



# 2021 Annual Meeting

**Date:** Wednesday, March 24, 2021

**Time:** 7:00pm

**Location:** Virtual via Zoom

**Find us at:**

**[www.westbrooklakes.net](http://www.westbrooklakes.net)**

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# Agenda

- 6:45 PM Homeowner Sign-In Zoom Meeting
- 7:00 PM **Call to Order**
- A. Introduction of Directors, Officers, SCS & Guests
  - B. Certification of Quorum
  - C. Approval of 2019 Annual Meeting Minutes (2020 Annual Meeting Cancelled - Covid Pandemic)
- 7:05 PM **2020 Year in Review**
- 7:15 PM **Election**
- A. Mail In Voting – Directed Proxy Ballots
- 7:20 PM **Financial Report**
- 7:50 PM **Guest to Address the Board**
- A. Chimney Hill Mud Update - Tom Woltz
- 8:05 PM **2021 Goals**
- 8:15 PM Election Results
- A. Welcome New Board Members
- 8:25 PM **Open Forum - 3 minutes per Topic**
- 9:00 PM **Adjournment**

# *Introduction*

## **Board Members**

Kyle Rouch – Vice President  
Adriana Usubillaga – Treasurer  
Jill Penn – Secretary  
Morley Lee – Director at Large  
Vince Castro – Director at Large

## **SCS Management Community Association Manager**

Tammi Norris – Association Manager

## **SCS Management Team Members**

Angela Luna – Administrative Assistant  
Susan Spratley – Architectural Review Committee

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# *Certification of Quorum*

Tammi (SCS Manager):

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# 2019 Meeting Minutes

## Approval:

- \*2020 annual meeting cancelled due to Covid Pandemic

### WESTBROOK LAKES HOMEOWNERS ASSOCIATION, INC.

Annual Meeting  
Monday, March 25, 2019

**CALL TO ORDER:** The 2019 Annual Meeting of the Westbrook Lakes Homeowners Association, Inc. was held at Owens Elementary School, 7939 Jackrabbit Rd, Houston, TX. Director Rachel Leclair called the meeting to order at 7:12 p.m. once quorum was established.

#### INTRODUCTION OF BOARD MEMBERS AND SCS MANAGEMENT TEAM

Directors Present: Rachel Leclair, President  
John Lella, Vice-President  
Vince Castro, Treasurer  
Jill Penn, Secretary  
Morley Lee, Director at Large

Directors Absent:

SCS Management: Tammi Norris, SCS Management Services

**Introduction of Officers, Management Team:** Director Leclair introduced the Board Members present as well as the SCS Management Team.

**CERTIFICATION OF QUORUM:** Mrs. Norris certified that quorum had been reached with 37 in person or by proxy and the election of the 2019 board members could proceed.

**2018 IN REVIEW:** Director Leclair spoke on the community events she organized over the past year and upcoming events in 2019.

**IMPORTANT INFORMATION:** Director Leclair presented the following:

- Deed Restriction Violations
  - Top five recurring violations and how they can be avoided
- ACC applications
  - Explained how to avoid potential problems
- Election Process

#### FINANCIAL REPORT:

Director Castro presented an overview of the 2018 financials. He explained the Reserve Study, when the last one was completed, its purpose and how it relates to current financials/expenditures and the 15 Year Plan. He also reviewed past year's assessment collection history.

**ELECTION:** Mrs. Norris explained that there are three expiring two year terms up for election. Director Castro decided not to run for election this year. Mrs. Norris opened the floor for nominations. Director Lella and Director Penn volunteered to re-run for a position. Two nominations were taken from the floor and Director Lee stated he would temporarily step down until the Board votes on adding a sixth position. There were no other nominations, therefore

nominations were closed. With three open positions and three candidates running, the candidates were elected by acclamation. All were in favor.

**OPEN FORUM:** Mrs. Norris opened the floor up to questions and concerns. Tom Woltz, a homeowner who also sits on the MUD board, addressed the meeting. He told the group about the MUD team and their responsibilities, meetings and invited homeowners to attend. He reported a new trash vendor was contracted for the community and how patrol security is contracted and shared with neighboring communities. Homeowners addressed the Board about the procedures of the management company and the deed restriction inspections.

