

# July 2013 Board Meeting Minutes

Tuesday, July 02, 2013 - MINUTES

The Willowlake Homeowners Association, Inc., Board of Directors met for the monthly meeting of the Homeowners Association at the Holiday Inn Express & Suites/Candlewood Suites, Willowbrook, 9120 West Road-Beltway 8, Houston, TX 77064.

Board of Directors:

Present: Absent:

David Bannen, President

Nancy Kapell, Treasurer

Mark Hubenak, Vice President

Travis Guinn, Secretary

Brannon Beck, Director At-Large

Management Company:

Jane Godwin, Randall Management

Miguel Treviño, Randall Management

Owners:

No owners were present.

Call to Order:

With a quorum of Board members present, the Board Meeting was called to order at 7:03 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 Dave Bannen, seconded by Brannon Beck, 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: June 4, 2013 Board of Directors Meeting- The June 4, 2013 minutes were presented for review. A motion was made by Dave Bannen, 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 June 30, 2013 in great detail. The following are the account balances as of June 30, 2013; the Community Association Bank checking account balance was \$168,607; the reserve funds in Community Association Bank Money Market account balance was \$46,514 and the reserve funds located in a CD at Compass was \$105,547. The administrative expenses for the month were \$2,074, Utilities were \$4,427, Amenities Operations were \$7,804, and Community Services were \$8,199. The Total Expenses for the month were \$22,548. A motion was made by Dave Bannen, seconded by Brannon Beck, 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:

Deed Restrictions - Miguel Treviño went over the Association totals for Deed Restrictions. There were 33 First Letters, 17 Second Letters, 12 Force Mows, 2 Fourth Letters, 3 Pending and 79 Corrected letters.

Maintenance Report – Miguel Treviño presented the Maintenance Report. The dock and bridge were power washed. Board reported no lights in the pool. RMI will contact Bratton immediately.

Inspection Report – Miguel Treviño presented the Inspection Report. The dock and bridge need another power washing. A leak has been reported near the lake so need to contact Lake Pro to inspect and correct immediately.

Pool – Pools by Dallas recommends replacing the sand filter in the near future so we will need to add this cost to next year's annual budget.

Unfinished Business:

Property Signs – Need to contact a sign company concerning new signs for Willowlake. Also need to replace the existing sign in the pool building area. The language for each sign needs to be submitted to the attorney for approval.

Cameras for Pool Building – The bid submitted was reviewed and discussed. Mr. Brannon Beck will check some additional prices from other potential vendors and report back his findings.

Trash Service – V.F. Waste submitted a renewal contract for Willowlake. The contract is a two year contract with no increase in the first year and a \$0.50 increase per household on the second year. The Board will agree to a two year contract with no increase in the first year and no more than \$0.25 per household on the second year of the contract. Randall Management will contact V.F. Waste and see if they will agree.

**New Business:**

Newsletter – Ms. Linda O’Pry sent the Board of Directors an e-mail advising them that she is no longer in a position to be the Willowlake Newsletter Editor. She has to step down for personal reasons and hope to be able to assist Willowlake in the future. She is willing to assist anyone who takes over the responsibilities as the Editor of the newsletter. The Board will try to locate a replacement for this position.

**Adjournment:**

With no further business to discuss, a motion was made by Dave Bannen, seconded by Nancy Kapell and it was unanimously decided to adjourn the meeting at 8:19 p.m.