

WESTBROOK LAKES HOMEOWNERS ASSOCIATION
Board of Directors Monthly Meeting
Wednesday, November 18, 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
Adriana Usubillaga, Treasurer
Vince Castro, Director

Absent: Morley Lee, Director

Managing Agent: Tammi Norris SCS Management Services, LLC

CALL TO ORDER: Meeting was called to order at 6:35 pm.

BOARD REFERRAL: The Board Referral list for deed restriction enforcement was reviewed with no other Board action needed at this time.

COLLECTIOINS: The Attorney Status Report was reviewed and discussion of Split Cypress account at the attorney's office paid account in full.

The Board adjourned the executive meeting and reconvened into general session at 6:40 PM.

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

MINUTES: The minutes of October 2020 meeting were reviewed. Director Castro made a motion to approve the Minutes as presented. Director Usubillaga 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. Gift cards will be awarded for 1st, 2nd and 3rd place winners. Director Penn will lead the event and the Board will drive through the community to send in their votes.

Pool: Swim Houston will be asked to clean up the weekly pool maintenance report and send a one page report weekly for the Board to review. They will also be asked to confirm the contracted winterizing policy is to turn water off before each threat of freeze and turn it back on as soon as threat has passed.

Lake: Director Rouch reported MUD needs to grade, seed or resod the areas left bare after construction. Director Castro recommended send a written response to the Coats and Rose letter stating all repairs are complete. List bullet points of all work we feel is still needed asking for a response from the MUD Board on working together as a shared partnership to maintain the lake and surrounding area. As a homeowner in Westbrook Lakes HOA Tom Woltz may be able to help present this to the MUD Board on our behalf. Cost to hydro mulch and lake liner bids are needed.

Landscape: Ms. Norris will contact Gruene to notify them Christmas decorations need to be installed. Cost to install and installation date will be provided to the Board. Seasonal color and mulch were installed and look good.

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


FINANCIAL REPORTS: Director Usabillaga resented the November financial report and noted we are on track with the 2020 budget.

UNFINISHED BUSINESS: 2021 Budget Worksheet was discussed and Board will send in all edit before approving the final budget at the December Meeting. Ms. Norris will send the Year to Date General Ledger Report to the Board for review. Lake Management Vendors bids were not discussed and will be discussed further at the December meeting.

NEW BUSINESS: CPA Engagement Letter to file 2020 Tax Returns for \$400.00 was reviewed and approved.

ADJOURNMENT:

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

ATTEST Board Approval
December 2020
Meeting Minutes


DATE 12/16/2020