

**WESTBROOK LAKES HOMEOWNERS' ASSOCIATION**  
**Board of Directors Monthly Meeting**  
Thursday, October 21, 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/074211582?pw=34a25a6ad79625bcc75a94663aea272> Meeting ID: 074211582

Password: ShhQCGyibF Or dial: +1 (650) 4191505 United States (San Mateo, CA) Access Code / Meeting ID: 074211582

Dial-in password: 7447249423 International numbers available: <https://v.ringcentral.com/teleconference>

Present: Jill Penn, Secretary  
Adriana Usubillaga, Treasurer  
Morley Lee, Director

Absent: Kyle Rouch, President  
Vince Castro, Vice President

Managing Agent: Tammi Norris, Association Manager - CMC Management

**CALL TO ORDER:** Meeting was called to order at 6:55 pm.

**BOARD REFERRAL:** The Board Referral list for deed restriction enforcement was reviewed with four accounts needing Board action.

**COLLECTIOINS:** The Attorney Status Report was reviewed with eight new collections accounts and one Deed Restriction Violation discussed.

The Board adjourned the executive meeting and reconvened into general session at 7:12 PM.

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

**EXECUTIVE SESSION VOTING:** Voting was held to approve the Board Referral Report. Director Lee made a motion to move two accounts to NNC, one account to Monitor and one account to Attorney Demand. Director Penn seconded the motion, and all were in favor. Voting was held to approve the Attorney Status Report. Director Penn made a motion to approve one request for an installment plan. Director Usubillaga seconded the motion, and all were in favor.

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

**ACTION TAKEN OUTSIDE OF MEETING:** Approved bid to remove and haul off broken playground digger toy and support base, refill with dirt/mulch \$600.00.

**MANAGEMENT REPORT:** Ms. Norris presented the October Management Report reviewing the Accounting Summary amount and percentages collated and spent.

**FINANCIAL REPORTS:** Ms. Norris presented the financial reports and a brief discussion followed.

**ACTION ITEMS REPORT:** The report was reviewed in detail.

**UNFINISHED BUSINESS:** lake Liner bid was deferred until Vince is in attendance to give his recommendation. Landscape bid specs were discussed, and Director Penn will meet Ms. Norris at the CMC-Katy office to make edits. 2022 Annual Assessment rate was discussed and 2022 Budget was reviewed.

Director Usubillaga made a motion to leave the 2022 assessments at \$675.00 with no increase. The 2022 Budget will be discussed further at the November meeting.

**NEW BUSINESS:** Pool fence and gates bid to inspect and make all repairs \$2,500.00 was reviewed and further discussion is needed.

**COMMITTEE REPORTS:**

**Neighborhood Events:** Christmas decoration contest will be led by Director Penn.

**Pool:** Director Lee suggested install string lights at the back of the pool to help security cameras night vision video. He will purchase lights and see how they look and discuss more at the November meeting. Digger toy vandals were caught on camera and a Director noted it may be a neighboring family. Director will confirm and police report may be filed if needed.

**Lake:** Defer to Director Castro at the November meeting.

**Landscape:** Gruene contracts and bid specs was discussed in Unfinished Business. Gruene shrub replacement bid for \$11,300 was presented and Director Penn will discuss further with Gruene.

**ADJOURNMENT:**

There being no further business to come before the Board, the meeting was adjourned at 8:29 PM.

ATTEST Board Approval DATE 11/17/2021  
November Meeting Minutes  
J Morris