decorating Contest Winners

1st Place: 13818 Brannon Field

2nd Place: 13831 Desert Canyon

3rd Place: 13627 Braydon Bend



Westbrook Lakes

Communications & Social Events

2022 Garage Sale Dates

Saturday, March 5th
(Rain Date: March 12th)

Saturday, June 4th
(Rain Date: June 11th)

Saturday, September 10th
(Rain Date: September 17th)

Suggested times are 7:00am – 3:00pm

Note: Residents are responsible to handle their own sales on their property.

As homeowners we strive to keep our neighborhood looking beautiful by maintaining our properties. However, violations occur from time to time. In reviewing the deed restriction statistics over the last year, here are the top five recurring violations:



- Maintaining Lawns
- Inoperable Vehicles
- Storing of Trash Cans
- Dirt/Mildew on home
- Fence replacement (must be 6' cedar, dog eared – NO ROT BOARDS)
- Architectural Application Request (Modification to Home)



2020/21 – Year in Review

Cul-de-sac – White Fencing:

- Mold removal, cleaning and revitalization of community fence. {complete}

Power Washing – Community Areas:

- Pool – restrooms, entrance walkway, stone exterior wall
- Pool – parking lot, sidewalk
- Community entrance marque signs
- Playground – equipment, parking lot
- Westbrook Bridge Dr. – stone wall, sidewalk
{complete}

Pool House - Restrooms:

