

WESTBROOK LAKES HOMEOWNERS ASSOCIATION
Board of Directors Monthly Meeting
Wednesday, December 16, 2020

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 Zoom meeting.

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

M - ✓
S - ✓

Absent: Adriana Usubillaga, Treasurer

Managing Agent: Tammi Norris SCS Management Services, LLC

CALL TO ORDER: Meeting was called to order at 6:34 pm.

BOARD REFERRAL: The Board Referral list for deed restriction enforcement was reviewed with one violation cleared; one move to NNC and one will be sent another letter with more specific text describing the violation. No other Board action needed at this time.

COLLECTIOINS: There are no accounts in collections with the attorney and no Attorney Status Report was reviewed.

The Board adjourned the executive meeting and reconvened into general session at 7:10 PM.

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

MINUTES: The minutes of November 2020 meeting were reviewed. Director Castro made a motion to approve the Minutes as presented. Director Penn seconded the motion. All were in favor.

ACTION TAKEN OUTSIDE OF MEETING:

There was no action taken outside of the meeting.

COMMITTEE REPORTS:

Neighborhood Events: Christmas Decorations Contest will be held in December 18, 2020 and winners will be sent to Mrs. Norris December 19, 2020 to confirm they are in good standing. Signs will be placed in yards Sunday. Winners will receive gift cards for 1st place \$75.00, 2nd place \$50.00 and 3rd place \$25.00.

Pool: Pool pump #4 is out and a bid to repair will be needed with an explanation of what purpose pump #4 serves. Pumps 1-3 are operational. All in water pool lights on the right are out and breaker was reset with no results. Director Rouch and ~~Castor~~ *Castro* will try the main breakers on the poles and if needed bids will be considered.

Lake: The lake areas were irrigation repairs were made needs to be reseeded using hydro mulch. They best time to do this is in the early spring when temperatures warm up.

Landscape: All common are landscape looks good.

MANAGEMENT REPORT: Mrs. Norris present the December Management Report reviewing the Collections Schedule amount and percentages collated and spent.

FINANCIAL REPORTS: Mrs. Norris presented the November Balance Sheet and noted we are on track with the 2020 budget.

UNFINISHED BUSINESS: 2021 Annual Budget Worksheet was reviewed in detail and edits made increase funds allocated for pool supplies (furniture); playground repairs (kiddie mulch) and landscape other (tree trimming on Jackrabbit Road and reseeding the lake area). Two Capital Expenditures were added to capture funds need for Lake Improvements (install a lake bed liner) and Irrigation Improvements (landscape irrigation and well water pump repairs). Lake Management bids were not discussed.

NEW BUSINESS: There was no New Business to discuss.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 8:50 PM.

ATTEST Board approval
January 2020 meeting
Minutes Morris

DATE 01/21/2021 (SN)