**ADJOURNMENT:** With no further business, a motion was made to adjourn the meeting. The motion was seconded and all were in favor. The meeting adjourned at 8:45 p.m.

**APPOINTMENT OF OFFICERS:** John Lella, President; Kyle Rouch, Vice President; Jill Penn, Secretary; Adriana Usibillaga, Treasurer; Rachel Leclair, Director and Morley Lee will continue serving the community and committees until a decision is made on adding a sixth position.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

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# *Communications & Social Events*

## 2020 Past Community Events

### Easter Egg Hunt

EVENT CANCELLED

### National Night Out POTLUCK

EVENT CANCELLED

### Field Day - Pool Opening Party

EVENT CANCELLED

### Polar Express Movie Night

EVENT CANCELLED

### Mid-Summer Multicultural Potluck

EVENT CANCELLED

### Holiday Decorating Contest Winners

1st Place: 7924 Split Cypress Ln.

2nd Place: 13622 Ingle Oak Ct.

3rd Place: 13818 Brannon Field Ln.

### Glow Stick Movie Night

EVENT CANCELLED

**NATIONAL  
NIGHT OUT**



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# *Communications & Social Events*

## 2021 Future Community Events

### **Easter Egg Hunt**

EVENT CANCELLED

### **Pool Opening Party**

Saturday, May 29<sup>th</sup>

### **Glow Stick Movie Night**

Summer - TBD

### **National Night Out**

October – TBD

### **Polar Express Movie Night**

December – TBD

### **Holiday Decorating Contest**

December – TBD

**NATIONAL  
NIGHT OUT**



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# *Communications & Social Events*

## **2021 Garage Sale Dates**

**Saturday, March 20<sup>th</sup>**

(Rain Date: March 27<sup>th</sup>)

**Saturday, June 19<sup>th</sup>**

(Rain Date: June 26<sup>th</sup>)

**Saturday, September 18<sup>th</sup>**

(Rain Date: September 25<sup>th</sup>)

Suggested times are 7:00am – 3:00pm

**Note: Residents are responsible to handle their own sales on their property.**

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As homeowners we strive to keep our neighborhood looking beautiful by maintaining our properties. However, violations occur from time to time. In reviewing the deed restriction statistics over the last year, here are the top five recurring violations:



- Maintaining Lawns
- Inoperable Vehicles
- Storing of Trash Cans
- Dirt/Mildew on home
- Fence replacement
  - must be 6' Western Red Cedar, dog eared – NO ROT BOARDS
- Architectural Application Request (Modification to Home)



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# 2020 – Year in Review

## **Lake Erosion Improvement – Westbrook Bridge Dr. Area:**

- Work conducted by Chimney Hill MUD Board to repair retention ditch slope and nutria created erosion.  
{complete}

## **Sprinkler Irrigation System – Westbrook Bridge Dr. Area:**

- During retention ditch slope repairs damage occurred to sprinkler irrigation piping, wires and heads.
  - A new properly engineered irrigation system was installed to replace damaged irrigation system.  
{complete}

# 2020 – Year in Review

## **Cul-de-sac – White Fencing:**

- Mold removal, cleaning and revitalization of community fence. {complete}

## **Power Washing – Community Areas:**

- Pool – restrooms, entrance walkway, stone exterior wall
- Pool – parking lot, sidewalk
- Community entrance marque signs
- Playground – equipment, parking lot
- Westbrook Bridge Dr. – stone wall, sidewalk  
{complete}

