

**WESTBROOK LAKES HOMEOWNERS ASSOCIATION**  
**Board of Directors Monthly Meeting**  
**Monday, August 17, 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 6:40 pm, with quorum established.

**Present:** Rachel Leclair, President  
Vince Castro, Treasurer  
Bruce Payne, Secretary

**Absent:** Duane Stewart, Vice-President  
Vernon Smith, Director-at-large

**Managing Agent(s):** Patricia Seel, SCS Management Services, Inc.

**EXECUTIVE MEETING SUMMARY**

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

**HOMEOWNER/GUEST:**

Resident attended to request Board to waive NNC charge, regarding his trash can violation. Board discussed and made decision.

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

**REPORTS:**

**Neighborhood Events:**

Director Leclair presented the upcoming community events.

**MANAGEMENT REPORT**

**Financials:** Mrs. Seel presented the Financial Report to those Board members present. She noted a year-to-date collection rate of 100%, with year-to-date total income at 89% (less 24,987.96 Reserve fund) of the total budgeted amount, and total expenses to-date are at 92% (with fence expenses paid). Board asked Managing Agent to ask accountant to move the Reserve Fund line item from the Income section, to the bottom of the Budget, under Reserve fund.

**CAMI and Action List:** The CAMI and Action Lists were reviewed and updated. Board requested to have most of the items on the CAMI completed by next meeting.

Board asked SCS to have MCS rebid the powerwashing of the bridge and pool house. Board also requested SCS agent to have landscaper give full report on irrigation, and to have an electrician review all electrical problems at pool.

**NEW BUSINESS:**

**Trash Resolution:** Attorney Luke Tollett drew up the Resolution, and the board reviewed. They made some minor revisions. Managing agent to forward revised version to board for final review, before signing.

**Landscaping bids:** Board reviewed and decided to wait on decision until fence is completed.

**OLD BUSINESS:**

**Fence project:** The Board discussed the fence project with regards to the halted progress. Mrs. Seel reported that, per ADG, the final load of materials will be delivered on Tuesday morning and final phase of work can begin.

Regarding the re-circulating pump, Steve Arrington with Lake Pro reported that the pump has been ordered and should be delivered this week. It should be up and running within the same day. Managing agent to follow-up with Steve.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:30 p.m.  
The next Board meeting is scheduled for Monday, September 21, 2015, at 6:30 p.m.

ATTEST Brenda A. Payne

DATE 9/28/15