

**WESTBROOK LAKES HOMEOWNERS ASSOCIATION**  
**Board of Directors Monthly Meeting**  
Monday, April 25, 2016

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 6:30 pm, with quorum established.

Present: Rachel Leclair, President  
Vince Castro, Treasurer  
Duane Stewart, Vice-President

Absent: Bruce Payne, Secretary  
Vernon Smith, Director-at-Large

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

**HOMEOWNER/GUEST:**

None

**EXECUTIVE MEETING - SUMMARY**

**Board Referral:** The Board Referral list for Deed Restriction enforcement was reviewed and updated. The Board requested SCS Management Services to clarify the wording on certain violations.

**MINUTES:** The minutes of March 21, 2016 were reviewed. Director Castro motioned and Director Stewart seconded. Minutes were approved as presented.

**REPORTS:** Director Leclair announced that the International Potluck Party was a success. The next neighborhood event will be the pool party on Saturday, June 4<sup>th</sup>.

**MANAGEMENT REPORT**

**Financials:** Mrs. Naranjo presented the March 31, 2016 Financial Reports. Noting the year-to-date collection rate of 92%, the year-to-date total income at 92% of the total budgeted amount, and total expenses to date are at 18%.

**CAMI and ACTION LIST:** The CAMI and Action Lists were reviewed and updated. The following items were added to the Action List:

- Check on warranty from pool resurfacing in 2013
- Contact Center Point Energy requesting to trim trees along Jackrabbit Road
- Board to meet with MCS to discuss building a storage shed

**NEW BUSINESS:** None

**UNFINISHED BUSINESS:**

- *Playground Safety Surfacing Proposal*-Tabled for next Board meeting.
- *Trash Can and Bench Proposal*-Tabled for next Board meeting.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:15 PM. The next meeting is scheduled for Tuesday, May 23, 2016, at 6:30 PM.

ATTEST Bruce A. Payne

DATE 5/23/16