

**WESTBROOK LAKES HOMEOWNERS ASSOCIATION**  
**Board of Directors Monthly Meeting**  
Wednesday, September 25, 2019

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:           John Lella, President  
                  Kyle Rouch, Vice President  
                  Jill Penn, Secretary  
                  Rachel Leclair, Director  
                  Morley Lee, Director

Absent:            Adriana Usubillaga, Treasurer

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

**Call to Order:** Meeting was called to order at 6:35 pm.

**Presidents Message:** Director Lella reviewed job descriptions for all Directors and SCS Association Manager. He recommends using Robert's Rules of Order for voting and keeping meetings on course. Emails must be consistent using proper protocol for voting. Director Leclair supports compliance with Governing Documents and note the Board should put the needs of the community first and work together as a family unit.

**Guest to Address the Board:** Blanca Galvan, Association Manager Chimney Hill I, II & III and Tom Woltz, Chimney Hill MUD presented their proposal to build a community clubhouse where existing tennis court is. Cost is estimated at \$300,000.00 and projected completion in late 2020 or early 2021. With a \$50,000.00 contribution from the HOA all members of the community will be allowed rental privileges for a small rental fee to be determined in design and logistic planning meetings with all contributors input welcome. Director Rouch recommended getting a formal written proposal outlining the details. Ms. Galvan is only gauging interest at this time and a formal written proposal will be presented to all HOA's participating. She also invited all HOA members to purchase tennis court membership for an annual fee of \$25.00 per household. Director Lella asked for a MUD update on the Walking Trail and Nutria erosion control. MUD Board is meeting with Shane Stuckey September 27, 2019 to review his bid. The Walking Trail is still an option for us if we want to contribute. MUD funding for Westbrook Lakes will have to be brought to the Chimney Hill MUD Board meeting for consideration. The Board thanked and excused Ms. Galvan and Mr. Woltz for their presentation and will follow up with them after more discussion.

**Board Referral:** The Board Referral list for deed restriction enforcement was reviewed. Director Leclair motioned to move one violation will be Recycled, three will move to Attorney Demand and five will be cleared. Director Penn seconded the motion and all were in favor.

**Collections:** The Attorney Status Report was reviewed and discussion of Split Cypress account at attorney lawsuit and the attorney's written email confirmation this is a lawsuit not a foreclose. Ms. Norris will schedule a meeting with Director Lella and Cathy Jensen, SCS President to discuss in more detail.

The Board adjourned the executive meeting and reconvened into general session at 7:55 PM.

**MINUTES:** The minutes of August 2019 meeting were reviewed. Director Leclair made a motion to approve the Minutes as corrected. Director Penn seconded the motion. All were in favor.

**HOMEOWNER/GUEST:**

None

**ACTION TAKEN OUTSIDE OF MEETING:**

None

**COMMITTEE REPORTS:**

**Neighborhood Events:** Next event is National Night Out with a pot luck and first responders will be in attendance.

**Pool:** Swim Houston will be asked to bid pool management for the 2020 Pool season and the Board will consider reducing the pool hours. Report of missing pool tile need replacement. Pool drinking fountain is leaking and Director Rouch will see if he can shut off the water until spring when repair/replacement is made.

**Lake:** Discussed in Guests to address the Board.

**Landscape:** One missed service in September will be credited on next billing October or November.

**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.

**NEW BUSINESS:**

Bid Specs for Handicap Parking and Fence Repair were presented. Board will take home to review and make edits to present at the October meeting. Pool coping bids reviewed and awarded to Pools by Dallas \$1,700.00.

**UNFINISHED BUSINESS:**

Insurance Statement of Values was revised and signed. MUD Lake agreement was signed.

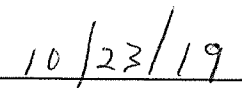
**ADJOURNMENT:**

There being no further business to come before the Board, the meeting was adjourned at 9:47 PM.

ATTEST

  
\_\_\_\_\_

DATE

  
\_\_\_\_\_