

**WESTBROOK LAKES HOMEOWNERS' ASSOCIATION**  
**Board of Directors Monthly Meeting**  
Wednesday, September 15, 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/051351815?pw=177a45019d74bf97c8a6b896369230ad>, Meeting ID: 051351815,  
Password: rTShvLEbRN; Or dial: +1 (650) 4191505 United States (San Mateo, CA), Access Code / Meeting ID: 051351815,  
Dial-in password: 7874853276. International numbers available: <https://v.ringcentral.com/teleconference>

Present: Vince Castro, Vice President  
Jill Penn, Secretary  
Morley Lee, Director

Absent: Kyle Rouch, President  
Adriana Usubillaga, Treasurer

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 accounts needing Board action.

**COLLECTIONS:** Collections sent to attorney May 28, 2021, and first report will be available September 2021 but is still in production. No Attorney Status Report was reviewed.

The Board adjourned the executive meeting and reconvened into general session at 6:54 PM.

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

**EXECUTIVE SESSION VOTING:** Director Castro made a motion to move two accounts at NNC to a Second NNC. Director Penn seconded the motion, and all were in favor.

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

**ACTION TAKEN OUTSIDE OF MEETING:**

Wired Electric monument light repair bid was approved by email. Security cameras and Wi-Fi service bids were approved by email.

**MANAGEMENT REPORT:** Mrs. Norris <sup>presented</sup> ~~present~~ the September Management Report reviewing the August 31, 2021, Accounting Summary amount and percentages collated and spent.

**FINANCIAL REPORTS:** Mrs. Norris presented the financial reports and noted the CD matures October 26, 2021.

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

**UNFINISHED BUSINESS:** Landscape bid specs sheet and current landscape maintenance contract was reviewed. The contract is not clear on set back mowing and specs will be revised to mow both Brannon Field and Pickford Knolls setbacks on a biweekly schedule. Bid specs sheet will be sent to the Board to make edits before soliciting bids.

**NEW BUSINESS:** The 2022 Annual Budget and Assessment rate was reviewed. The budget worksheet will be sent to the Board for their edits and comments to review at the October meeting. After the budget is in place the Board will vote on the 2022 Assessment rate. Jackrabbit Road tree trimming bids were reviewed and awarded to Texans Professionals.

**COMMITTEE REPORTS:**

**Neighborhood Events:** The last community garage sale of 2021 is scheduled for Saturday, September 18 with Rain Date scheduled September 25. Neighborhood Events Committee Chair or volunteer is needed and posted on the community website newsletter.

**Pool:** Pool contract has pool season open weekends through September 19, 2021, and many residents are still using the pool.

**Lake:** Lake vendor bids will be considered after landscape vendor is locked in. Lake liner bid will be revisited. Recirculation pumps need to be ~~repair~~ and Director Castro will find the proper verbiage to use for requesting a bid. *Repaired*

**Landscape:** Yard of the Month will end after October. New metal sign hold frame bids are needed. Christmas decorating contest wooden signs are in good condition but close to time for replacement. Director ~~Castro~~ will send vendor contact to Director Penn. Dead shrubs around back flow may just need pruning, but funds are available in the budget to replace them if needed.

**ADJOURNMENT:**

There being no further business to come before the Board, the meeting was adjourned at 8:17 PM.

*Castro*  
↓  
*Sign*

*Ms Norris w/ send Landscape Contract to Director Penn*

ATTEST Board approval DATE 10/21/21  
*October Meeting Minutes*  
*J. Louis*