- Painted interior walls with fresh new colors (men's and women's). {complete}

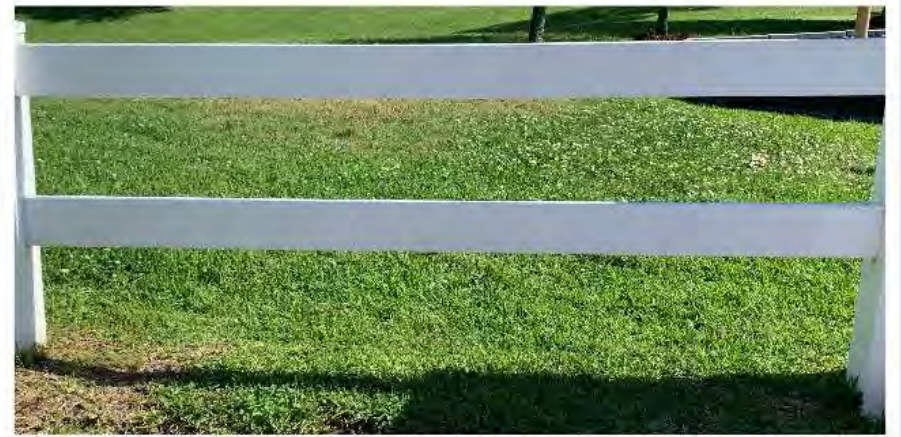
2020/21 – Year in Review

Cul-de-sac – White Fencing:
{complete}



2020/21 – Year in Review

Cul-de-sac – White Fencing:
{complete}



2020/21 – Year in Review

Cul-de-sac – White Fencing:
{complete}



2020/21 – Year in Review

Cul-de-sac – White Fencing:
{complete}



2020/21 – Year in Review

Power Washing– Community Areas: {complete}



Westbrook Lakes

2020/21 – Year in Review

Power Washing– Community Areas:
{complete}



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2020/21 – Year in Review

Power Washing– Community Areas:
{complete}



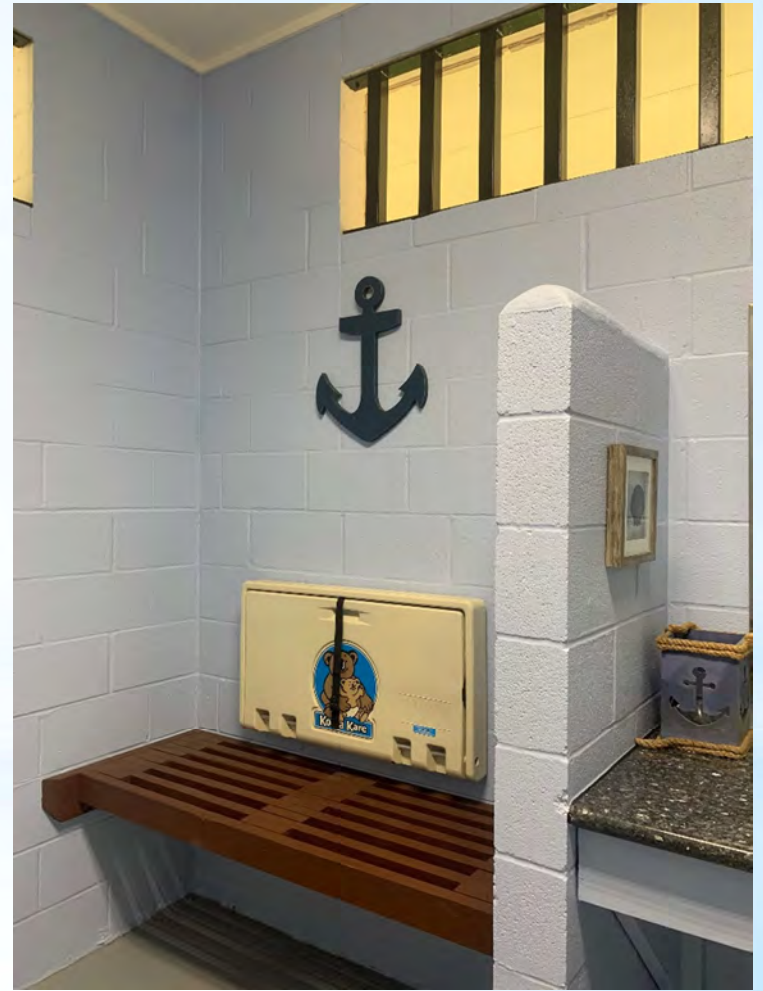
2020/21 – Year in Review

Power Washing– Community Areas:
{complete}



2020/21 – Year in Review

Pool House - Restrooms: {complete}



2020/21 – Year in Review

Pool House – Water fountain:

- Installed new water fountain to replace broken unit.
{complete}

Parking Lot – Pool:

- Parking spot lines painted.
- Handicap parking spot painted.
{complete}

Pool – Management Company:

- New contract negotiated and implemented.
{complete}

2020/21 – Year in Review

Parking Lot – Pool :
{complete}



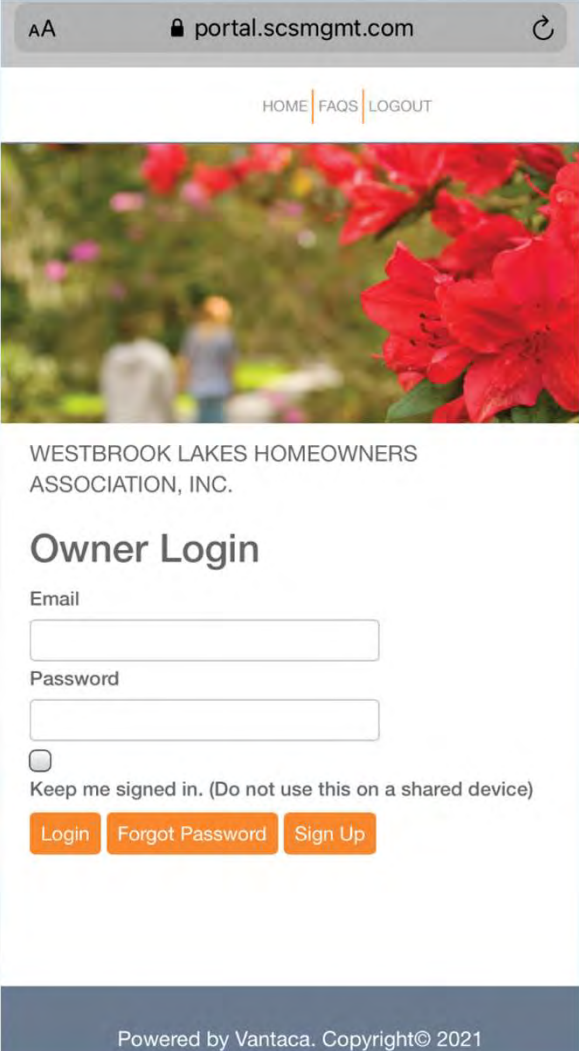
2020/21 – Year in Review

Online Member Portal – SCS Management:

- New online portal developed and rolled out to all homeowners
- Submit architectural requests
- Make payments
- Submit questions
- <https://portal.scsmgmt.com>
{complete}

Pool Front Lawn – Underground Water Pipe Break:

- City water source isolated to reduce waste
- 2” water supply pipe excavated and repaired



The screenshot shows a web browser window with the address bar displaying 'portal.scsmgmt.com'. The page header includes navigation links for 'HOME', 'FAQS', and 'LOGOUT'. Below the header is a banner image of red flowers. The main content area is titled 'WESTBROOK LAKES HOMEOWNERS ASSOCIATION, INC.' and features an 'Owner Login' section. This section contains input fields for 'Email' and 'Password', a checkbox for 'Keep me signed in. (Do not use this on a shared device)', and three buttons: 'Login', 'Forgot Password', and 'Sign Up'. The footer of the page states 'Powered by Vantaca. Copyright© 2021'.

