

**WESTBROOK LAKES HOMEOWNERS ASSOCIATION**  
**Board of Directors Monthly Meeting**  
Monday, September 22, 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 6:36 pm, with quorum established.

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

**Absent:** Robert Markley, Vice-President

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

**HOMEOWNER/GUEST:**

None

**MINUTES**

The minutes of the regular monthly Board of Directors' meeting, held on August 25, 2014, were reviewed and approved after motion from Director Leclair, second from Director Payne. Motion passed with all in favor.

**REPORTS:**

**Landscaping Report:** Board asked managing agent to get two bids on fence repair/replacement, and new pool furniture. Managing agent to research how much of the front fenceline is the HOA's responsibility, and present the bids at next meeting.

**Lake Report:** Director Stewart will complete the repairs at the pump house.

**Neighborhood Events:** Director Leclair is working on the newsletter, website, and Fall Festival flyer, all of which should be completed by end of September.

**MANAGEMENT REPORT**

**Financials:** Mrs. Seel presented June's financial report. She noted a year-to-date collection rate of 101%, and year-to-date expenses incurred are 64% of total budgeted.

**CAMI and Action List:** The CAMI and Action Lists were reviewed and updated. The board discussed removing the broken umbrella at the pool, and having the cracked and loose stone at the pool repaired.

**NEW BUSINESS:**

**2015 Budget Preparation-** Director Castro reviewed the Reserve Study. The board discussed and reviewed the Reserves, and made appropriate changes. The Board reviewed and discussed the 2015 Budget. The Board approved the 2015 budget, and approved the assessment increase to \$640.00, with a motion by Director Payne, and a second by Director Stewart.

**EXECUTIVE MEETING SUMMARY**

**Legal Status:** The Legal Status report was reviewed.

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

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 9:00PM. The next upcoming Board meeting is scheduled for Monday, October 20, 2014, at 6:30 p.m.

ATTEST \_\_\_\_\_

DATE \_\_\_\_\_