

WESTBROOK LAKES HOMEOWNERS ASSOCIATION

Board of Directors Meeting

Monday, April 21, 2014

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. The meeting was called to order at 6:37 pm with quorum established.

Present: Duane Stewart, President
Robert Markley, Vice-President
Vince Castro, Treasurer
Bruce Payne, Secretary
Rachel Leclair, Director at-large

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

Absent: None

ACTION TAKEN OUTSIDE MEETING: NONE

ELECTION OF OFFICERS: The Board established new roles for board members: President Duane Stewart, Treasurer Vince Castro, Secretary Bruce Payne, Vice President Robert Markley, and Director-at-large Rachel Leclair.

MINUTES

The minutes of the regular monthly Board of Directors meeting held on March 12, 2014 were reviewed and approved after motion from Director Castro and second from Director Stewart. Motion passed with all in favor.

REPORTS:

MANAGEMENT REPORT

Financials: Mrs. Naranjo presented the financial report and noted a collection rate of 94% year-to-date, and expenses incurred are 15% of the year-to-date budget.

Action Item List: The Action Item List was reviewed and updated.

CAMI: The CAMI report was reviewed and updated

Neighborhood Events: The Board unanimously approved the community-wide garage sale to be held on May 17, 2014 - rain date May 24, 2014; notification to be placed in the newsletter and on website. Director Leclair will work on the newsletter. She also gave a report on the community Easter Egg hunt, noting that over 80 community members were in attendance. The Board unanimously approved an annual budget of \$1,200 for neighborhood events, with a motion by Director Castro, and a second by Director Markley.

NEW BUSINESS:

Pool Hours- Managing Agent presented the revised 2014 Pool contract; Board unanimously approved, with a motion from Director Castro, seconded by Bruce Payne.

OLD BUSINESS: No Old Business.

EXECUTIVE MEETING SUMMARY

Homeowner Correspondence/Hearing: Board reviewed, and subsequently denied, homeowner's request to have late fees waived.

Legal Status: The legal status report was reviewed.

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

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:35 pm.

ATTEST 

DATE 5/19/14