2020/21 – Year in Review

Pool Front Lawn – Underground Water Pipe Break:
{complete}



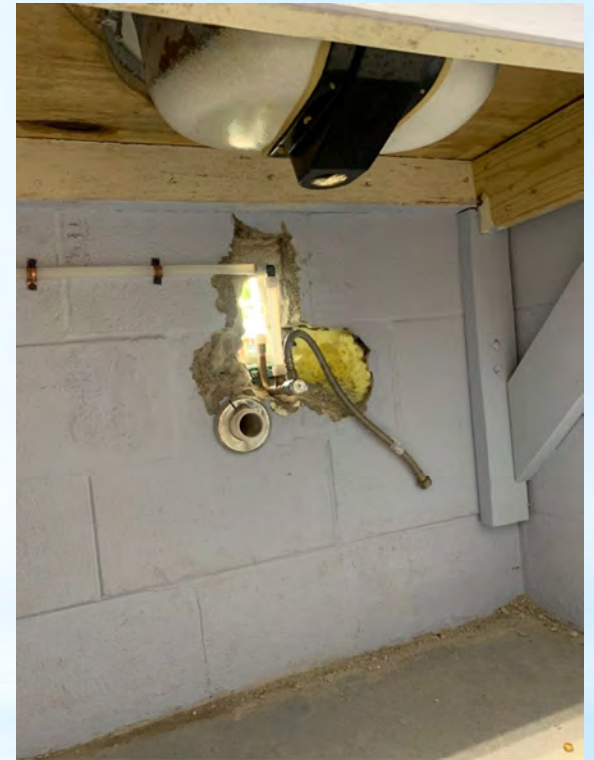
2021 – Year in Review

Pool Revitalize and Update:

- Repair broken pipes/toilets/walls inside restrooms due to freeze {complete}
- Purchase new chaise loungers, adirondack chairs and table umbrellas {complete}
- Purchase new trash cans {complete}
- Repair outdoor shower head {complete}
- Reorganize picnic/round tables to optimize guest comfort and availability for use {complete}
- Deep clean restrooms prior to season opening {complete}
- Replace pumps/filters {complete}
- Entry gate hinge repairs {complete}
- Repair damaged sections of perimeter fence {complete}
- Install mesh screens to restroom open area framing to minimize bug/rodent damage {complete}
- Purchase children pool toys for community {complete}

