

Willowlake Homeowners Association, Inc.

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

Board of Directors Meeting Tuesday, September 7, 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
David Wilkins, Secretary
Lynn Burch, Vice President
Joe Guarnaccio, Director

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 7:00 p.m.

Adoption of Agenda:

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

Approval of the Minutes: July 6, 2021, Board Meeting were reviewed. A motion was made by Annette Rathgeber, seconded by David Wilkins, and it was unanimously decided to approve the July 6, 2021, Minutes as presented.

Ratification of decisions made between meetings: There were no decisions made in between open meetings. An amount of \$2,500 was appropriated to cover cost to have the attorney file resolutions required by new legislative laws. The Board also approved removal of graffiti at different locations in the community.

Treasurer's Report:

Financial Report – Jane Godwin presented the financial reports for August 31, 2021. The Community Association Bank checking account balance for the end of August 31, 2021, was \$183,730, the reserve funds in the Community Association Bank Money Market account were \$201,844. Total Income for the month was \$2,850 The total expenses for the month were under budget \$11.03 and under budget year to date \$370.50.

Management Reports:

The following Management Reports were presented.

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

1. Sixty-four (64) first letters

2. Twenty-five (25) second letters
3. Eight (8) third letter
4. Sixty-three (63) corrected violation.

Pending Legal Action – Carlos Mata reported to all present that there was no (0) deed, five (5) collections, three (3) 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 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 – David reported the Board is working on getting all the signs repaired.

Social – the Board is planning a Halloween social on October 30, 2021

Pool – David has reviewed the signage at the pool. The Board would like Randall Management to get estimates to redo the signs I the same font size and color.

Unfinished Business

Mailbox pad – David Wilkins reported that the engineers have reviewed the plans and would like Randall Management to get bids.

Lauren Sparks resignation – A motion was made by Annette Rathgeber, seconded by Joe Guarnaccio and it was unanimously agreed to accept Lauren Sparks resignation from the Board of Directors.

New Business

Tree trimming/removal – David Wilkins reported there were about 6 dead trees and suggested getting a bid to remove the trees instead of trimming this year. He will volunteer to send Carlos Mata a map of the dead tree locations. Davis suggested planting trees instead of oleanders along the entrance.

Annual Meeting – The Annual meeting is scheduled on October 28, 2021

Neighborhood Farmers Market – The Board discussed allowing vendors at the gazebo and charging them for the stations. The issue of liability and waivers came up. Lynn volunteered to contact someone named Lynn who posted the information on Facebook and get more information.

New Resolutions:

Update Resolutions – A motion was made by Joe Guarnaccio, seconded by Annette Rathgeber

Deed Violation Hearing Policy – A motion was made by Annette Rathgeber, seconded by Lynn Birch

Collections Policy – A motion was made by Lynn Birch, seconded by David Wilkins

Contractor bid Policy – A motion was made by David Wilkins, seconded by Joe Guarnaccio

All motions were unanimously agreed to by all Board members present.

New Key card System at the Pool – Carlos Mata said he'd been trying to contact Apex but found out owner was sick with Covid but will keep trying.

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 Lynn Burch, seconded by Annette Rathgeber, and it was unanimously agreed to adjourn the meeting at 8:30 p.m.