Willowlake Homeowners Association, Inc.

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

Board of Directors Meeting
Tuesday, June 7, 2016

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:
Jane Godwin, Randall Management
Carlos Mata, Randall Management

Call to Order:
With a quorum of Board members present, the Board Meeting was called to order at 7:00 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 Annette Rathgeber, seconded by David Wilkins, and it was unanimously decided to approve the agenda.

Approval of the Minutes:
The minutes to the April 5, 2016 Board of Directors Meeting were reviewed. A motion was made by Annette Rathgeber, seconded by David Wilkins, and it was unanimously decided to approve the minutes for April 5, 2016 meeting as presented.

Treasurer's Report:
Financial Report – Jane Godwin presented the April 30, 2016 and the May 31, 2016 financial reports. 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.
April 30 2016 - The Community Association Bank checking account balance was $229,773, the reserve funds in Community Association Bank Money Market account were $181,261. Total Income for the month was $5,423. The total expenses for the month were under budget by $456.60 and the year to date amount was over budget by $2,422.32.
May 31, 2016 - The Community Association Bank checking account balance was $205,838, the reserve funds in Community Association Bank Money Market account were $181,326. Total Income for the month was $6,425. The total expenses for the month were over budget by $436.46 and the year to date amount was over budget by $2,858.78.
Adoption of the Financials – April 30, 2016 and May 31, 2016, The owners were given an opportunity to ask questions about the financials. With no additional questions, a motion was made by David Wilkins, seconded by

Tony Walker, and it was unanimously decided to approve the April 30, 2016 and the May 31, 2016 financial reports as presented.

Collection Report – The collection report was reviewed and the March 31, 2016 percentages were reported. The Association is 99% collected for 2013, 99% collected for 2014, 99% collected for 2015 and 94% collected for 2016.

Management Reports:

The following Management Reports were presented.

Deed Restrictions - Carlos Mata informed the Board of Directors that there had been fifty four (54) first letters, twenty two (22) second letters, twenty one (21) third letters, fifteen (15) landscape trash bags letters and seventy one (71) corrected violations this month.

Pending Legal Action – Jane Godwin reported to all present that the specifics about pending legal action items are discussed during an executive session. Jane reported that there were four (4) deed restriction violations with the attorney, five (5) in collections with payment plans, three (3) bankruptcies, three (3) in litigation and one (1) tax suite.

Committee Reports:

Clean up Day Event – David Wilkins reported that there were 10-12 members of the Jersey Village Key Club that volunteered. The group picked up trash in the park and natural areas, trimmed trees and removed limbs. David stated that it was a low key event but a very successful one.

Community Summer Event – The event was originally planned for June 25, 2016 but because of all the rain and turf conditions the Board decided to wait till the end of the summer to plan the event.

Website – Tony Walker reported that progress has been slow but will be focusing on the website now that his daughter's graduation is behind him.

Ratification of decisions made between meetings:

Because more homeowners requested parking permit hanging tags the Board approved ordering more hanging tags. A motion was made by Annette Rathgeber, seconded by David Wilkins and it was unanimously decided to approve the ratification decision made between meetings.

Unfinished Business:

Engineering Proposals–David Wilkins reported that he checked on the references for JRH and the references were all favorable. The attorney made several comments regarding the terms. The Board agreed to ask JRH to agree to the terms as pointed out by the attorney.

A motion was made by Annette Rathgeber, seconded by David Wilkins and it was unanimously decided to proceed with JRH's contract even if he doesn't agree to the terms as described by the attorney.

Sidewalk Repairs – Jane Godwin reported that because of all the rain she has been able to meet with the concrete contractors. Jane plans to meet with them as soon as the weather clears.

Landscape Proposals – Carlos Mata presented the Board with three (3) landscape maintenance proposals. The purpose was to get an idea of the rates by Monarch Landscape Management. Monarch has offered the Board a new contract through 2017 with no rate increase. The Board agreed to review the proposals and discuss at the next meeting.

Electrical Proposals – Carlos Mata presented some proposals that Lauren Sparks had requested. Since Lauren was not present at tonight's meeting the Board agreed to discuss them at the next Board meeting.

New Business:

New Christmas Decoration Award Sign – After a lengthy discussion the Board asked Randall Management to send them a example of some decoration award signs.

Go- Cart riding on common areas near pool – There has been several sighting of kids riding go-carts on the public streets and in the park near the pool. The Board discussed the problem with all present. It was determined that calling security when this happens would be the best plan since the kids are not identified. Owner's present were encouraged to report the address if they discover where the kids live.

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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. Several owners were present and a question and answer session occurred. Some of the topics discussed were

seasonal color for the entrances, number of trees allowed in front yard, excessive potted plants in front yard, block captains, the mail boxes at Branch Park and Bending Willow not being stable. One homeowner thanked the board for their hard work and helping keep the community looking its best.

Calendar Update – No updates were discussed.

Adjournment:
With no further business to discuss, a motion was made by Annette Rathgeber, seconded by David Wilkins, and it was unanimously decided to adjourn the meeting at 8:19 p.m.