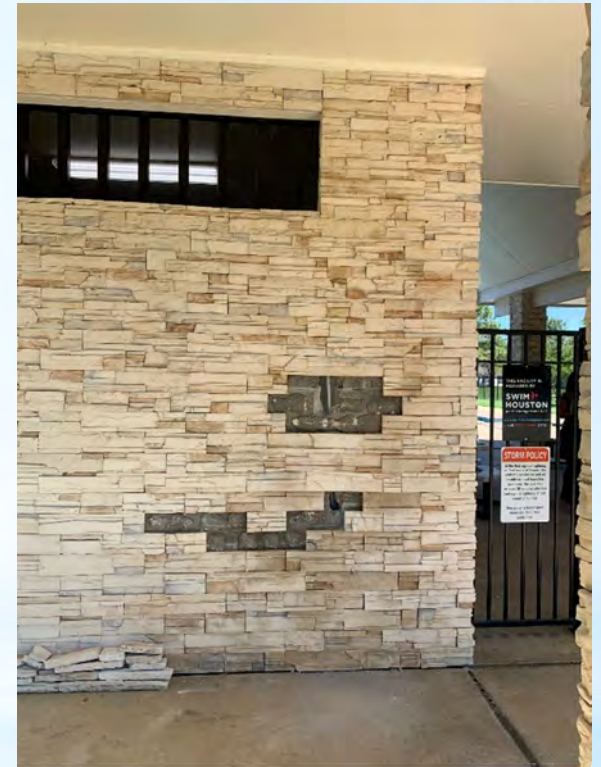
2021 – Year in Review

Freeze Damage:
{complete}



2021 – Year in Review

Freeze Damage:
{complete}



2021 – Year in Review

Pool Revitalize and Update:
{complete}



Westbrook Lakes

2021 – Year in Review

Pool Revitalize and Update:
{complete}



Westbrook Lakes

2021 – Year in Review

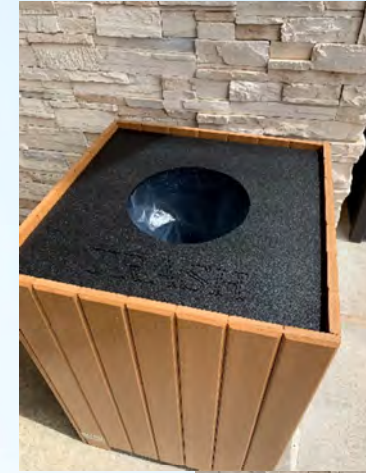
Pool Revitalize and Update:
{complete}



Westbrook Lakes

2021 – Year in Review

Pool Revitalize and Update:
{complete}



Westbrook Lakes

2021 – Year in Review



Display Case:
{complete}



2021 – Year in Review

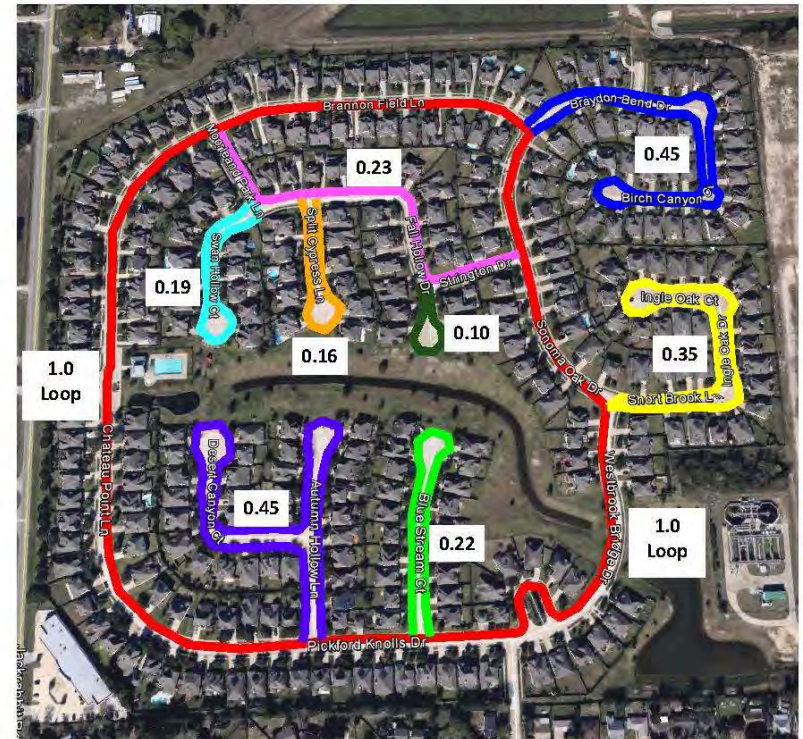
Display Case:
{complete}



2021 – Year in Review



Display Case:
{complete}



Westbrook Lakes Mileage Map

Color	Name	Mileage*	Color	Name	Mileage*
Red	Westbrook Lakes Loop	1.00	Purple	Autumn Hollow/Desert Canyon	0.45
Blue	Birch Canyon Ct	0.45	Light Green	Blue Stream Ct	0.22
Yellow	Ingle Oak Ct	0.35	Cyan	Swan Hollow Ct	0.19
Pink	Swan Hollow Dr	0.23	Dark Green	Fall Hollow Ct	0.10
Orange	Split Cypress	0.16			

*Approximate distance

1 mile = Westbrook Lakes Loop (WLL) 2 miles = Westbrook Lakes Loop + Blue Stream Ct + Birch Canyon Ct + Ingle Oak Ct
 3 miles = (1+2 miles above) OR WLL + ALL other paths (Except Fall Hollow Ct)
 4 miles = (2 + 2 miles above) OR 4x WLL 5 miles = Any combination of paths above or 5x WLL

2021 – Year in Review

Lake Erosion Improvement – Westbrook Bridge Dr. Area:

- Work conducted by Chimney Hill MUD Board to repair retention ditch slope and nutria created erosion.
{complete}

Sprinkler Irrigation System – Westbrook Bridge Dr. Area:

- During retention ditch slope repairs damage occurred to sprinkler irrigation piping, wires and heads.
 - A new properly engineered irrigation system was installed to replace damaged irrigation system.
{complete}

Retention Ditch Slope – Westbrook Bridge Dr. Area:

- Smoothing and grading repairs to retention ditch slope
{complete}
- Grass seeding of retention ditch slop {complete}

2021 – Year in Review

Retention Ditch Slope – Westbrook Bridge Dr. Area:
{complete}



2021 – Year in Review

Retention Ditch Slope – Westbrook Bridge Dr. Area:
{complete}



2021 – Year in Review

Retention Ditch Slope – Westbrook Bridge Dr. Area:
{complete}



2021 – Year in Review

Retention Ditch Slope – Westbrook Bridge Dr. Area:
{complete}



2021 – Year in Review

Retention Ditch Slope – Westbrook Bridge Dr. Area:
{complete}



2021 – Year in Review

Upper Pond:

- Replace old low voltage transformer box {complete}
- Install new LED fountain lights {complete}

Cul-de-sac Columns:

- Repair leaning columns by reinforcing base {complete}

Community Entrance – Display Case:

- Repair, paint and refurbish {complete}

Trees – Jackrabbit Road:

- Trim trees to maintain proper growth {complete}

Easement Overgrowth – Brannon Field Ln. / West Road

Retention Area:

- Remove/trim/mow heavy brush 10 feet back from community fence line {complete}



2021 – Year in Review

Easement Overgrowth:
{complete}



Westbrook Lakes

2021 – Year in Review

Easement Overgrowth:
{complete}



2021 – Year in Review

Cul-de-sac Columns:
{complete}



2021 – Year in Review

Pool House - Holiday Lighting:

- Purchase of new lighting and equipment to replace antiquated and broken units {complete}



2021 – Year in Review

Pool House – Holiday Lights:



Westbrook Lakes

Election

Three positions are up for election for two-year terms.

Candidates for Election:

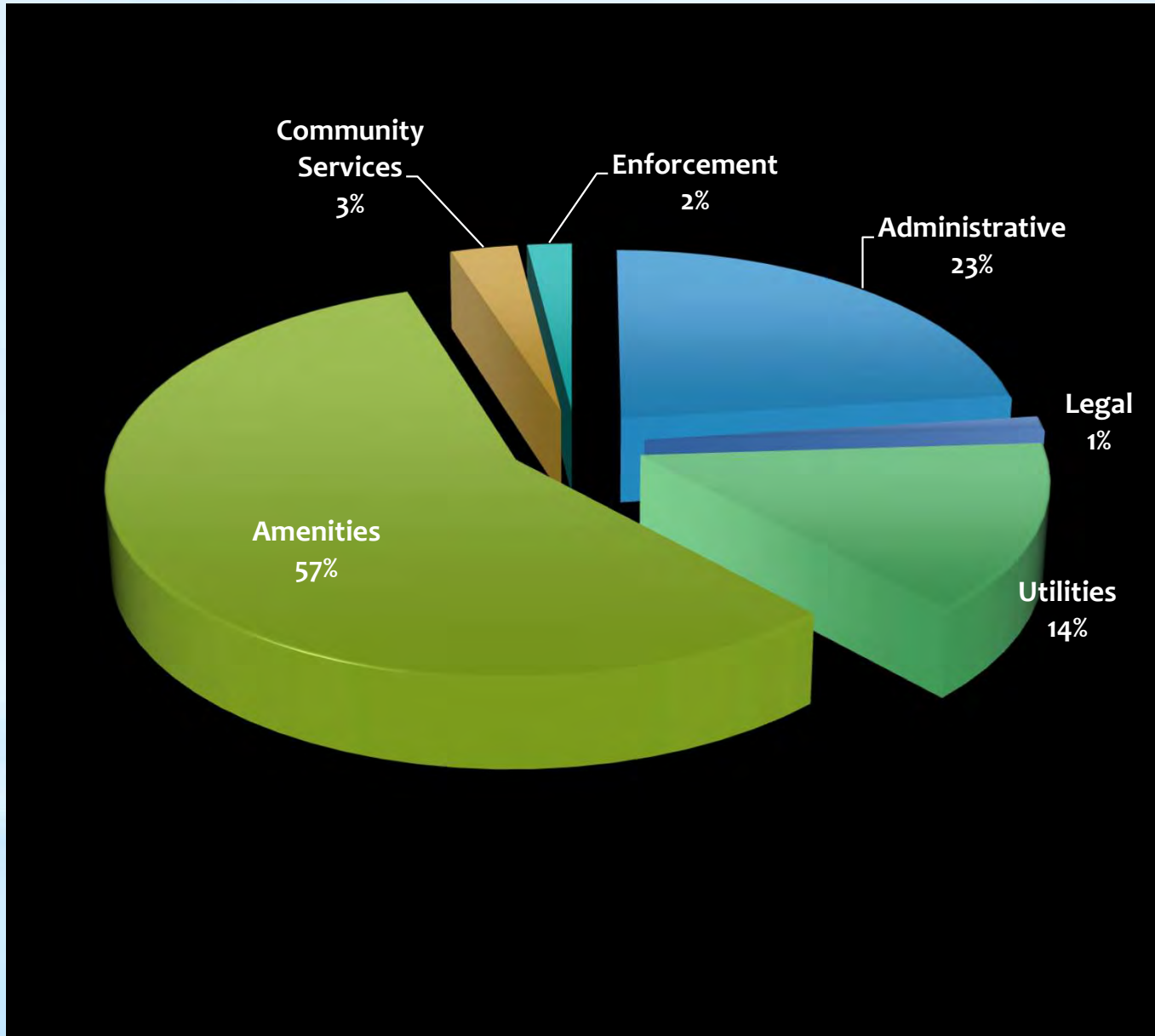
1. Adriana Usubillaga –Incumbent
2. Morley Lee - Incumbent
3. _____
4. _____