## **Pool House - Restrooms:**

- Painted interior walls with fresh new colors (men's and women's). {complete}

# 2020 – Year in Review

Cul-de-sac – White Fencing:  
{complete}



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# 2020 – Year in Review

Cul-de-sac – White Fencing:  
{complete}



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# 2020 – Year in Review

Cul-de-sac – White Fencing:  
{complete}



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# 2020 – Year in Review

Cul-de-sac – White Fencing:  
{complete}



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# 2020 – Year in Review

## Power Washing– Community Areas:

{complete}



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# 2020 – Year in Review

Power Washing– Community Areas:  
{complete}



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# 2020 – Year in Review

Power Washing– Community Areas:  
{complete}



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# 2020 – Year in Review

Power Washing– Community Areas:  
{complete}



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# 2020 – Year in Review

## Pool House - Restrooms: {complete}



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# 2020 – Year in Review

## **Pool House – Water fountain:**

- Installed new water fountain to replace broken unit.  
{complete}

## **Parking Lot – Pool:**

- Parking spot lines painted.
- Handicap parking spot painted.  
{complete}

## **Pool – Management Company:**

- New contract negotiated and implemented.  
{complete}

# 2020 – Year in Review

Parking Lot – Pool:  
{complete}



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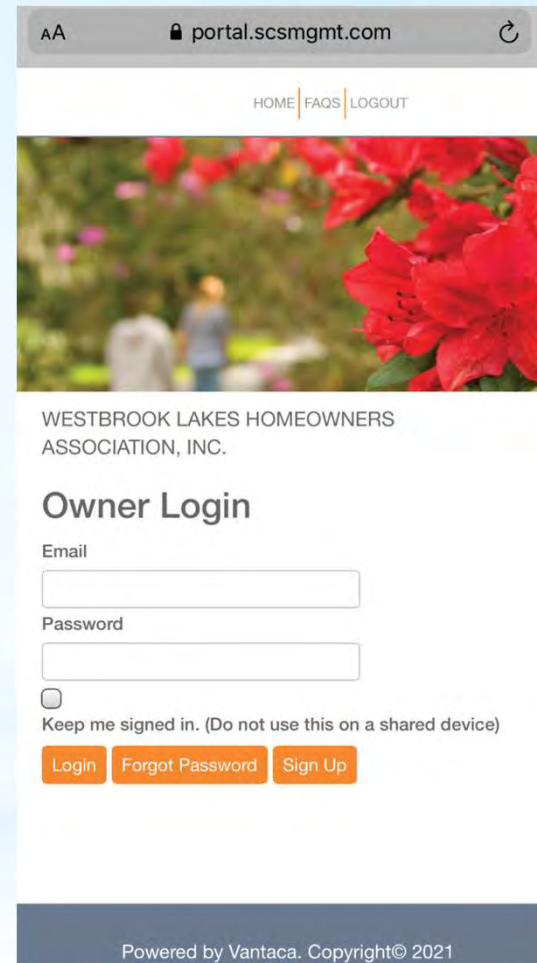
# 2020 – Year in Review

## Online Member Portal – SCS Management:

- New online portal developed and rolled out to all homeowners
- Submit architectural requests
- Make payments
- Submit questions
- <https://portal.scsmgmt.com>  
{complete}

## Pool Front Lawn – Underground Water Pipe Break:

- City water source isolated to reduce waste
- 2” water supply pipe excavated and repaired



The screenshot shows a web browser window with the address bar displaying "portal.scsmgmt.com". The page header includes navigation links for "HOME", "FAQS", and "LOGOUT". Below the header is a banner image of red flowers. The main content area is titled "WESTBROOK LAKES HOMEOWNERS ASSOCIATION, INC." and features an "Owner Login" section. This section contains input fields for "Email" and "Password", a checkbox for "Keep me signed in. (Do not use this on a shared device)", and three buttons: "Login", "Forgot Password", and "Sign Up". The footer of the page states "Powered by Vantaca. Copyright© 2021".

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# 2020 – Year in Review

Pool Front Lawn – Underground Water Pipe Break:  
{complete}



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# 2020 – Year in Review

## Pool House – Holiday Lights:



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# Election

## Six positions are up for the 2021 election:

Three positions @ one-year terms – expired 2020

Three positions @ two-year terms – expires 2021

## Candidates for Election:

Nominations were conducted through mail-in Directed Proxy Voting

1. Kyle Rouch – Incumbent
2. Jill Penn – Incumbent
3. Adriana Usubillaga – Incumbent
4. Morley Lee – Incumbent
5. Vince Castro – Incumbent
6. \*written in nominees via Directed Proxy mail-in

