

**WESTBROOK LAKES HOMEOWNERS ASSOCIATION**  
**Board of Directors Monthly Meeting**  
Wednesday, September 19, 2018

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:                Rachel Leclair, President  
                             John Lella, Vice-President  
                             Jill Penn, Secretary  
                             Vince Castro, Treasurer  
                             Morley Lee, Director

Absent:

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

**EXECUTIVE MEETING SUMMARY (6:40 – 6:45 PM)**

**Call to Order:** Meeting was called to order at 6:40 pm.

**Board Referral:** The Board Referral list for deed restriction enforcement was reviewed. Director Castro motioned to recycle violation for both properties on the report. Director Penn seconded the motion and all were in favor. Deed Restrictions Violations Report was reviewed and photos sent to SCS of cars parking at pool lot, trash behind fence and shed roof on Chateau Pt. Letter will be sent to not park in pool lot, remove trash and submit ACC application to bring shed roof in compliance.

**Collections:** The Attorney Status Report was reviewed and Director Castro motioned to move the Split Cypress account to an attorney lawsuit. Director Lella seconded the motion and all were in favor.

The Board adjourned the executive meeting and reconvened into general session at 6:46PM.

**MINUTES:** The minutes of August 22, 2018 meeting were reviewed. Director Castro made a motion to approve the Minutes with correction. Director Penn seconded the motion. All were in favor.

**HOMEOWNER/GUEST:**

None

**ACTION TAKEN OUTSIDE OF MEETING:**

None

**COMMITTEE REPORTS:**

**Neighborhood Events:** Movie night was successful with a large turnout. Next event is National Night Out Tuesday, October 2, 2018.

**Pool:** Concerns with pool management related to cleaning and lifeguard training. Director Lee agreed with the concern. Director Lella reported his observation of the 2018 pool season appeared to be managed well. Director Castro suggested Directors Leclair and Lella discuss options and next steps and invite pool management company to an upcoming Board meeting before contract expiration March 2019.

**Lake:** Pump clog is causing issues and lake management is working on a solution. Lake Agreement Amendment does not clearly describe the proposed changes. Managing Attorney for Chimney Hill MUD will be asked to send redline changes of original agreement with map of borders.

**Landscape:** Mulch was not installed on esplanade and dead shrubs at entrance monument have not been removed. Mulch is needed at Pickford Knolls Ct. cul-de-sac. There were no YOM qualifiers. Dog station waste bags have not been replaced.

**MANAGEMENT REPORT:** The Management Report was presented reviewing the Accounting Summary and Collections Schedule.

**FINANCIAL REPORTS:** The Balance Sheet, Income Statement and YTD Actual Vs. Budget reports were reviewed. 2019 Budget Worksheet will be reviewed for presentation at the October meeting.

**NEW BUSINESS:**

Pool house bid to secure roof tiles was presented. Director Castro made a motion to approve. Director Leclair seconded the motion. All were in favor.

**UNFINISHED BUSINESS:**

There was no unfinished business.

**ADJOURNMENT:**

There being no further business to come before the Board, the meeting was adjourned at 7:52 PM.

ATTEST



DATE 10/30/18