

**WESTBROOK LAKES HOMEOWNERS ASSOCIATION**  
**Board of Directors Monthly Meeting**  
Monday, July 20, 2015

Pursuant to Section Six, 6.2, of the ByLaws 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. The meeting was called to order at 6:35 pm, with quorum established.

Present: Rachel Leclair, President  
Duane Stewart, Vice-President  
Vince Castro, Treasurer-Arrived at 6:50 pm.  
Bruce Payne, Secretary  
Vernon Smith, Director-at-large

Managing Agent(s): Margie Naranjo, SCS Management Services, Inc.

**HOMEOWNER/GUEST:**

None

**EXECUTIVE MEETING SUMMARY**

**Board Referral:** The Board Referral list for Deed Restriction enforcement was reviewed and updated.

**MINUTES:** The minutes of May, 2015 were reviewed. Director Payne motioned and Director Stewart seconded; minutes were approved as presented.

**REPORTS:**

**Neighborhood Events:**

Director Leclair presented the upcoming community events.

Director Payne informed the Board that the Yard of the Month was selected and awarded.

**MANAGEMENT REPORT**

**Financials:** Mrs. Naranjo presented the Financial Report. Mrs. Naranjo noted a year-to-date collection rate of 96%, year-to-date total income is at 102% of the total budgeted amount, and total expenses to-date are at 39%.

**CAMI and Action List:** The CAMI and Action Lists were reviewed and updated.

Board asked SCS to have MCS rebid the powerwashing of the bridge and pool house; the initial bid was too high.

Action List:

- Water Credits
- Circulation Pump

**NEW BUSINESS:** Director Leclair discussed the reviewal of Gruene's Landscape contract and requested the managing agent to obtain an updated contract adding stipulations that the contract will mow on Thursday before the pool opens. In addition, the board requested landscape proposals to enhance the front entry.

**OLD BUSINESS:**

**Fence project:** The Board discussed the fence project with regards to the brick columns and security fence. After reviewing the contract with ADG, the brick columns and security fence were included in the proposal. Director Leclair will be the liaison for the Board.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:15 p.m. The next upcoming Board meeting is scheduled for Monday, August 17, 2015, at 6:30 p.m.

ATTEST Bruce A. Payne

DATE 8/17/15