# ELECTION RESULTS

## Results:

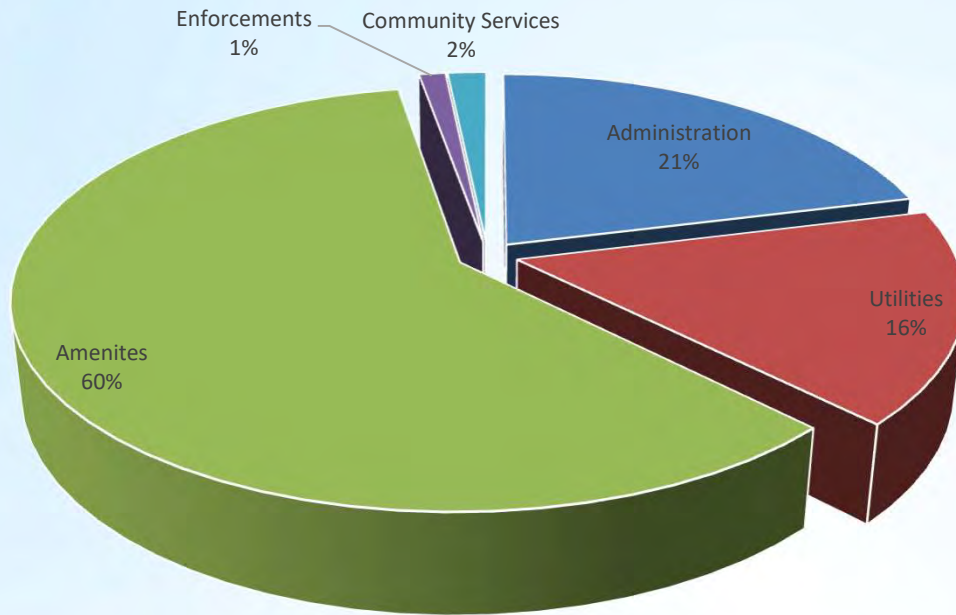
- Tammi (SCS Manager) to discuss results
- Collected via mail-in voting and tabulated by SCS Management team

# *Financial Report*

Adriana (Treasurer):

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# Financial Report



■ Administration ■ Utilities ■ Amenities ■ Enforcements ■ Community Services

**Amenities** 60%

- Lakes/Fountains – Maint.
- Pool
- Landscaping

**Utilities** 16%

- Electricity
- Streetlights
- Water

**Administration** 21%

- Insurance
- Management
- Postage/Printing

**Community Services-** 2%

- Constable Patrol
- Mosquito Fogging
- Neighborhood Events

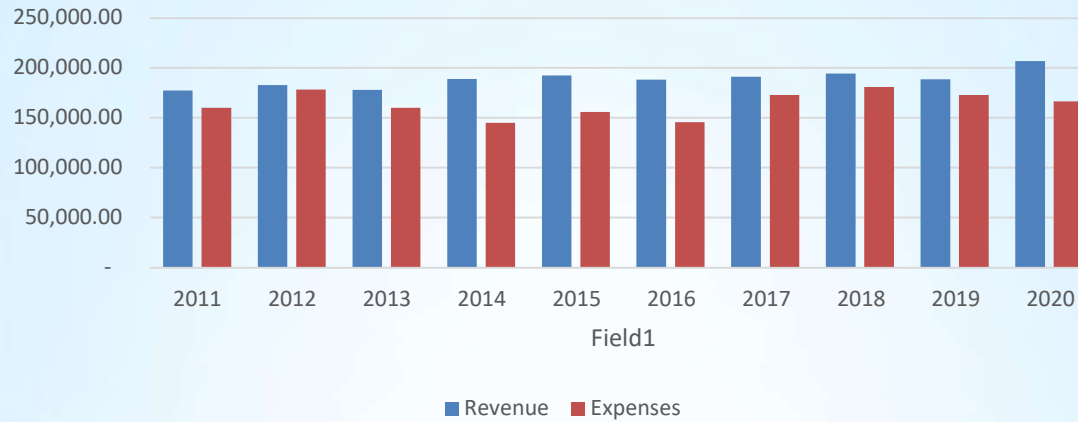
**Enforcement** 2%

- SCS Assessment Collection
- SCS Deed Restriction Enforcement

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# Financial Report

## Income/Expense



### ASSESSMENT HISTORY:

<u>Year</u>	<u>ASSESSMENT</u>	<u>% COLLECTED</u>
2021	\$ 675.00	
2020	\$ 675.00	99%
2019	\$ 650.00	99%
2018	\$ 650.00	99%
2017	\$ 650.00	98%
2016	\$ 640.00	97%
2015	\$ 640.00	100%
2014	\$ 618.00	99%

