

WESTBROOK LAKES HOMEOWNERS' ASSOCIATION

Board of Directors Monthly Meeting

Thursday, November 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/074211582?pw=34a25a6ad79625bccc75a94663aea272> 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: Kyle Rouch, President
Jill Penn, Secretary
Adriana Usubillaga, Treasurer
Morley Lee, Director

Absent: Vince Castro, Vice President

Managing Agent: Tammi Norris, Association Manager - CMC Management

CALL TO ORDER: Meeting was called to order at 6:49 pm.

BOARD REFERRAL: The Board Referral list for deed restriction enforcement was reviewed with two violations on one property moving to NNC and one violation moving to Attorney Demand. accounts needing Board action.

COLLECTIONS: The Attorney Status Report was reviewed with no board action needed at this time. Eight accounts total. Seven accounts active for collections and one account entered and installment plan.

The Board adjourned the executive meeting and reconvened into general session at 7:05 PM.

GENERAL SESSION CALL TO ORDER: Meeting was called to order at 7:06 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 Penn made a motion to move to approve all Executive Session items. Director Usubillaga seconded the motion, and all were in favor.

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

ACTION TAKEN OUTSIDE OF MEETING: No action was taken outside of the meeting.

MANAGEMENT REPORT: Ms. Norris presented the November 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 again and will be email to Director Castro to his recommendation. Landscape bid specs were discussed, and Director Penn will meet Ms. Norris at the CMC-

Katy office to make edits in November. 2022 Budget was reviewed, and edits made. The 2022 Budget will be discussed further at the December meeting.

NEW BUSINESS: No new business was discussed.

COMMITTEE REPORTS: No committee reports were discussed.

Neighborhood Events:

Pool:

Lake:

Landscape:

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 8:55 PM.

ATTEST Board Approval
December 15, 2021
Meeting Minutes
Jeffery

DATE 12/15/2021