Please fill out your ballot completely with your name, address & signature.

Vote for Three candidates by placing an X or check to the left of their name.

Two volunteers will be needed to tabulate the election results.
Tabulators may not be a candidate or be related to a candidate.

Financial Report



Amenities 57%

- Lakes/Fountains – Maint.
- Pool
- Landscaping

Utilities 14%

- Electricity
- Streetlights
- Water

Administration 23%

- Insurance
- Management
- Postage/Printing

Community Services- 3%

- Constable Patrol
- Mosquito Fogging
- Neighborhood Events

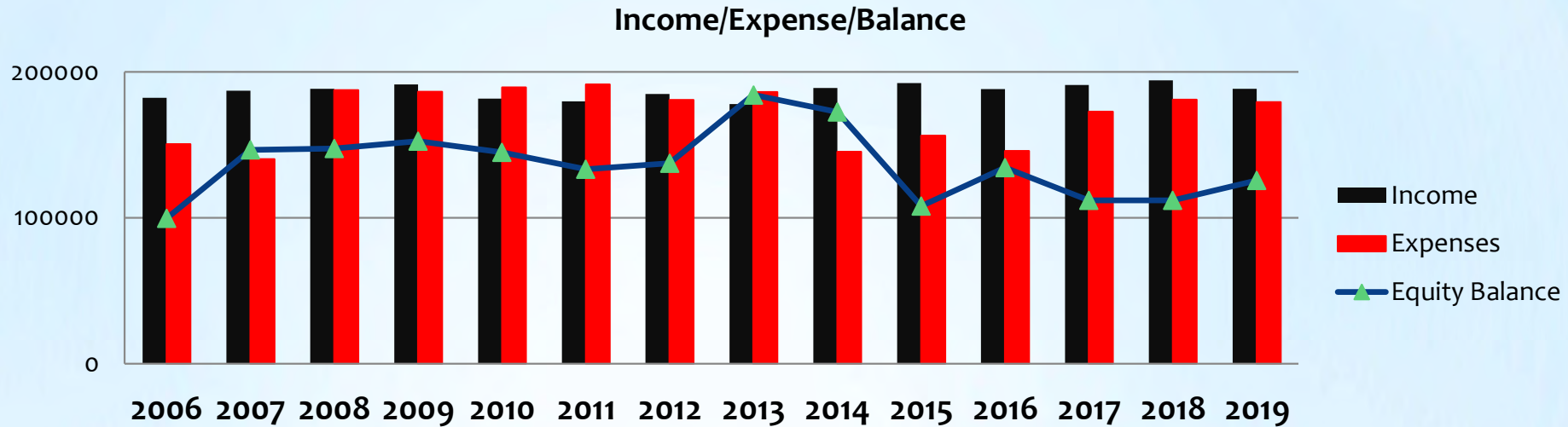
Legal 1%

- Assessment Collection
- Deed Restriction Enforcement
- Corporate Matters

Enforcement 2%

- SCS Assessment Collection
- SCS Deed Restriction Enforcement

Financial Report



ASSESSMENT HISTORY:

<u>YEAR</u>	<u>ASSESSMENT</u>	<u>% COLLECTED</u>
2021	\$675.00	99%
2020	\$675.00	99%
2019	\$650.00	99%
2018	\$650.00	99%
2017	\$650.00	98%
2016	\$640.00	97%
2015	\$648.00	100%

Financial Report

Top 5 Reoccurring Physical Year Expenses:

1. Pool - Swim Houston
2. Lawn Service - Gruene Horticultural
3. HOA Management - Chaparral Management Company
4. Lake Management - Solitude Lake Management
5. Community Electricity - Constellation New Energy

Projected Top 5 - 2022 Projects/Repairs:

1. Upgrade common area sprinkler irrigation system
2. Upgrade plumbing and landscaping of upper pond
3. Upgrade pool pergola structure and shading
4. Plant new landscaping vegetation
5. Playground installation of mulch

2022 – Projects & Goals

Playground:

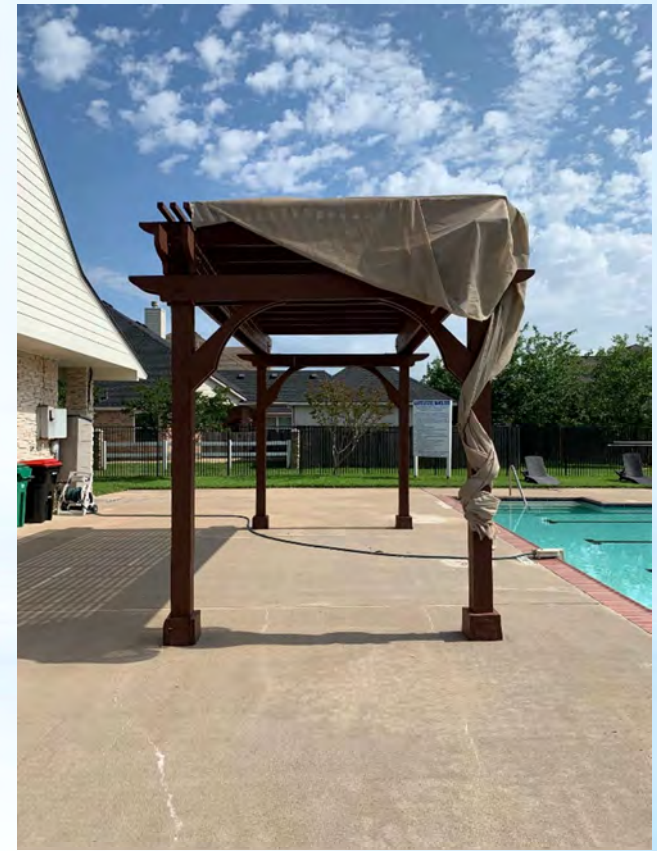
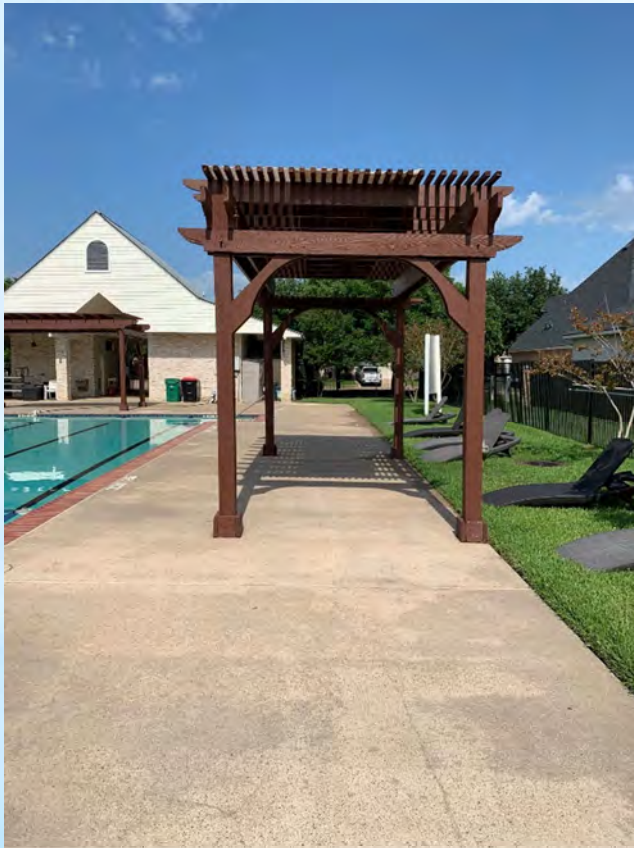
- Install another large layer of mulch