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# *Financial Report*

## **Top 5 Reoccurring Physical Year Expenses:**

1. Pool - Swim Houston
2. Lawn Service - Gruene Horticultural
3. HOA Management - SCS Management Services
4. Lake Management - Solitude Lake Management
5. Community Electricity - Constellation New Energy

## **Projected Top 5 2021 Projects/Repairs:**

1. Upgrade common area sprinkler irrigation system
2. Upgrade plumbing and landscaping of upper pond
3. Pool revitalization and furniture update
4. Trim trees
5. Plant new landscaping vegetation

# Guest Speaker

## **Tom Woltz**

- Chimney Hill MUD Representative
- WBL Resident



# 2021 – Projects & Goals

## Playground:

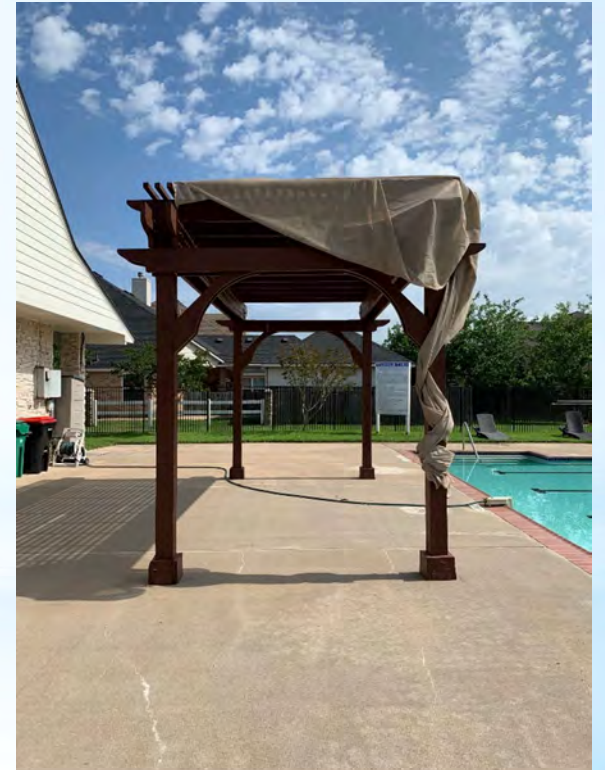
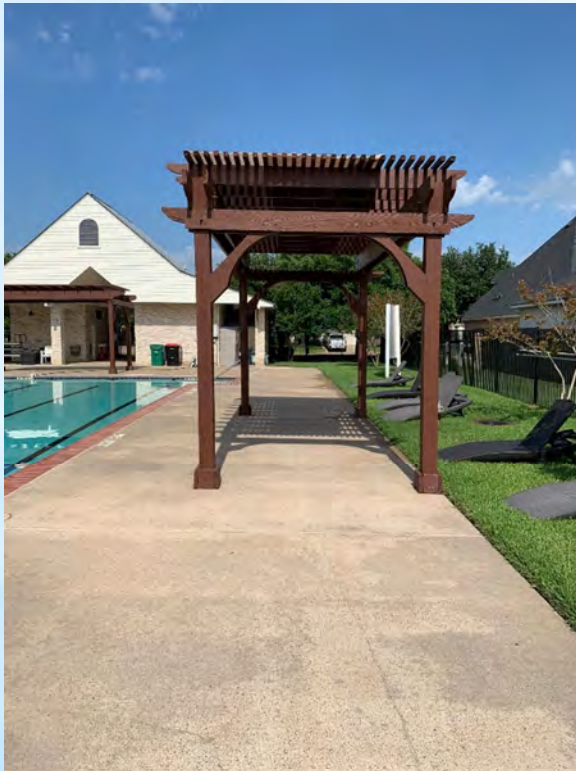
- Install another large layer of mulch

## Pool Revitalize and Update:

- Repair broken pipes inside restrooms due to freeze
- Purchase new chaise loungers, adirondack chairs and table umbrellas {complete}
- Purchase new trash cans
- Install new shade sails over pergolas
- Repair outdoor shower head
- Reorganize picnic/round tables to optimize guest comfort and availability for use
- Deep clean restrooms prior to season opening
- Replace pump {complete}

