

Willowlake Homeowners Association, Inc.

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Willowlake Homeowners Association, Inc. Minutes of the Annual Meeting Thursday, October 24, 2019

PRESENT:

A Quorum of Owners

A Quorum was achieved with a total of 55 homeowner were present at annual meeting or represented by proxy.

Board of Directors – Present

Annette Rathgeber, President
Lauren Sparks, Treasurer
David Wilkins, Secretary
Lynn Burch, Director

Absent

Management Company

Jane C. Godwin, Randall Management, Inc.

CALL TO ORDER:

Annette Rathgeber called the Meeting to order at 7:18 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 David Wilkins, 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. Jane Godwin with Randall Management certified that a quorum was in attendance with 55 homeowners present or by Proxy.

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 2017 Annual Meeting were presented a motion was made by Annette Rathgeber, seconded by Lauren Sparks and it was unanimously agreed to approve the 2017 Annual Meeting minutes as presented.

OFFICER AND COMMITTEE REPORTS:

President's Report – State of the Association

Association President, Annette Rathgeber presented the President's Report.

President Annette Rathgeber provided an overview of the accomplishments for 2019 and the goals for the upcoming year. She encouraged any of the owners in the room to volunteer and give back to their community. Willowlake needs volunteers to assist on the Board of Directors and on other committees such as Social Events Committee, Park Committee, Newsletter Committee, Nominating Committee, and a Welcoming Committee. All homeowners who are interested are asked to contact any member on the Board or Randall Management for further assistance. Annette Rathgeber named volunteers that have helped with different things in the community and thanked them for their service. A list was placed at the back of the room for volunteers to sign up for the holiday decoration installation.

The following volunteers recognized for their contributions to the Willow Lake:

Rod Huebel, cleaning the dock and bridge and repairing the bridge as needed.

Joseph Guarnacio , repairing the broken picnic table at the pool

Kimberly Walker for being pool coordinator

Tony Walker for help with the pool, maintaining and updated website and helping install benches at the pool park and the pond park

Phyllis Cutrer and Tammy Steffen, Yard of the Month;

Mark Hubenak, for helping with the crime data and helping to coordinate with the board on security issues

Lisa McGuire for helping coordinate with the US Post Office and attending the meetings put on by the Harris County Flood Control District regarding projects in our area.

Thomas Steed helping with lighting (estimates and needs)in the park

John Tophoven for helping with projects. John passed away a few months ago. He will be missed.

Crime and Courtesy Patrol Report – Mark Hubenak

Mark reported the different crime statistics in the community and the surrounding area. He presented charts that showed how S.E.A.L. officers and the Sherriff's department patrolling the community has been a real asset to the community. Mark reported that there has not been any criminal activity in the community unlike the two communities that border Willowlake

Pool Update – David Wilkins reported that the pool season was much quieter than last year David reported on some of the repairs that had taken place during the year.

Park Update – David Wilkins updated everyone about the park. All the work at the pond has been completed. The fountain will be repaired by next week.

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 2018 financial statement which was reviewed and a bar chart was included to illustrate the actual expenses verses the budget. A year to date financial statement as of September 30, 2019 was presented and a bar chart was included to illustrate the actual year to date expenses verses the budget.

ELECTIONS OF DIRECTORS:

NOMINATING COMMITTEE REPORT

Annette Rathgeber, Chair of the Nominating Committee announced that Tony Walker was retiring from his position and Lynn Birch had volunteered to join the Board and was on the ballot.

NOMINATIONS

Jane Godwin announced that there were one candidate was on the ballot. She opened the floor for any additional nominations. With no additional nominations from the floor, a motion were made, seconded, and it was unanimously decided to close the nominations, and appoint Annette Rathgeber to the Board by acclimation.

UNFINISHED BUSINESS – There was no Unfinished Business discussed.

NEW BUSINESS – No New Business was discussed.

General Discussion – Each owner was provided five (5) to ask questions, express concerns, and make suggestions.

ADJOURNMENT:

With no further business to discuss, a motion was made, seconded, and it was unanimously decided to adjourn the meeting at 8:26 p.m.