

Willowlake Homeowners Association, Inc.

c/o Randall Management 6200 Savoy, Suite 420, Houston, Texas 77036 (713) 728-1126

Board of Directors Meeting Tuesday, February 7, 2017

MINUTES

The Willowlake Homeowners Association, Inc., Board of Directors met for the monthly meeting of the Homeowners Association.

Board of Directors:

Present:

Annette Rathgeber, President
Tony Walker, Vice President
David Wilkins, Secretary

Absent:

Lauren Sparks, Treasurer

Management Company:

Carlos Mata, Randall Management
Jane Godwin, Randall Management

Establish Quorum – Roll Call:

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

Call to Order:

With a quorum of Board members present, the Board Meeting was called to order at 7:02 p.m.

Adoption of Agenda:

The agenda was reviewed and a motion was made by Annette Rathgeber seconded by Tony Walker, and it was unanimously decided to approve the agenda as amended.

Approval of the Minutes:

The minutes to the January 3, 2017 Board of Directors Meeting minutes were presented. A motion was made by Annette Rathgeber seconded by David Wilkins, and it was unanimously decided to approve the minutes as amended.

Treasurer's Report:

Financial Report – Carlos Mata presented the January 31, 2017 financial report. All owners that were present received a balance sheet and a profit and loss report. The bank balances and expenses were reviewed in great detail.

January 31, 2017 - The Community Association Bank checking account balance was \$258,200, the reserve funds in Community Association Bank Money Market account were \$198,523. Total Income for the month was \$137,733. The total expenses for the month were under budget by \$213.90.

Adoption of the Financials – January 31, 2017, The owners were given an opportunity to ask questions about the financials. With no additional questions, a motion was made by Annette Rathgeber seconded by David Wilkins, and it was unanimously decided to approve the January 31, 2017 financials as presented

Collection Report – The collection report was reviewed and the January 31, 2017 percentages were reported. The Association is 99% collected for 2013, 2014, 2015, 2016 and 80% collected for 2017.

Management Reports:

The following Management Reports were presented.

Deed Restrictions – Carlos Mata informed the Board of Directors that there had been thirty three (33) first letters, five (5) second letters, seven (7) third letters, fourteen (14) landscape/trash bag letters and forty three (43) corrected violations this month.

Pending Legal Action – Carlos Mata reported to all present that the specifics about pending legal action items are discussed during an executive session. Carlos reported that there was one (1) deed, two (2) collection, four (4) payment plans, four (4) bankruptcy, one (1) tax suit, two (2) lawsuits and three (3) closed properties with the attorney.

Committee Reports:

Website – Tony Walker reported that he had updated the website recently.

Security/Neighborhood Watch – No Report

Yard of the Month– No Report

Welcome – No Report

ACC – No Report

Park – No Report

Social – No Report

Block Captain – No Report

Pool – Tony Walker reported that the expansion joints needed filling and some of the decking needed to be patched. Annette Rathgeber started that some of the pool furniture will need to be replaced this year. Tony Walker would like to have the deck power washed each year before the season opens.

Ratification of decisions made between meetings -

The Board agreed via email to repair a busted pipe in the storage room due to the hard freeze. A motion was made by Annette Rathgeber, seconded by David Wilkins and it was agreed in front of all homeowners present.

Unfinished Business:

Lake Update - David Wilkins received an email from the engineering company letting him know that they are still working on getting a plan set to the county and MUD engineers.

Sidewalk Repairs – Carlos Mata presented proposal to repair the sidewalks in different areas of the community. David Wilkins reported that some of the worst areas did not get on the proposal. He gave Randall Management a map of the area and requested a proposal. A motion was made by Annette Rathgeber, seconded by Tony Walker and it was unanimously agreed to approve the proposal up the appropriated amount of \$6,000.00.

Level Mailbox Pad – A proposal was presented in the amount of \$615.00 to level the mailbox pad near the Gazebo. A motion was made by Annette Rathgeber, seconded by David Wilkins and it was unanimously agreed to approve the proposal to level the mailbox pad.

Irrigation Proposals – Carlos Mata presented three (3) irrigation proposals and one (1) brown patch treatment proposal. A motion was made by Annette Rathgeber, seconded by David Wilkins and it was unanimously agreed to approve the three (3) irrigation proposals and the one (1) brown patch treatment proposal.

New Business:

Carlos Mata presented the Board with a pool fence repair proposal in the amount of \$2,500.00. A motion was made by Annette Rathgeber, seconded by Tony Walker and it was unanimously agreed to approve the proposal to repair the fence around the pool,

Carlos Mata presented a proposal to repair the drywall damage in the storeroom caused by the pipe bursting during a hard freeze. A motion was made by Annette Rathgeber, seconded by Tony Walker and it was unanimously agreed to approve the proposal to repair the drywall

Landscape contract – Carlos Mata presented the Board with a renewal of the landscape contract. A motion was made by Annette Rathgeber, seconded by Tony Walker and it was unanimously agreed to approve the proposal as presented. The Board asked Carlos to contact Monarch Landscape and ask if they would extend the contract to a two (2) year contract at the same price.

SEAL Security contract – Carlos presented the Board with a renewal contract form SEAL. A motion was made by Annette Rathgeber, seconded by Tony Walker and it was unanimously agreed to approve the proposal as presented since there was not increase in cost.

Boy Scout Flag Program - A motion was made by Annette Rathgeber, seconded by David Wilkins and it was unanimously agreed to approve the Boy Scouts installing five (5) flags throughout the community during holidays.

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. Only a couple of homeowners were present. The topics that were discussed were a community Garage Sale headed by Kim Betts. Kim will be in charge of advertising on Facebook and putting out the signs for the event. April 1, 2017 was the date set for the Garage Sale. A homeowner expressed her appreciation for all the Boards accomplishments and hard work.

Calendar Update:

The Board agreed discussed the following dates for events:

Pool Dates May 1, 2017 through October 22, 2017

National Night out – October 3, 2017

Annual Meeting – October 26, 2017

Possible Movie night once the work around the lake has been completed.

A lengthy discussion was held regarding allowing the Church to have events at the Gazebo but nothing was decided,

Adjournment:

With no further business to discuss, A motion was made by Annette Rathgeber, seconded by David Wilkins and it was unanimously agreed to adjourn the meeting at 8:10 pm