

**WESTBROOK LAKES HOMEOWNERS ASSOCIATION**  
**Board of Directors Monthly Meeting**  
Wednesday, March 2, 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 Zoom meeting <https://zoom.us/j/98980119580?pwd=aEtFZDVNSU9vVjBuY3dMbJF3Z3pIZz09> Dial by your location +1 346 248 7799 US (Houston), Meeting ID: 989 8011 9580, Passcode: 463987, Find your local number: <https://zoom.us/u/ad42gzlZTP>.

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

Absent:

Managing Agent: Tammi Norris SCS Management Services, LLC

**CALL TO ORDER:** Meeting was called to order at 6:37 pm.

**BOARD REFERRAL:** The Board Referral list for deed restriction enforcement was reviewed with one request for variance to store trash cans behind shrubs denied. No other Board action needed at this time.

**COLLECTIONS:** 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 6:38 PM.

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

**MINUTES:** The minutes of January 2021 meeting were reviewed. Director Penn made a motion to approve the Minutes with correction. Director Castro 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:** Garage Sale dates are March 20th - Rain Date March 27<sup>th</sup>, June 19th - Rain Date June 26<sup>th</sup> and Sept 18th - Rain Date Sept 25<sup>th</sup>. Dates will be posted on the WBL webpage and SCS Portal with an email going to all homeowners registered in the portal.

**Pool:** February 2021 ice storm freeze damage to the pipes inside the pool restroom walls was noticed. Director Rouch will meet with vendors to bid repairs and insurance adjuster to assess damage and file a claim. Pool furniture is being ordered, umbrellas are being considered and pergola mesh need to be installed.

**Lake:** Pump shed damage is being assessed. Solitude is testing and if needed will bid cost to replace lake fountain lights.

**Landscape:** Plants froze in the ice storm and are being monitored to see if they will recover or need to be replaced. Perennials are contracted to be replaced seasonally next install scheduled for April. Jackrabbit tree trimming is needed now.

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

**FINANCIAL REPORTS:** Director Usubillaga presented the January 2021 financial report and noted they are on track with 2021 Budget.

**UNFINISHED BUSINESS:** Lake Management Vendor contracts were briefly discussed and will stay with current vendor for now. 2021 Annual Meeting and homeowner presentation was discussed. The 2020 Audit and Tax filing \$2,400.00 was reviewed and approved.

**NEW BUSINESS:** Mosquito Fogging contract was discussed and approved with no increase in cost.

**ADJOURNMENT:**

There being no further business to come before the Board, the meeting was adjourned at 8:45 PM.

ATTEST Board approval  
April 2021  
Meeting Minutes

DATE 04/21/2021