

Willowlake Homeowners Association, Inc.

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

Board of Directors Meeting Tuesday, August 6, 2019

MINUTES

The Willowlake Homeowners Association, Inc., Board of Directors met for the monthly meeting of the Homeowners Association.

Board of Directors:

Present:

Lauren Sparks, Treasurer
David Wilkins, Secretary
Lynn Burch, Board member

Absent:

Annette Rathgeber, President

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 7:00 p.m.

Guest – No guest present

Adoption of Agenda:

The agenda was reviewed and a motion was made by David Wilkins, seconded by Lynn Burch, and it was unanimously decided to approve the agenda as presented.

Approval of the Minutes:

The minutes to the June 4, 2019 Board of Directors Meeting minutes were presented. A motion was made by David Wilkins, seconded by Lynn Burch, and it was unanimously agreed to approve the minutes as presented.

Ratification of decisions made between meetings:

A motion was made by Lynn Burch, seconded by Lauren Sparks and it was unanimously agreed to approve the following decisions made between meetings:

Remove diseased tree easement across Branch Park from the pool

Repair Irrigation head at West Road entrance near oleanders

Repaired Irrigation at Oleanders

Authorized the Tractor mowing on easement behind 10127 Willow Crossing Dr.

Gazebo repairs and fence around lake pump equipment

Repaired broken table at Pool by Joe

New pool signs – Pool Closed on Mondays – replace the No Lifeguard sign

Approved an additional \$100.00 to make repairs at the Gazebo

Replaced irrigation PVB (back flow preventer) and concrete base at the West Rd. entrance.

Treasurer's Report:

Financial Report – Jane Godwin presented the June 30, 2019 and the July 31, 2019 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. The Community Association Bank check account balance for the end of July was \$172,567 the reserve funds in the Community Association Bank Money Market account were \$151,859. Total Income for the month was \$3,294. The total expenses for the month were over budget by \$2,855.93 for the month and over budget year to date by \$2,563.69.

2018 Audit Draft and Representation Letter:

Randall Management presented the Board with a copy of the 2018 Audit Draft. A representation letter to have the Audit finalized was signed by Laurent Sparks.

Adoption of the Financials – June 30, 2019 and the July 31, 2019 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 David Wilkins, and it was unanimously decided to approve the financials as presented.

Collection Report – The collection report was reviewed and the July 31, 2019 percentages were reported. The Association is 99% collected for all prior years and 98% collected for 2019.

Management Reports:

The following Management Reports were presented.

Deed Restrictions – Carlos Mata informed the Board of Directors that there had been seventy four (74) first letters, fourteen (14) second letters, six (6) third letters and there were seventy five (75) corrected violations this month.

Pending Legal Action – Jane Godwin reported to all present that there were three (3) deed, nine (9) collections, two (2) payment plan, two (2) bankruptcy, and five (5) closed files at the attorney's office and further discussion would held during the executive session.

Committee Reports:

Website – The Board announced that the Website has been updated.

Yard of the Month– the Yard of the Month committee will be sending the list of nominees for yard of the month.

Park – David Wilkins bought some Blue flag aquatic plants and installed them in the pond to see if they would grow. As it turned out the turtles ate them. David will be meeting with Urban Wildlife to find out if they have recommendations for aquatic plants for the pond to keep it from eroding. David also stated that he knows someone that will trade aquatic plants but they would have to be harvested and planted by the HOA. The Board suggested that this might be a winter event for the community.

Social – No report

Pool – New table and chairs have arrived. A table was repaired by volunteer homeowners.

Unfinished Business – Mailbox pad still has not been replaced. Homeowner Lisa McGuire offered to follow up with the post office to try to get them to move on this issue.

The Board asked Carlos Mata to look into getting grass replaced on Willowlake Park Dr. next to Diego's house (9530 Willow Trace Ct.) near mailbox pad.

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 Lynn Burch, seconded by David Wilkins and it was unanimously agreed to adjourn the meeting at 7:58 pm.