

July 2012 Board Meeting Minutes

Thursday, July 19, 2012 - MINUTES

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, Director at Large

Nancy Kapell, Vice President

Stacey Ward, Treasurer

Daniel Flores, Secretary

Management Company:

Jane Godwin, Randall Management

Miguel Treviño, Randall Management

Owners:

No homeowners were present.

Call to Order:

With a quorum of Board members present, the Board Meeting was called to order at 7:09 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 Stacey Ward, 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. As no homeowners were present, there was no open forum.

Approval of the Minutes: June 21, 2012 Board of Directors Meeting- The June 21, 2012 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 amended.

Treasurer's Report – Mr. Stacey Ward presented the financial statement for the month ending June 30, 2012 in great detail. The following are the account balances as of June 30, 2012; the Sterling checking account balance was \$19,079.98, the Community Association Bank checking account balance was \$135,537.24; the reserve funds in Community Association Bank Money Market account balance was \$26,320.54 and the reserve funds located in a CD at Compass was \$100,000, and there remained to be a \$200 outstanding petty cash allowance in Stacey Ward's possession. The administrative expenses for the month were \$1,737.76, Utilities were \$4,430.37, Amenities Operations were \$7,266.62, and Community Services were \$8,332.12. The Total Expenses for the month were \$22,960.55. A motion was made by Debi Bon, seconded by Stacey Ward, 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:

2011 Audit – Engagement Letter with Nagesh & Carter – The Board of Directors agreed last month to hire Nagesh & Carter but were unable to sign the engagement letter as it was not provided. A copy of the engagement letter was presented to the Board and was signed by Debi Bon.

2012 Annual Meeting – The Board had a brief discussion about the upcoming 2012 Annual Meeting. A motion was made by Debi Bon, seconded by Daniel Flores and it was unanimously decided to confirm the appointment of Nancy Kapell as Chair of the 2012 Annual Meeting Nominating Committee. The positions held by Stacey Ward and Daniel Flores are up for re-election. Daniel Flores expressed an interest in serving another term on the Board of Directors. Stacey Ward informed the Board that he would not seek re-election. The Committee must locate at least one additional candidate to fill Stacey Ward's position. The Nominating Committee will try to come up with some candidates for the upcoming Annual Meeting. The Board agreed to provide light refreshments at the annual meeting.

Maintenance Report – Jane Godwin presented the DQC Maintenance

Report. The Board requested the fencing noted in his report be fixed. The Board also agreed that the Willowlake signs need to be repaired and repainted at the entrance and the no trespassing signs around the lake needed repair.

Unfinished Business:

Pool Parking Lot – Light Poles – The Board reviewed three bids for the replacement of the 20 foot light poles in the Pool Area Parking lot. After reviewing all three bids, a motion was made by Stacey Ward, seconded by Daniel Flores, and it was unanimously decided to award the contract to DQC Construction.

Pool Sign Repair – Miguel Treviño informed the Board that he placed a temporary label on the sign to correct the actual cost of the replacement of all pool access cards. Miguel Treviño was not happy with the end result so he will work to correct the label with a more suitable option.

Landscape/Irrigation Enhancement Project- Miguel Treviño informed the Board that he would be meeting with Monarch Landscaping next week and they would drive the property and mark the trees that Monarch Landscaping recommends having removed as part of this project on Branch Park Drive. Randall Management will then proceed to contact the Board so they can review the trees in question and decide if they agree on all trees marked. After everyone is in agreement, Randall Management will obtain three bids for the removal of those trees.

Park Bench – Randall Management updated the Board on the park benches. Randall Management does not feel that any park benches need to be replaced at this time.

Closing Banking Accounts – Stacey Ward will handle closing the Comerica Bank Account. Debi Bon will handle the closing of the Compass CD Account.

Trash Receptacle & Fire Extinguisher – The new trash receptacle and fire extinguisher have been installed in the pool area.

New Business:

Park Policy Parties – The Board had a brief discussion over the liability issues that come with allowing homeowners to use the park along with inflatable toys such as jumpers and moonwalk games. The Board reviewed the response from the insurance carrier and agreed the liability is great so homeowners will not be allowed to use inflatable toys of any kind on the Willowlake common grounds.

Social Events/Activities – The Board reviewed the request for a social event at the pool. The Board, after a long discussion, felt it was not in the best interest of Willowlake to allow a social event at the pool that would bring in alcohol & food into the pool area. The Board will support a social event at the gazebo and would recommend it be held there instead of the pool but again, would not allow any alcohol on the premises.

Adjournment:

With no further business to discuss, a motion was made by Daniel Flores, seconded by Stacey Ward and it was unanimously decided to adjourn the meeting at 8:42 p.m.