

# Willowlake Homeowners Association, Inc.

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

## Board of Directors Meeting November 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  
David Wilkins, Secretary  
Lynn Burch, Vice President  
Joe Guaraccio, 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 7:50 p.m.

#### **Adoption of Agenda:**

The agenda was reviewed, and a motion was made by Annette Rathgeber, seconded by Joe Guaraccio, and it was unanimously agreed to approve the agenda as presented.

**Approval of the Minutes:** September 7, 2021, Board Meeting were reviewed. A motion was made by Annette Rathgeber, seconded by Lynn Burch, and it was unanimously agreed to approve the September 7, 2021, Minutes as presented.

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

#### **New Business**

**Tree trimming/removal Bid** – A motion was made by David Wilkins, seconded by Lynn Burch and it was unanimously agreed to approve the Bid #1085 from Santoyo Trees in the amount of \$4,000.00

**Debris removal bid** - A motion was made by David Wilkins, seconded by Lynn Burch and it was unanimously agreed to approve the Bid #1083 from Santoyo Trees in the amount of \$2,800.00 to remove winter storm debris. Carlos Mata is to check to make sure that the 3-crape myrtle tree removal is not on the bid.

**Replace oleanders along the entrance** - A motion was made by David Wilkins, seconded by Lynn Burch and it was unanimously agreed to approve the AceScapes bid to remove the oleanders as you enter the community from West Road and replace them with 28 yaupon hollies in the amount of \$1,286.00

**Pool Signs** - A motion was made by David Wilkins, seconded by Lynn Burch and it was unanimously agreed to approve the Bid #T67876 from FastSigns in the amount of \$1,117.33 for custom pool signs now required.

**Sidewalk Leveling** – The Board was presented with a bid from Concrete Leveling for sidewalk leveling. The Board asked to review this bid before deciding.

**December and January Board Meetings** – The Board agreed to meet in December and not meet in January 2022.

**Holiday Lighting and decorating** – the Board would like for the lighting to go up the weekend before Thanksgiving but want to include having other decorations installed like garland and wreaths etc. They would like the additional cost to add these items.

**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 Joe Guarnaccio, and it was unanimously agreed to adjourn the meeting at 8:31 p.m.