

**WESTBROOK LAKES HOMEOWNERS ASSOCIATION**  
**Board of Directors Monthly Meeting**  
Monday, April 20, 2015

Pursuant to Section Six, 6.2, of the ByLaws 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 6:46 pm, with quorum established.

**Present:** Rachel Leclair, President  
Duane Stewart, Vice-President  
Vince Castro, Treasurer

**Absent:** Bruce Payne, Secretary  
Vernon Smith, Director-at-large

**Managing Agent(s):** Patricia Seel, SCS Management Services, Inc.

**HOMEOWNER/GUEST:**  
None

**EXECUTIVE MEETING SUMMARY**

**Board Referral:** The Board Referral list for Deed Restriction enforcement was reviewed and updated. It was suggested that the board offer information on companies that offer powerspraying services, to the many residents that have been sited for having mildew in their siding. Board to research.

**MINUTES:** The minutes of March, 2015 were reviewed. Director Stewart motioned and Director Castro seconded; minutes were approved as presented.

**REPORTS:**

**Neighborhood Events:**  
Director Leclair presented the upcoming community events.

**MANAGEMENT REPORT**

**Financials:** Mrs. Seel presented the Financial Report. Mrs. Seel noted a year-to-date collection rate of 96%, year-to-date total income is at 98% of that total budgeted, and total expenses to-date are at 17%.

**CAMI and Action List:** The CAMI and Action Lists were reviewed and updated. Board asked SCS to have Josh bid on repairing the electrical pole and power-washing the bridge.

**NEW BUSINESS:**

Director Leclair asked SCS to obtain a bid from Kwik Kopy to print the newsletters. The directors also asked SCS to contact the pest control people to let them know that they must not spray during evening hours, when people are out, and that they must leave a door knocker on Director Stewart's home.

**OLD BUSINESS:**

**Pool furniture:** After discussion, they decided on a certain type, and Director Leclair will order it. SCS will reimburse them.

**Fence project:** Still pending.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:30 p.m. The next upcoming Board meeting is scheduled for Monday, May 18, 2015, at 6:30 p.m.

ATTEST Bruce A Payne

DATE 7/20/15

**WESTBROOK LAKES HOMEOWNERS ASSOCIATION**  
**Board of Directors Monthly Meeting**  
Monday, May 18, 2015

Pursuant to Section Six, 6.2, of the ByLaws 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 6:45 pm, with quorum established.

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

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

**HOMEOWNER/GUEST:**  
None

**EXECUTIVE MEETING SUMMARY**

**Board Referral:** The Board Referral list for Deed Restriction enforcement was reviewed and updated.

The Board unanimously approved to send final Demand letters in accordance with the Collection policy recorded with the county for residents with past due balances.

**MINUTES:** The minutes of April, 2015 were reviewed. Director Stewart motioned and Director Smith seconded; minutes were approved as presented.

**REPORTS:**

**Neighborhood Events:**

Director Leclair presented the upcoming community events.

Director Payne informed the Board that the Yard of the Month was selected and was awarded to 7814 Dessert Canyon.

**MANAGEMENT REPORT**

**Financials:** Mrs. Naranjo presented the Financial Report. Mrs. Naranjo noted a year-to-date collection rate of 96%, year-to-date total income is at 99% of the total budgeted amount, and total expenses to-date are at 26%.

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

Board asked SCS to have MCS rebid the powerwashing of the bridge and pool house; the initial bid was too high.

**Action List:**

- Light fixture in the pool room to be replaced - save bulb.
- Contact Mosquito Company to ensure they are placing the door knocker and ask them to slow down.
- Send Annual Meeting Power Point to Director Leclair for posting on website.
- Director Stewart will pick up pergola for the cost of \$1,100.00 and have it installed by end of May.

**NEW BUSINESS:** None

**OLD BUSINESS:**

**Fence project:** The Board approved the letter to the residents regarding replacement of the perimeter fence at the entrance of the community.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:20 p.m. The next upcoming Board meeting is scheduled for Monday, June 15, 2015, at 6:30 p.m.

ATTEST Bruce A Payne

DATE 7/29/15