

WESTBROOK LAKES HOMEOWNERS ASSOCIATION
Board of Directors Monthly Meeting
Monday, February 15, 2016

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 6:30 pm, with quorum established.

Present: Rachel Leclair, President
Vince Castro, Treasurer via conference call
Bruce Payne, Secretary
Duane Stewart, Vice-President

Absent: 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.

MINUTES: The minutes of January 18, 2016 were reviewed. Director Payne motioned and Director Stewart seconded. Minutes were approved as presented.

REPORTS: No reports were given.

MANAGEMENT REPORT

Financials: Mrs. Naranjo presented the year-end financial report noting that the end-of-year collections were at 100% and the total income exceeded the budget by 2%. The community ended the year under budget by 4%, with a surplus of \$36,125.02 which will be put into the reserves.

CAMI and Action List: The CAMI and Action Lists were reviewed and updated. Board requested Mrs. Naranjo to obtain pool proposal for the 2016 pool season.

NEW BUSINESS:

- *Annual Meeting Presentation-* Tabled for March's meeting.
- *Mosquito Contract Renewal-* After some discussion, the Board requested additional proposals from other mosquito companies.
- *Pool Tags-* Mrs. Naranjo informed the Board the 2016 pool tags were order and will be ready for distribution for the 2016 pool season.
- *Pool Light Proposal-* After some discussion, the Board approved the proposal from Wired Electric in the amount of \$5,830.40 by a motion from Director Payne and a second by Director Stewart. Motion passed with no opposition.
- *Concrete Fence Painting Proposal-* After some discussion, the Board approved the proposal from MCS in the amount of \$6,575.00 by a motion from Director Stewart and a second by Director Castro. Motion passed with no opposition.
- *Iron Fence Painting Proposal-* Tabled

NEW BUSINESS CONTINUED:

- *Re-level Shade Structure Proposal-* After some discussion, the Board approved MCS to re-level the structure in the amount of \$550.00. The Board requested that MCS meet Director Stewart on-site to review options to re-level the shade structure with a motion made by Director Stewart and a second by Director Payne. Motion passed with no opposition.
- *Playground Safety Surfacing Proposal-*Tabled
- *Trash Can and Bench Proposal-*Tabled
- *Newsletter-* the Board reviewed the newsletter. After some discussion, the Board approved the newsletter with changes.

UNFINISHED BUSINESS:

Trash Resolution: The Board requested Mrs. Naranjo to add a sentence to the resolution regarding heavy trash and tree limbs disposal. This will be brought to the March meeting.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:30 PM.
The next Board meeting is scheduled for Monday, March 21, 2016, at 6:30 PM.

ATTEST *Bruce G. Payne*

DATE *3/21/16*