

Willowlake Homeowners Association, Inc.

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

Board of Directors Meeting Tuesday, February 2, 2021

MINUTES

The Willowlake Homeowners Association, Inc., Board of Directors met for the monthly meeting of the Homeowners Association. This meeting was conducted via Zoom.

Board of Directors:

Present:

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

Absent:

Ronnie LaPaglia, Director

Management Company:

Carlos Mata, Property Manager
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 6:01 p.m.

Guest – No Guest present

Adoption of Agenda:

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

Approval of the Minutes:

The minutes to the December 1, 2020 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 December 1, 2020 minutes as amended.

Ratification of decisions made between meetings: A motion was made by Annette Rathgeber, seconded by Lynn Burch, and it was unanimously agreed to approve the installation of the holiday lights and removal of a dead tree, flag subscription and double-sided meeting signs.

Treasurer's Report:

Financial Report – Jane Godwin presented the financial reports for December 31, 2020 and the January 31, 2021. The Community Association Bank checking account balance for the end of December 31, 2020 was \$178,795, the reserve funds in the Community Association Bank Money Market account were \$186,380. Total Income for the month was \$94,276. The total expenses for the month were under budget \$1,301.85 and over budget year to date \$0.00.

The Community Association Bank checking account balance for the end of January 31, 2020 was \$280,867, the reserve funds in the Community Association Bank Money Market account were \$187,155. Total Income for the

month was \$151,290. The total expenses for the month were under budget \$22.65 and under budget year to date \$22.65.

Adoption of the Financials – December 31, 2020 and January 31, 2021 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 Lynn Burch, and it was unanimously agreed to approve the December 31, 2020 and January 31, 2021 financials as presented.

2020 Audit Engagement Letter – Randall Management presented the 2020 audit engagement letter. A motion was made by David Wilkins, seconded by Lynn Burch and it was unanimously agreed to engage the CPA to produce the 2020 Audit. Annette volunteered to sign the letter.

Management Reports:

The following Management Reports were presented.

Deed Restrictions – Carlos Mata informed the Board of Directors that deed letter sent out were as follows:

1. Fifty-three (53) first letters
2. Thirteen (13) second letters
3. One (1) third letter
4. Ten (10) fourth letters
4. Sixty-nine (69) corrected violation

Pending Legal Action – Carlos Mata reported to all present that there were 10) deed, three (2) collections, two (2) payment plan, one (1) bankruptcy, and no (0) closed files at the attorney's office and further discussion would be held during the executive session.

Committee Reports:

Website – Tony Walker continues to update the website. Another year has been paid to keep Domain.

Yard of the Month – Tammy selected the holiday yard of the month.

Park – David Wilkins reported that a boy scout had planted trees and picked up litter at the park. David reported stickers being placed on some signs at the Gazebo.

Social – The Board agreed to skip the pool opening event and focus on the Halloween Event.

Pool – Scheduled to open in May. David Wilkins reported that the cameras were not operational and would ask Tony Walker look in to replacing them.

Unfinished Business:

1. Mailbox pad – David will contact engineer for plans and have them conduct a survey.
2. David installed new trash receptacle in the park and a tree was planted next to it.
3. Holiday decorations are being refurbished by Lynn Burch.

New Business

1. Proposal from Humberg Electric to make repairs at the pool was presented. A motion was made by David Wilkins, seconded by Annette Rathgeber and it was unanimously agreed to proceed with the proposal but to include a 4-plug outlet. Humberg is authorized to increase proposal up to \$1,000.00 as needed.
2. Web Portal – Jane Godwin answered the Board's questions about the Front Steps system offered by Randall Management. Jane Godwin quoted the Board a \$100.00 set and \$50.00 per month for the portal use.
3. Proposal from AceScapes was presented to the Board to install Oleanders. A motion was made by Lynn Burch, seconded by David Wilkins and it was unanimously agreed to proceed with the proposal for the Oleander installation.
4. A pool shade replacement proposal from Greater Houston Pools was presented. A motion was made by David Wilkins, seconded by Lynn Burch and it was unanimously agreed to proceed with the proposal to replace pool shade cover.
5. A pool Pump proposal by Pools by Dallas was presented. A motion was made by Lynn Burch, seconded by David Wilkins and it was unanimously agreed to proceed with the proposal to repair the pool pumps.

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. Some of the topics discussed was street signs missing, car sales and parked cars in driveways not being moved for months.

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 7:10 pm.