

March 2014 Board Meeting Minutes

Wednesday, March 12, 2014 - MINUTES

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

Board of Directors:

Present: Absent:

Mark Hubenak, Vice President Nancy Kapell, Treasurer

Brannon Beck, Director At-Large

Management Company: Guest:

Jane Godwin, Randall Management Brooke Benefield, Newsletter Editor

Miguel Treviño, Randall Management

Owners:

No owners were present.

Guests:

Brooke Benefield met with the Board regarding the Willowlake Newsletter. Ms. Benefield submitted a proposal to provide editorial service for the Willowlake Newsletter. She will prepare an online version of the newsletter and forward a link to all owners who wish to receive the newsletter. A motion was made by Brannon Beck, seconded by Mark Hubenak and it was unanimously approved to hire Brooke Benefield to prepare our e-mail newsletter.

Call to Order:

With a quorum of Board members present, the Board Meeting was called to order at 7:02 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 Brannon Beck, seconded by Mark Hubenak, and it was unanimously decided to approve the agenda as amended.

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 present.

Approval of the Minutes: February 4, 2014, Board of Directors Meeting- The February 4, 2014 minutes were presented for review. A motion was made by Brannon Beck, seconded by Mark Hubenak, and it was unanimously decided to approve the minutes as presented.

Treasurer's Report – Ms. Jane Godwin presented the financial statement for the month ending February 28, 2014 in great detail. The following are the account balances as of February 28, 2014; the Community Association Bank checking account balance was \$237,346; the reserve funds in Community Association Bank Money Market account balance was \$157,787. The administrative expenses for the month were \$21,962, Utilities were \$6,518, Amenities Operations were \$6,605, and Community Services were \$7,989. The Total Expenses for the month were \$43,878. A motion was made by Mark Hubenak, seconded by Brannon Beck, and it was unanimously decided to approve the financial report as presented.

Management Reports:

The following Management Reports were presented.

Collection Report – The collection report was reviewed and the percentages were reported. The Association is 99% collected for 2012, 96% collected for year 2013 and 87% collected for 2014.

Deed Restrictions - Miguel Treviño went over the Association totals for Deed Restrictions. There were 53 First Letters, 22 Second Letters, and 100 Corrected violations.

Maintenance Report – Miguel Treviño presented the Maintenance Report. It was reported that the new “No Soliciting” signs would be posted soon, the pool parking lot would be power washed and re-stripped. The Board requested the parking lot to the Gazebo Park also be power washed and re-stripped.

2014 Pool Season – The Board discussed the possibility of hosting a Pool Opening Party on May 3, 2014. Randall Management would assist with staffing the event. After much discussion, the party was.

Pool Furniture – Miguel Trevino has ordered the new pool furniture and will be delivered prior to the 2014 Pool Season opening.

Insurance – Jane Godwin discussed the renewal of Willowlake's insurance. Jane recommended to the Board that they update the insurance carrier in regards to S.E.A.L. as the new patrol service, advise them again that the pool is without lifeguards and increase the Umbrella limits. Randall Management will increase the liability and umbrella coverage.

Unfinished Business:

Cameras for Pool Building – Cameras were previously installed but AT&T's Internet router is not working. Randall Management will work with AT&T to get this corrected.

Newsletter – Willowlake agreed to hire Brooke Benefield to prepare an electronic version of the Willowlake newsletter. She will prepare it, send a draft to the Board for review and then e-mail it to all owners who have subscribed to it.

Willowlake Projects – Miguel Trevino updated the Board on the various ongoing projects within Willowlake.

Landscape Enhancement Project – Mark Hubenak met with Monarch Landscaping and discussed the Landscape Enhancement Project. Monarch Landscaping suggested the possibility of creating three (3) new monument signs at a cost of \$57,000. Randall Management suggested updating the signs with new faux stones at a much reduced price. A motion was made by Mark Hubenak, seconded by Brannon Beck and it was unanimously decided to remove the flagstone from the three (3) existing monument signs and add new faux stones on each sign pending final review of the bid. The Board also reviewed Monarch Landscapes proposal for new planting in and around the monument signs. The Board will hold off on making any decision on the planting until the signs are updated.

Signage Project – Brannon Beck met with a sign company to go over some of the park signs. They prepared a mock up and will provide pricing after review by the Board.

New Business:

Website – Brannon Beck suggested using another company to possibly host Willowlake's website. The current company is running a bit slow and there are plenty of other hosts that can possibly do a much better job.

Community Garage Sale – The Board discussed the hosting of the 1st Spring Garage Sale for Willowlake. Randall Management will have the garage sale advertised in the Houston Chronicle and have some signs prepared so they can be posted throughout the community.

Adjournment:

With no further business to discuss, a motion was made by Mark Hubenak, seconded by Brannon Beck and it was unanimously decided to adjourn the meeting at 9:09 p.m.