

January 2012 Board Meeting Minutes

Thursday, January 19, 2012 - WILLOWLAKE HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
Thursday, January 19, 2012

MINUTES

The Willowlake Homeowners Association, Inc., Board of Directors met for the monthly meeting of the Homeowners Association at the First Church of the Nazarene located at 10001 W. Sam Houston Pkwy, Houston, TX 77064.

Board of Directors:

Present: Absent:

Debi Bon, President

Nancy Kapell, Vice President

Stacey Ward, Treasurer

Daniel Flores, Secretary

David Bannen, Director at Large

Management Company:

Janet Bonura, Randall Management

Jane Godwin, Randall Management

Call to Order:

With a quorum of Board members present, the Board Meeting was called to order at 7:04 p.m.

Establish Quorum – Roll Call:

With a majority of the Board of Directors present, the quorum was established. The Directors in attendance are listed above.

Adoption of Agenda:

The agenda was reviewed and a motion was made by Debi Bon, seconded by Stacey Ward, and it was unanimously decided to approve the agenda as presented.

Guest- Monarch Landscaping

Jason Mathers and Carlos Matta were present to discuss a project evaluation that had recently been performed. A copy of the overview and report of their findings was presented to each Board Member for review. Such report highlighted items that need attention in the upcoming future near and far. While discussing the details of such, Jason informed the Board of the necessity to prioritize and plan in advance. A brief discussion was held regarding the details and the matter was tabled for further review and consideration.

Approval of the Minutes: December 15, 2011 Board of Directors Meeting- The December 15, 2011 minutes were presented for review. A motion was made by Debi Bon, seconded by David Bannen, and it was unanimously decided to approve the minutes as presented.

Treasurer's Report– Stacey Ward presented the financial statement for the month ending December 31, 2011 in great detail. The following are the account balances as of December 31, 2011; the Sterling checking account balance was \$20,252, the Community Association Bank checking account balance was \$97,636; the reserve funds located in a CD at Compass was \$100,000, and there remained to be a \$200 outstanding petty cash allowance in Stacey Ward's possession. The administrative expenses for the month were \$2,264, Utilities were \$4,781, Amenities Operations were \$8,162, and Community Services were \$9,841. The Total Expenses for the month were \$29,476, and year-to-date the total expenses for the Association are over budget by \$29,648.

Management Reports:

The following Management Reports were presented.

Administrative Report- The following items were covered in the Administrative Report:

Policies and Procedures- Janet advised the Board that the documents required to bring the Association into compliance with the recently passed laws had been recorded in Harris County real Property Records and provided each Board member with a copy of such.

Collections Report – The Board reviewed Collection Report, which detailed the Assessment accounts and the funds that have been collected since the last Board Meeting. Jane also updated the Board on the Assessment and Collection Activity.

Deed Restriction Report – Janet presented the inspection report to the Board advising that two inspections of the property had been conducted since the last meeting. A letter count was provided to the Board.

Maintenance Report- Janet provided the Board with a copy of the Monthly Maintenance Check List. The board provided instructions for future inspections and actions to be taken.

Unfinished Business:

Website - A detailed discussion was held regarding the upkeep and maintenance of the Association's website.

Reserve Study- A draft report of the Reserve Study conducted by Randy Smith was presented to the Board of Directors for review. Jane advised that Randall Management was in the process of obtaining bids for suggested work.

New Business:

2012 Pool Season- Janet briefly discussed the upcoming pool season and requested suggestions from the Board regarding the announcement and registration forms to

be mailed out. The Board requested a draft of the package for review.
Management Certificate- Jane advised that with the recently filed documents it was necessary to update the management certificate on record. A motion was made by Daniel Flores, seconded by Debi Bon, and it was unanimously decided to have Lambright and Associates draft and file a revised management certificate.

Adjournment:

With no further business to discuss, a motion was made to adjourn the meeting at 8:59 p.m.