

Feb 2013 Board Meeting Minutes

Monday, February 18, 2013 - 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

David Bannen, Vice President

Travis Guinn, Secretary

Nancy Kapell, Treasurer

Mark Hubenak, Director at Large

Management Company:

Jane Godwin, Randall Management

Miguel Treviño, Randall Management

Owners:

No homeowners were in attendance.

Call to Order:

With a quorum of Board members present, the Board Meeting was called to order at 7:05 p.m.

Establish Quorum – Roll Call:

With a majority of the Board of Directors present, the quorum was established.

Adoption of Agenda:

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

Open Forum:

The Open Forum is the time that owners can address the Board of Directors. Each month the Willowlake Board of Directors provides owners up to five (5) minutes to express themselves, ask questions, and make suggestions. No owners were in attendance at the meeting.

Approval of the Minutes: January 17, 2013 Board of Directors Meeting- The January 17, 2013 minutes were presented for review. A motion was made by Debi Bon, seconded by Nancy Kapell, and it was unanimously decided to approve the minutes as presented.

Treasurer's Report – Ms. Nancy Kapell presented the financial statement for the

month ending January 31, 2013 in great detail. The following are the account balances as of January 31, 2013; the Community Association Bank checking account balance was \$263,803; the reserve funds in Community Association Bank Money Market account balance was \$22,491 and the reserve funds located in a CD at Compass was \$100,000. The administrative expenses for the month were \$3,231, Utilities were \$3,976, Amenities Operations were \$14,608, and Community Services were \$7,961. The Total Expenses for the month were \$29,873. A motion was made by Debi Bon, seconded by Travis Guinn, and it was unanimously decided to approve the financial report as presented.

Management Reports:

The following Management Reports were presented.

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

2012 Audit – Nagesh & Carter is working on the 2012 Audit for Willowlake.

Deed Restrictions - Miguel Treviño went over the Association totals for Deed Restrictions. There were 54 First Letters, 8 Second Letters, 6 Third Letter, 2 Attorney Deed, 3 Statutory 2013, 2 Pending, and 13 Corrected letters.

Maintenance Report – Miguel Treviño presented the Maintenance Report. The 2013 Pool Season is upon us and the Board is interested in notifying all homeowners by using signs to be posted throughout the property. The forms will be made available via the Facebook page, website and via e-mail from Randall Management. All homeowners will be required to obtain the forms via Facebook, website and directly from Randall Management. Randall Management will be in contact with Bratton Pool to determine if Willowlake is compliant with all codes.

Inspection Report – Miguel Treviño presented the Inspection Report. The dock and bridge are in need of pressure washing. At the Gazebo, a section of the handrail detached and in need of repairs. That handrail is in the process of being repaired. Two toilets in the restrooms need to have the wax rings replaced. Another light bulb is out at the pool parking lot as well and will be replaced. The entrance signs also need to be power washed and re-painted.

Unfinished Business:

Entrance Signs – Randall Management provided pictures of the current conditions of the monument signs throughout the Willowlake property. The signs require a good power washing and need to be re-painted. Randall Management obtained several bids for this project but the paperwork was lost due to a computer malfunction.

Miguel Treviño was able to provide the Board with the best price from memory and that was Klean Surface for costs of \$1,450 to power wash all monuments and re-paint them all. A motion was made by Debi Bon, seconded by Nancy Kapell to award the contract to Klean Surface if no other contractor beats the current price.

Landscaping Enhancement Project – Monarch Landscaping prepared a bid to replace the missing oleanders on Willowlake Park Drive. A motion was made by Debi Bon, seconded by Mark Hubenak and it was unanimously decided to award the

contract to Monarch Landscaping unless Randall Management was able to obtain a better price for this project for Willowlake. The Board is also interested in planting a tree on the small island off of Big Branch Court. If there is irrigation on that island, the Board would like to plant a Willow tree. If not, the Board is interested in planting an Oak tree.

New Business:

No new business was discussed.

Adjournment:

With no further business to discuss, a motion was made by Debi Bon, seconded by Nancy Kapell and it was unanimously decided to adjourn the meeting at 8:24 p.m.