

# WESTBROOK LAKES HOMEOWNERS ASSOCIATION, INC.

## Annual Meeting Wednesday, March 24, 2021

**CALL TO ORDER:** The 2021 Annual Meeting of the Westbrook Lakes Homeowners Association, Inc. was held virtually on Zoom. Director Rachel Leclair called the meeting to order at 7:12 p.m. once quorum was established.

### INTRODUCTION OF BOARD MEMBERS AND SCS MANAGEMENT TEAM

Directors Present: Kyle Rouch, Vice President  
Adriana Usubillaga, Treasurer  
Jill Penn, Secretary  
Morley Lee, Director at Large  
Vince Castro, Vice-President

Directors Absent:

SCS Management: Tammi Norris, SCS Management Services

**Introduction of Officers, Management Team:** Director Rouch introduced himself followed by introductions by each Board Member.

**CERTIFICATION OF QUORUM:** Ms. Norris certified that quorum had not been met with nine in attendance and nine by proxy. With Declining Quorum, the meeting was adjourned and reconvened reducing the number needed from twenty-nine to fifteen. Quorum was established and the election of the 2021 board members could proceed.

**2020 IN REVIEW:** Director Rouch spoke on the community events and 2020 annual meeting cancellations due to covid and CDC guidelines on social distancing. The only event not cancelled in 2020 was holiday decorations contest and community garage sales. Many improvements and updates were made throughout the community in 2020 and 2021. Director Rouch presented pictures in PowerPoint presentation showing examples of lake erosion project, sprinkler irrigation system repairs, power washing throughout the community, pool restroom painting, pool drinking fountain replacement, pool holidays lights replacement, pool parking lot spots line painting and handicap spots and pool front lawn underground water pipe repair. He also discussed the new homeowner portal is available for online payments, statements, ACC Applications and communicating with the management company.

**IMPORTANT INFORMATION:** Director Rouch presented the following:

- Deed Restriction Violations
  - Top five recurring violations and how they can be avoided
- ACC applications
  - Explained how to avoid potential problems
- Election Process

**FINANCIAL REPORT:**

Director Usubillaga presented an overview of the 2020-year end financials. She discussed the top five recurring annual expenses and 2021 top five repairs. She also reviewed past year's assessment collection history.

**ELECTION:** Ms. Norris explained in the absence of a 2020 annual meeting there are three expiring one-year terms and two expiring two-year terms up for election. Ms. Norris opened the floor for nominations. There were no nominations, therefore nominations were closed. With five open positions and five candidates running, the candidates were elected by acclamation. All were in favor.

**OPEN FORUM:** Ms. Norris opened the floor up to questions and concerns. Tom Woltz, a homeowner who also sits on the MUD board, addressed the meeting. He told the group about the MUD team and their responsibilities, meetings and invited homeowners to attend. He reported a new community center in Chimney Hill is being built for the MUD Board to use as their meeting place. The center will also have rooms available for homeowner rental to host parties, meetings, etc. Director Rouch presented the 2021 Projected Goals (pipe freeze damage repairs, new pool furniture and trash cans, install sunshade over pergolas, repair outdoor showerhead. New layer of kiddie mulch at the playground, replace transformer box at upper pond and install LED fountain lights, repair leaning columns in cul-de-sacs, trim trees on Jackrabbit Road, replace freeze damaged plants at flowers at entrance, develop and install new properly engineered irrigation system and retention ditch slope grading and reseeding.

**ADJOURNMENT:** With no further business, a motion was made to adjourn the meeting. The motion was seconded, and all were in favor. The meeting adjourned at 9:15 p.m.

**APPOINTMENT OF OFFICERS:** Kyle Rouch, President; Vince Castro, Vice President; Jill Penn, Secretary; Adriana Usubillaga, Treasurer and Morley Lee, Director at Large.

Board approval  
President  
July 27, 2022  
Meeting Minutes  
J. Norris

07/27/2022  
Date