

WESTBROOK LAKES HOMEOWNERS ASSOCIATION

Board of Directors Monthly Meeting

Wednesday, November 20, 2019

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.

Present: John Lella, President
Kyle Rouch, Vice President
Jill Penn, Secretary
Adriana Usubillaga, Treasurer
Rachel Leclair, Director
Morley Lee, Director

Absent:

Managing Agent: Tammi Norris and Cathey Jensen, SCS Management Services, Inc.

PRIOR TO THE MEETING: At 6:30 pm Ms. Norris requested the Board consider a roundtable discussion to address concerns among Board members on meeting protocol, communication, completing projects and being professional and respectful at all times. Meetings will be run using Roberts Rules of Order as a guideline and closely follow the meeting agenda and allotted time for each agenda item. Improving communication and expediting projects on the Actions Items List will be achieved by limiting emails to one topic and noting the topic of discussion in the subject line. When opinions differ among Directors topics will be discussed reviewing the facts, offering alternate points of view, challenging respectfully and courteously while accepting the decision of the majority. Each Director took a turn voicing their concerns and offering ideas on areas of improvement.

CALL TO ORDER: Meeting was called to order at 7:46 pm.

GUESTS TO ADDRESS THE BOARD: There were no guests.

BOARD REFERRAL: The Board Referral list for deed restriction enforcement was reviewed. Director Penn made a motion for one account will be cleared and three accounts with a violation for the two tree minimum will be cleared and grandfathered in. Director Usubillaga seconded the motion and all were in favor.

COLLECTIOINS: The Attorney Status Report was reviewed and discussion of Split Cypress account at attorney lawsuit pending counter offer made by the Board.

The Board adjourned the executive meeting and reconvened into general session at 7:58 PM.

MINUTES: The minutes of October 2019 meeting were reviewed. Director Penn made a motion to approve the Minutes as presented. Director Leclair seconded the motion. All were in favor.

HOMEOWNER/GUEST:

None

ACTION TAKEN OUTSIDE OF MEETING:

None

COMMITTEE REPORTS:

Neighborhood Events: Next event is a movie night in December 7 and volunteers are needed.

Pool: Three pool management bids will be gathered for the Board to review the 2020 pool season.

Lake: Chimney Hill MUD contracted Stuckey's to remove nutria and repair erosion. Equipment is on site and work has begun.

Landscape: Director Penn reported maintenance is on schedule and entrances look nice. Yard of the Month is on hold. Christmas lights install will be scheduled for the week of Thanksgiving and electrical connections will be checked.

MANAGEMENT REPORT: The Management Report was presented reviewing the Accounting Summary and Collections Schedule. A brief discussion followed.

FINANCIAL REPORTS: The Balance Sheet, Income Statement and YTD Actual vs. Budget reports were reviewed.

UNFINISHED BUSINESS:

Fence Project bids are in and Director Rouch recommend awarding bid to Houston Fence. After reviewing all bids Director Leclair made a motion to accept Houston Fence bid for \$11,336.00. Director Rouch seconded the motion and all were in favor. Director Rouch will contact vendor and schedule the work to begin.

NEW BUSINESS:

No new business was discussed.

ADJOURNMENT:

The December Board meeting will be replaced with the annual Board Holiday dinner at a time and place to be determined. There being no further business to come before the Board, the meeting was adjourned at 9:20 PM.

POST ADJOURNMENT:

Ms. Norris and Ms. Jensen met with Director Lella and Director Leclair to continue the discussion started in the roundtable before the meeting was called to order. They each voiced their concerns and made suggestions on working together on managing the business of Westbrook Lakes HOA. Discussion ended at 9:48 PM.

ATTEST 

DATE 1/15/2020