

Willowlake Homeowners Association, Inc.

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

Board of Directors Meeting December 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

Absent:

Ronnie LaPaglia, Director
Joe Guarnaccio, Director

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 David Wilkins, and it was unanimously agreed to approve the agenda as presented.

Approval of the Minutes: November 2, 2021, Board Meeting minutes 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.

Financials – The November 30, 2021, financials were reviewed in detail. A motion was made by Lynn Burch, seconded by David Wilkins and it was unanimously agreed to approve the November 30, 2021, financials as presented.

Ratification of decisions made between meetings: The Board voted between meetings to approve the sidewalk project. A motion was made by Lynn Burch, seconded by David Wilkins and it was unanimously agreed to approve the ratification to repair the sidewalks

Unfinished Business

Mailbox Pad – A motion was made by David Wilkins, seconded by Lynn Burch and it was unanimously agreed to move forward with the bid from Guaranteed Builders bid of \$13,300.00 to replace the mailbox pad.

Replace oleanders along the entrance – The Board asked Carlos Mata to get an update from AceScapes on installation.

Pool Signs – A new bid is due from FastSigns. The Board agreed to wait for the bid and vote via email.

January Board Meetings – The Board agreed not to hold a Board meeting in January 2022.

New Business

Trash Can emptying at the park – A motion was made by Lynn Burch, seconded by David Wilkins and it was unanimously agreed to approve the \$150.00 per month to have someone come in and remove trash from 4 trash receptacles (one at pool park, two at the park parking lot and one at the gazebo) in the parks every other week during winter.

Repair Sign at Big Branch Entrance – A motion was made by David Wilkins, seconded by Lynn Burch and it was unanimously agreed to approve \$450.00 to repair the sign.

The Board asked Carlos Mata to investigate the lighting repair at the monument by an electrician. They also want an estimate for the irrigation leak that AceScapes came out and turned off over the weekend.

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 David Wilkins, seconded by Lynn Burch, and it was unanimously agreed to adjourn the meeting at 7:23 p.m.