# 2021 – Project & Goals

Install new shade sails over pergolas:  
*{repair needed}*



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# 2021 – Project & Goals

Pool Revitalize and Update:  
{complete}



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# 2021 – Project & Goals

Pool Revitalize and Update:  
{complete}



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# 2021 – Projects & Goals

## Upper Pond:

- Replace old low voltage transformer box {complete}
- Install new LED fountain lights

## Cul-de-sac Columns:

- Repair leaning columns by reinforcing base {complete}

## Community Entrance – Landscaping:

- Replace dead plants and seasonal flowers due to freeze

## Trees – Jackrabbit Road:

- Trim trees to maintain proper growth



# 2021 – Project & Goals

Cul-de-sac Columns:  
{*repair complete*}



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# 2021 – Projects & Goals

## Sprinkler Irrigation System – Retention Ditch Common Area:

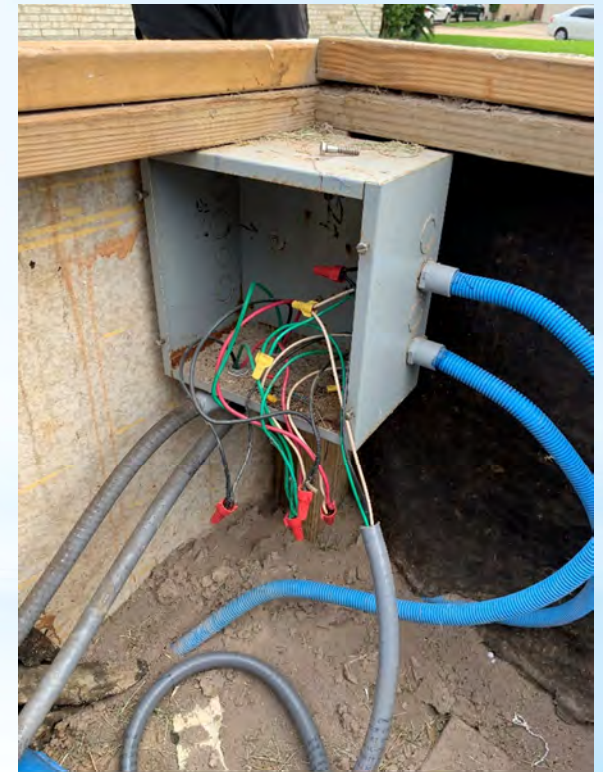
- Develop and install a new properly engineered irrigation system.
  - Water supply options - City water, Well water or Retention Ditch water
  - Lay new supply lines and irrigation heads

## Retention Ditch Slope – Westbrook Bridge Dr. Area:

- Smoothing and grading repairs to retention ditch slope {complete}
- Grass seeding of retention ditch slop {complete}

# 2021 – Project & Goals

Sprinkler Irrigation System – Retention Ditch Common Area :  
*{repair needed}*



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# 2021 – Project & Goals

**Retention Ditch Slope – Westbrook Bridge Dr. Area:**  
*{repair complete}*



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# 2021 – Project & Goals

Retention Ditch Slope – Westbrook Bridge Dr. Area:

{*repair complete*}



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# 2021 – Project & Goals

**Retention Ditch Slope – Westbrook Bridge Dr. Area:**  
{*repair complete*}



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# 2021 – Project & Goals

Retention Ditch Slope – Westbrook Bridge Dr. Area:  
{repair complete}



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# 2021 – Project & Goals

**Retention Ditch Slope – Westbrook Bridge Dr. Area:**  
*{repair complete}*



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# 2021 – Pool Season

## Opening Day:

- Saturday, May 29<sup>th</sup> @ 10:00 am

## Hours of Operation:

- Monday – Closed for cleaning/maintenance
- Tuesday – Friday
  - Morning -- Open 9:00 am -> 2:00 pm
  - Afternoon – Open 4:00 pm -> 9:00 pm
- Saturday & Sunday
  - Open 10:00 am -> 8:00 pm

## Pool Maintenance and Lifeguard's provided by:

- Swim Houston, pool management LLC.

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# OPEN FORUM

## In order to accommodate all homeowner questions/concerns:

- Please keep each topic discussion to under 3 minutes.
- Some topics/questions/discussions can also be addressed further and in more detail outside of the annual meeting via email or phone call.

## SCS Management Services LLC:

- 281.463.1777
- <http://www.scsmgmt.com>

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THANK YOU

FOR YOUR  
ATTENDANCE AND PARTICIPATION

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