

WESTBROOK LAKES HOMEOWNERS ASSOCIATION
Board of Directors Monthly Meeting
Tuesday, August 17, 2021

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 via Ring Central <https://v.ringcentral.com/join/029924765?pw=5a55aa1c34848e14828df4f6c93434b6>, Meeting ID: 029924765, Password: YHqLs7N7Uh Or dial: +1 (650) 4191505 United States (San Mateo, CA). Access Code / Meeting ID: 029924765 Dial-in password: 9475776784. International numbers available: <https://v.ringcentral.com/teleconference>

Present: Kyle Rouch, President
Vince Castro, Vice President
Morley Lee, Director
Adriana Usubillaga, Treasurer

Absent: Jill Penn, Secretary

Managing Agent: Tammi Norris, Association Manager - CMC Management

CALL TO ORDER: Meeting was called to order at 6:46 pm.

BOARD REFERRAL: The Board Referral list for deed restriction enforcement was reviewed with no Board Action Needed.

COLLECTIOINS: There are no accounts in collections with the attorney and no Attorney Status Report was reviewed. Collections sent to attorney May 28, 2021, and first report will be available September 2021.

The Board adjourned the executive meeting and reconvened into general session at 6:48 PM.

GUESTS TO ADDRESS THE BOARD: There were no guests to address the Board.

MINUTES: The minutes of July 2021 meeting were reviewed. Director Lee made a motion to approve the Minutes with corrections. Director Rouch seconded the motion. All were in favor.

ACTION TAKEN OUTSIDE OF MEETING:

There was no action taken outside of the meeting.

MANAGEMENT REPORT: Mrs. Norris ^{presented} present the August Management Report reviewing the July 31, 2021, Accounting Summary amount and percentages collated and spent.

FINANCIAL REPORTS: Mrs. Norris presented the financial reports and discussion followed on adding Receivables back on the Balance Sheet Report. Receivables is a separate report that is included in the July Financial Package.

ACTION ITEMS REPORT: The report was reviewed in detail.

UNFINISHED BUSINESS: There was no unfinished business to discuss.

NEW BUSINESS: In the absence of a Neighborhood Events Chairperson, National Night Out Event will be postponed until next year. Tree trimming bid received from Gruene, at least one more is needed. Work will be done after 2022 Budget is approved. Pool iron fence extension bid was tabled and will be rebid as pool fence and gate inspection/repairs. Security cameras bids were reviewed. Director Lee made a motion to approve \$5000.00 bid to install 5 cameras at the ^{5/34} and revisit the additional bid of \$4000.00 to add a

sixth camera, pole, and conduit. Director Usubillaga seconded the motion. Director Castro abstained from voting and all others were in favor. Monthly meeting date will be moved to the third Wednesday of the month at 6:45 pm.

COMMITTEE REPORTS:

Neighborhood Events: September Community Garage Sale is scheduled Saturday, September 18 with Rain Date scheduled September 25. Neighborhood Events Committee Chair or volunteer is needed and posted on the community website newsletter.

Pool: Pool pipe bursts repairs are completed and insurance claim payment to JRD Construction is pending. Fire extinguisher is being ~~install~~ ^{installed} in the pool pump room.

Lake: Lake vendor bids will be considered soon. Recirculation pumps need to be reengineered.

Landscape: Gruene Landscape mowing of set back was done but looks to be 6-foot path not 10-foot as contracted. Locate responsible party to mow field behind dead end where couch was dumped and removed. Check to see if dead pink flowers have been replaced. Missed mow service credit was received. Landscape bids will be gathered when bid specs sheet is updated.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 8:12 PM.

ATTEST Board approval
September 15, 2021
Meeting Minutes
J. Norris

DATE 09/15/2021