Pool Revitalize and Update:

- Purchase new round tables to replace broken units
- Purchase new lifeguard stand
- Repair pergola framing structures as needed
- Install new shade sails over pergolas
- Reorganize picnic/round tables to optimize guest comfort and availability for use
- Deep clean restrooms prior to season opening

2022 – Project & Goals

Pergola framing repairs as needed and install new shade sails:
{*repair needed*}



2022 – Projects & Goals

Upper Pond:

- Research feasibility and validity of replacing upper pond liner and repairs needed to upper-lower pond drainage stream.

Cul-de-sac Columns:

- Repair leaning columns by reinforcing base.

Community Entrance – Landscaping:

- Replace dead plants, bushes and seasonal flowers.

Community common area signage:

- Repair or replace dirty/moldy/damaged notification signs.

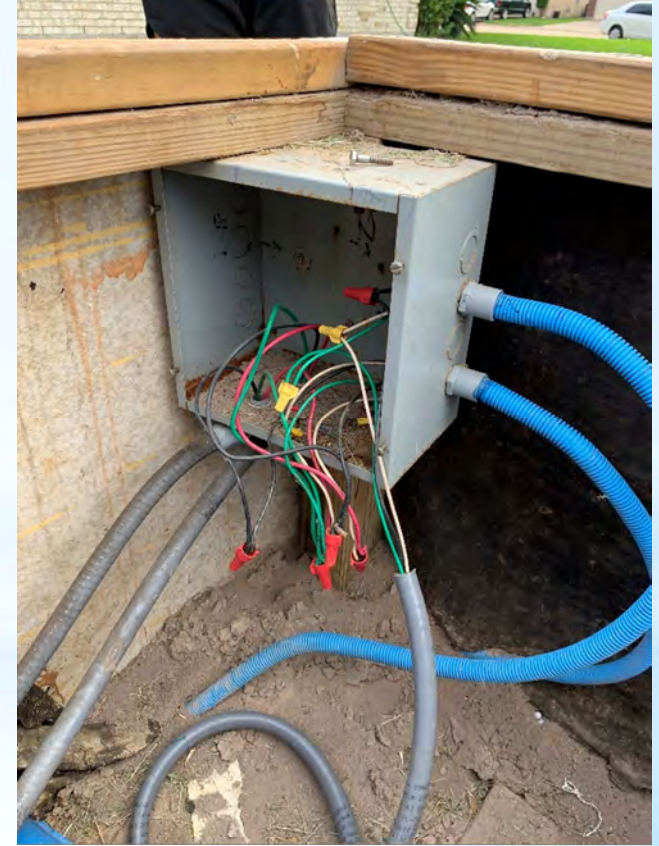
2022 – Projects & Goals

Sprinkler Irrigation System – Retention Ditch Common Area:

- Develop and install a new properly engineered irrigation system.
 - Water supply options - City water, Well water or Retention Ditch water
 - Lay new supply lines and irrigation heads

2022 – Project & Goals

Sprinkler Irrigation System – Retention Ditch Common Area :
{repair needed}



2022 – Pool Season

Opening Day:

- Saturday, May 28th @ 10:00 am

Hours of Operation:

- Monday – Closed for cleaning/maintenance
- Tuesday – Friday
 - Morning -- Open 9:00 am -> 2:00 pm
 - Afternoon – Open 4:00 pm -> 9:00 pm
- Saturday & Sunday
 - Open 10:00 am -> 8:00 pm

Pool Maintenance and Lifeguard's provided by:

- Swim Houston, pool management LLC.

2021:

Season Attendance

- 2,068 people

Highest Attendance by month:

- June
- July
- August
- May
- September

ELECTION RESULTS

Westbrook Lakes

Guest Speaker

Tom Woltz

- Chimney Hill MUD Representative
- WBL Resident

OPEN FORUM

In order to accommodate all homeowner questions/concerns:

- Please keep each topic discussion to under 3 minutes.
- Some topics/questions/discussions can also be addressed further and in more detail outside of the annual meeting via email or phone call.

Chaparral Management Company (formally SCS Management):

- 281.463.1777
- <http://www.scsmgmt.com>

THANK YOU

FOR YOUR

ATTENDANCE AND PARTICIPATION

Westbrook Lakes