

August 2015 Board Meeting Minutes

Tuesday, August 04, 2015 - The Willowlake Homeowners Association, Inc., Board of Directors met for the monthly meeting of the Homeowners Association.

Board of Directors:

Present: Absent:

Annette Rathgeber, President

David Wilkins (Appointed 8.14.15)

Brannon Beck, Secretary / 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 7:03 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 Annette Rathgeber, seconded by Brannon Beck, and it was unanimously decided to approve the agenda as presented.

Appointment of Board Member:

Annette announced that David Wilkins has agreed to serve on the Willowlake Board of Directors. A motion was made by Annette Rathgeber, seconded by Brannon Beck, and it was unanimously decided to appoint David Wilkins to the remainder of Diago Lamacchia's term (2014-2017) on the Willowlake Board of Directors. The Board discussed re-electing officers and decided to wait until David Wilkins was present to re-elect officers of the Association. Until the September Board Meeting, David Wilkins will serve as a Member at Large.

Guests: Deputy Stiles and Garcia with Harris County Sheriff's Department

Two Harris County Sheriff's officers, Deputy Stiles and Garcia attended the meeting. Brannon Beck asked the deputies what could be done about trespassing at the park. He explained that Willowlake owners are frustrated with non-residents or owners using the park. Deputy Garcia explained that it would be difficult to enforce trespassing unless the area was clearly marked as private property and monitored on a daily basis. A homeowner suggested making the park parking lot a "permit only" parking area in an effort to try to discourage non-Willowlake owners from using the park. A group of homeowners also volunteered to distribute flyers with maps

encouraging people in the area to visit other nearby parks and trails.

Approval of the Minutes:

The minutes to the May 5, 2015 Board of Directors Meeting and the June 2, 2015 Special Meeting were tabled until the September meeting.

Treasurer's Report:

Financial Report - Jane Godwin presented the May 31, 2015, June 30, 2015, and July 31, 2015 financial reports. All owners that were present received a balance sheet and a profit and loss report.

May 31, 2015 - The Community Association Bank checking account balance was \$199,075; the reserve funds in Community Association Bank Money Market account were \$178,429. Total Income for the month was \$12,289. Total expenses for the month were over budget by \$5,196 and over budget year-to-date by \$5,372.

June 30, 2015 - The Community Association Bank checking account balance was \$179,309, the reserve funds in Community Association Bank Money Market account balance was \$175,047. The total income for the month was \$6,115; total expenses were over budget by \$3,148 for the month, and the year-to-date expenses were over budget by \$8,520.

July 31, 2015 - The Community Association Bank checking account balance was \$157,373, the balance of the reserve funds in Community Association Bank Money Market account were \$175,102. The total income for the month was \$4,342. The total expenses for the month were over budget by \$2,074. The total expenses year-to-date were over budget by \$10,384.

Adoption of the Financials - The owners were given an opportunity to ask questions about the financials. With no additional questions, a motion was made by Annette Rathgeber, seconded by Brannon Beck, and it was unanimously decided to approve the May 31, 2015, June 30, 2015, and the July 31, 2015 financial reports as presented.

Collection Report – The collection report was reviewed and the July 31, 2015 percentages were reported. The Association is 99% collected for 2013, 98% collected for 2014, and 97% collected for 2015.

Management Reports:

The following Management Reports were presented.

Administrative – Jane Godwin reported that TOPS, the new software is being installed at Randall Management. It will provide the communities with more website options and the ability to easily send email blasts. An owner asked if there was a completion date. Jane explained that Tops is up and running and each month properties are added to the system. Due to the quantity deed restrictions in a subdivision property, most of subdivision properties will be added in the first quarter of year. Carlos Mata announced the quantity of deed restriction violations letters

mailed since the last Board meeting and also announced the number of corrected violations.

Unfinished Business:

Natural Area at Park- Carlos Mata presented a couple of emails and pictures from Monarch Landscape Management. One was a quote of \$800 per day to clean up debris in the natural area at the park. Dead trees, limbs, and trash would be removed to improve the drainage in the area. Carlos explained that because it's been so dry it's a good time to proceed with this project. A motion was made by Annette Rathgeber, seconded by Brannon Beck, and it was unanimously decided to approve \$1,600 or two (2) days of cleanup work in the natural area. The board asked that Monarch to furnish before and after pictures of the cleanup.

Irrigation- An irrigation email and pictures were also presented showing some of the turf in the common area starting to brown because there are irrigation zones that need to be repaired. A motion was made by Annette, seconded by Brannon, and it was unanimously decided to approve funds to repair the irrigation zones once a new detailed proposal was received and approved by the Board.

New Business:

MUD 11 Meeting- At the last MUD meeting the Willowlake owners present were asked if the Association had started on the lake repairs. The MUD also commented that they would like the repairs to start soon. Annette stated that she'd like all inquires by the MUD to go through Randall Management to expedite matters. Owners present at the meeting stated that David Wilkins was willing to file for all of the permits the project to reduce the cost of the project. The Board would like to have Randall Management get additional bids for the project. Annette also suggested getting project spec or plans for the project so that all bidders are bidding on the same specifications.

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 suggestions were presented to the board by homeowners. An owner volunteered to repair the sign posts throughout the park and pressure wash around park and gazebo. He anticipated the project would cost approximately \$200.00 in materials. It was also suggested that the Association purchase new signs with less wording. A new sign with bullet points was suggested as the best way to convey the information. Annette Rathgeber suggested the printer make a recommendation on the type of outdoor sign material that should be used for the park signs. A volunteer day to clean up limbs and trash throughout the park was also suggested.

Adjournment:

With no further business to discuss, a motion was made by Annette Rathgeber,

seconded by Brannon Beck, and it was unanimously decided to adjourn the meeting at 8:19 p.m.