

**WESTBROOK LAKES HOMEOWNERS ASSOCIATION**

**Board of Directors Monthly Meeting**

**Monday, December 1, 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 6:35 pm, with quorum established.

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

**Managing Agent(s):** Margie Naranjo, SCS Management Services, Inc.

**HOMEOWNER/GUEST:**

None

**MINUTES**

The minutes of the regular monthly Board of Directors' meeting, held on September 22, 2014, were reviewed and approved after motion from Director Payne, second from Director Leclair. Motion passed with all in favor.

**Board of Director Officer Position:**

The Board discussed the vacant position left by Robert Markley's departure, due to relocating. The Board requested Mrs. Naranjo to reach out to residents to fill the vacant position. After further discussion, the Board unanimously voted to elect Director Leclair as Vice President.

**REPORTS:**

**Lake Report:** Director Stewart will meet with the Lake Management company regarding the repairs to the lake fountain. Director Stewart will e-mail the Board his findings.

**Neighborhood Events:** Holiday decorating contest. See below under New Business.

**MANAGEMENT REPORT**

**Financials:** Mrs. Naranjo presented the October financial report. Mrs. Naranjo noted a year-to-date collection rate of 103%, and year-to-date expenses incurred are at 82% of total budgeted.

**CAMI and Action List:** The CAMI and Action Lists were reviewed and updated.

**NEW BUSINESS:**

**Holiday Decoration Contest-** Director Leclair discussed the upcoming holiday decorating contest. After further discussion, Director Leclair motioned for the prizes for the contest to be gift cards: First place - \$75, Second place - \$50 and Third place - \$25. The motion was seconded by Director Castro; motion passed with all in favor. The Board will drive the community on December 19<sup>th</sup> to decide the winners.

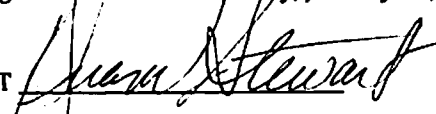
Items tabled: Fence Proposals and Pool Furniture.

**EXECUTIVE MEETING SUMMARY**

**Board Referral:** The Board Referral list for Deed Restriction enforcement was reviewed and updated. The Board requested the inspector look into particular properties for unapproved modifications.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:35 p.m. The next upcoming Board meeting is scheduled for Monday, January 19, 2015, at 6:30 p.m.

ATTEST 

DATE 1/19/15