

Willowlake Homeowners Association, Inc.

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

Board of Directors Meeting Tuesday, March 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
David Wilkins, Secretary
Ronnie LaPaglia, Director

Absent:

Lauren Sparks, Treasurer

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 6:03 p.m.

Board Member appointment – A motion was made by Lynn Burch, seconded by David Wilkins and it was unanimously agreed to appoint Joe Guarnaccio as Director.

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: Approval tabled until next Board Meeting.

Ratification of decisions made between meetings: There were no decisions made in between open meetings.

Treasurer's Report:

Financial Report – Jane Godwin presented the financial reports for February 28, 2021. The Community Association Bank checking account balance for the end of February 28, 2021 was \$294,877, the reserve funds in the Community Association Bank Money Market account were \$209,681. Total Income for the month was \$34,904. The total expenses for the month were under budget \$20.16 and under budget year to date \$42.81.

Adoption of the Financials – February 28, 2021 the owners were given an opportunity to ask questions about the financials. With no additional questions, a motion was made by Lynn Burch, seconded by Annette Rathgeber, and it was unanimously agreed to approve the February 28, 2021 financials as presented.

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. Sixty-five (65) first letters
2. Eighteen (18) second letters
3. One (1) third letter
4. Forty-three (43) corrected violation.

Pending Legal Action – Carlos Mata reported to all present that there was no (0) deed, five (5) collections, one (1) payment plan, no (0) bankruptcy, and no (0) closed files at the attorney's office and further discussion would be held during the executive session.

Committee Reports:

Website – David Wilkins reported that the meeting link appears on the website.

Yard of the Month – Will not begin until May or June.

Park – David Wilkins reported that the donated bench has been purchased and is waiting to hear from homeowner about plaque and location.

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

Pool – Scheduled to open on May 1, 2021. David Wilkins reported that the cameras were not operational and would ask Tony Walker look in to replacing them. The Board wants Randall Management to mail out pool registration forms.

Unfinished Business - Mailbox pad – David Wilkins reported that the cost to have a survey done would cost \$1,500.00 and the Engineer drawings would cost \$1,500.00. A motion was made by Annette Rathgeber, seconded by David Wilkins and it was unanimously agreed to move forward with the survey and drawings.

New Business

1. A proposal from AceScapes to replace the Backflow preventors was presented. A motion was made by David Wilkins, seconded by Annette Rathgeber and it was unanimously agreed to approve the proposal as presented.
2. David Wilkins suggested a Winterization program for next year that would start in October or November to protect things from freezing and bursting.
3. David Wilkins suggested getting signs made to put out when ever there's not trash service due to some type of weather issue. The Board asked Carlos to find out the cost for the last signs made.

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 Annette Rathgeber, seconded by Lynn Burch and it was unanimously agreed to adjourn the meeting at 6:52 p.m.