

Willowlake Homeowners Association, Inc.

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Willowlake Homeowners Association, Inc. Recall Minutes of the Annual Meeting Thursday, December 6, 2016

PRESENT:

A Quorum of Owners

A Quorum was achieved with 68 owners present or represented by proxies.

Board of Directors – Present

Annette Rathgeber – President

Tony Walker – Vice President

Lauren Sparks - Treasurer

Absent

David Wilkins – Secretary

Management Company

Jane C. Godwin, Randall Management, Inc.

Carlos Mata, Randall Management, Inc.

CALL TO ORDER:

Annette Rathgeber called the Meeting to order at 7:02 p.m. The meeting was held at the First Church of the Nazarene, located at 10001 W. Sam Houston Pkwy, Houston, TX 77064

ADOPTION OF THE AGENDA:

A motion was made by Annette Rathgeber, seconded by Tony Walker, and it was unanimously decided to adopt the agenda as presented.

ROLL CALL:

Per Article XI, Section 11.4 of the Bylaws, at least 10% or over 51 of the owners must be in attendance or represented by proxy. Carlos Mata with Randall Management certified that a quorum was in attendance

WELCOME & INTRODUCTIONS:

Annette Rathgeber welcomed the owners to the meeting. She introduced her fellow Board Members and the management company.

APPROVAL OF THE MINUTES:

Minutes of the 2015 Annual Meeting were presented for review a motion was made by Annette Rathgeber, seconded by Lauren Sparks and it was unanimously agreed to approved the minutes of the 2015 annual meeting as presented.

Treasurer's Report – Financial and Budget Report:

Jane Godwin with Randall Management presented the Treasurer's Report.

Jane Godwin provided an overview of the financial status of the association. The financial portion of the meeting package included the audited 2015 financial statement which was reviewed and a bar chart was included to illustrate the actual expenses versus the budget. A year to date financial statement as of November 30, 2016 was presented and a bar chart was included to illustrate the actual year to date expenses versus the budget.

ELECTIONS OF DIRECTORS:

NOMINATING COMMITTEE REPORT

Annette Rathgeber announced that her position was up this year. She explained that the nominating committee has historically encouraged and supported all owners interested in serving on the Board of Directors. The Board asked for nominations from the floor.

NOMINATIONS – There were no nominations from the floor so a motion was made by Lauren Sparks seconded by Mary Ann Johnson and it was unanimously agreed to appoint Annette Rathgeber to another term.

UNFINISHED BUSINESS – There was not unfinished business discussed

NEW BUSINESS – No new business was discussed.

ADJOURNMENT:

With no further business to discuss, a motion was made, seconded, and it was unanimously decided to adjourn the meeting at 7:55 p.m.