

Willowlake Homeowners Association, Inc.

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

Board of Directors Meeting Tuesday, June 1, 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
Joe Guaraccio, Director
Ronnie LaPaglia, Director

Absent:

Lauren Sparks, Treasurer

Management Company:

Carlos Mata, Property Manager

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.

Adoption of Agenda:

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

Approval of the Minutes: May 4, 2021, Board Meeting were reviewed. A motion was made by David Wilkins, seconded by Lynn Burch, and it was unanimously decided to approve the May 4, 2021, Minutes as presented.

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

Treasurer's Report:

Financial Report – Carlos Mata presented the financial reports for May 31, 2021. The Community Association Bank checking account balance for the end of April 30, 2021, was \$250,426, the reserve funds in the Community Association Bank Money Market account were \$200,275. Total Income for the month was \$6,805. The total expenses for the month were under budget \$48.28 and under budget year to date \$233.39.

Adoption of the Financials – May 31, 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 David Wilkins, and it was unanimously agreed to approve the May 31, 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. One hundred nine (109) first letters
2. Seven (7) second letters
3. Five (5) third letter
4. One hundred twenty-nine (129) 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 two (2) closed files at the attorney's office and further discussion would be held during the executive session.

Committee Reports:

Website – David Wilkins reported that Tony Walker had updated the website.

Yard of the Month – the Yard of the Month has begun, and homes are be acknowledged with sign placement.

Park – MUD made some main water line repair the Board asked Carlos Mata to contact TOPS about grass replacement.

Social – No report

Pool – David Wilkins said he would review the signage to determine what we needed to update.

Unfinished Business - Mailbox pad – David Wilkins reported that the survey has been completed and sent to the engineer for new plans.

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.

Some of the topics discussed were drugs being sold in the community and agreed that everyone would work together to resolve the issue. Mailbox theft was also reported.

Adjournment:

With no further business to discuss, a motion was made by David Wilkins, seconded by Ronnie LaPaglia and it was unanimously agreed to adjourn the meeting at 7:57 p.m.