

**WESTBROOK LAKES HOMEOWNERS ASSOCIATION**

**Board of Directors Monthly Meeting**

Wednesday, July 18, 2018

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, Vice-President  
Jill Penn, Secretary  
Morley Lee, Director

Absent: Rachel Leclair, President  
Vince Castro, Treasurer

Managing Agent: Tammi Norris, SCS Management Services, Inc.

**EXECUTIVE MEETING SUMMARY (6:30 – 7:07 PM)**

**Call to Order:** Meeting was called to order at 6:30 pm.

**Board Referral:** The Board Referral list for deed restriction enforcement was reviewed. Discussion of violations on Birch Canyon, Blue Stream and Brannon Field were all confirmed cited. Violations not cited and will be sent to the inspector are Chateau Point (trash behind fence visible from street and Green Toyota parked at pool) and Split Cypress (trash and unkept pool visible through iron fence). One waiver request for Westbrook Bridge to waive NNC fine with proof front door is refurbished was approved.

**Collections:** The Attorney Status Report was reviewed with no action needed at this time.

The Board adjourned the executive meeting and reconvened into general session at 7:00PM.

**MINUTES:** The minutes of June 20, 2018 meeting were reviewed. Motioned made to approve the Minutes as with correction. The motion was seconded, all were in favor.

**HOMEOWNER/GUEST:**

None

**ACTION TAKEN OUTSIDE OF MEETING:**

None

**COMMITTEE REPORTS:**

**Neighborhood Events:** July 21<sup>st</sup> Hawaiian Luau 5-8pm at the pool.

**Pool:** Guards arriving late and not checking wrist bands/sign in sheet. Storage bin needed for pool toys. Bin will need a closing lid and holes drilled in the bottom for drainage and mosquito prevention. Lights are working, tiles have been replaced and kiddie pool chlorine levels are being controlled better.

**Lake:** Meeting with MUD for lake inspection went well and they are receptive to working with Westbrook lakes. They are mapping mow areas and will schedule a follow-up discussion.

**Landscape:** Flowers installed at entrance. Yard of the Month awarded to home on Chateau Point. Entrance shrubs left dead. Check irrigation and replacement warranty.

**MANAGEMENT REPORT:** The Management Report was presented reviewing the Accounting Summary and Collections Schedule.

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

**NEW BUSINESS:**

No new business was presented.

**UNFINISHED BUSINESS:**

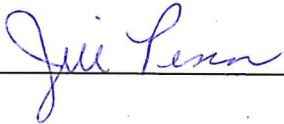
Unfinished Business was put on hold until the August meeting. Notes from the June meeting (INSURANCE SOV, Board will review insurance policy before signing. SCS Mgt Contract Renewal, Further Board Review needed. Contract will auto renew August 1, 2018 for one year with no cost increase).

**ADJOURNMENT:**

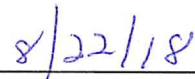
There being no further business to come before the Board, the meeting was adjourned at 7:40 PM.

The next meeting is scheduled for Wednesday, September 19, 2018.

ATTEST

  
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DATE

  
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