

Willowlake Homeowners Association, Inc.

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

Board of Directors Meeting Tuesday, June 2, 2020

MINUTES

The Willowlake Homeowners Association, Inc., Board of Directors met for the monthly meeting of the Homeowners Association. This meeting was conducted via Zoom

Board of Directors:

Present:

Annette Rathgeber, President
Lynn Burch, Vice President
Lauren Sparks, Treasurer
David Wilkins, Secretary

Absent:

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 6:30 p.m.

Guest – No Guest present

Adoption of Agenda:

The agenda was reviewed and a motion was made by Annette Rathgeber, seconded by Lauren Sparks, and it was unanimously decided to approve the agenda as presented.

Approval of the Minutes:

The minutes to the May 5, 2020 Board of Directors Meeting minutes were presented. A motion was made by Annette Rathgeber, seconded by David Wilkins, and it was unanimously agreed to approve the minutes as presented.

Ratification of decisions made between meetings: No decisions made between meetings.

Treasurer's Report:

Financial Report – Jane Godwin presented the financial reports for May 31, 2020. The Community Association Bank checking account balance for the end of May 31, 2020 was \$242,773, the reserve funds in the Community Association Bank Money Market account were \$154,643. Total Income for the month was \$2,272. The total expenses for the month were under budget \$55.62 and over budget year to date \$1,618.12.

Adoption of the Financials – May 31, 2020 the owners were given an opportunity to ask questions about the financials. With no additional questions, a motion was made by Lauren Sparks, seconded by Annette Rathgeber, and it was unanimously decided to approve the financials as presented.

Collection Report – The amount collected were reviewed.

Management Reports:

The following Management Reports were presented.

Deed Restrictions – Carlos Mata informed the Board of Directors that deed letter sent out were as follows:

1. Twenty eight (28) first letters
2. Nineteen (19) second letters
3. Twelve (12) third letters
4. Forty eight (48) corrected violation

Pending Legal Action – Jane Godwin reported to all present that there were no (0) deed, three (2) collections, two (2) payment plan, two (1) bankruptcy, and four (0) closed files at the attorney's office and further discussion would be held during the executive session.

2019 Audit Draft Representation Letter – A motion was made by Lauren Sparks, seconded by Annette Rathgeber and it was unanimously agreed to approve moving forward with the 2019 Audit. Annette Rathgeber agreed to sign the letter and email it to Carlos Mata.

Committee Reports:

Website – Tony Walker continues to update the website

Yard of the Month– Carlos Mata reported that the Yard of the Month committee had been contacting him about different address for a good standing status.

Park – No Report presented

Social – All activities have been cancelled due to the Coronavirus.

Pool – A lengthy discussion took place about opening the 2020 pool season by the Board. Since the Governor has left it up to the local officials to make the decision about the pool openings the Board decided to wait until June 10th which is the date for the next announcement from the county. Issues like social distancing, percentage of people allowed in the pool area at one time, liability, sanitizing, release forms, and policing social distancing and attendance would require a monitor that is not in the budget. The Board would also get legal advice once a decision has been made.

Unfinished Business:

A. Lisa stated that she would forward an email sent to the contractor for the Board to read and comment.

B. Irrigation proposals – Carlos Mata presented an irrigation repair proposal for in the amount of \$1,175.00. A motion was made by David Wilkins, seconded by Lynn Burch and it was unanimously agreed to approve the repairs. Carlos Mata presented a proposal to replace the malfunctioning irrigation controllers. A motion was made by David Wilkins, seconded by Lauren Sparks it was unanimously agreed to approve the proposal in the amount of \$3,012.00 once some questions were answered by AceScapes

New Business – No new business was discussed.

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.

Adjournment:

With no further business to discuss, a motion was made by Annette Rathgeber, seconded by Lynn Burch and it was unanimously agreed to adjourn the meeting at 6:00 pm.