

Willowlake Homeowners Association, Inc.

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

Board of Directors Meeting November 1, 2022 - 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:

David Wilkins, President
Alejandro Paredes, Secretary
Joseph Guarnuccio, Treasurer

Absent:

Ronnie LaPaglia, Director
Lynn Burch, Vice President

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 7:05 p.m.

Adoption of Agenda:

The agenda was reviewed, and a motion was made by Joseph Guarnuccio, seconded by David Wilkins, and it was unanimously agreed to approve the agenda as presented.

Approval of the Minutes: September 6, 2022, Board Meeting minutes were reviewed. A motion was made by David Wilkins, seconded by Joseph Guarnuccio, and it was unanimously agreed to approve the September 6, 2022, Minutes as presented.

Financials – The October 31, 2022, financials were reviewed in detail. A motion was made by David Wilkins, seconded by Joseph Guarnuccio and it was unanimously agreed to approve the October 31, 2022, financials as presented.

Ratification of decisions made between meetings – A motion was made by David Wilkins, seconded by Joseph Guarnuccio, and it was unanimously agreed to approve the ratifications as listed below.
\$500.00 budget was approved for miscellaneous Halloween Trail expenses.

Management Report

Deed Restrictions - Carlos Mata reported that there were eighty-seven (87) 1st letters, thirty (30) second letters, and five (5) third letters and sixty-seven (67) violations were corrected.

Pending Legal Action – Carlos Mata stated that there were one (1) Deed, seven (7) collection and one (1) payment plan with the attorney and three (3) closed accounts.

Committee Reports

Website www.ourwillowlake.com – David Wilkins reported that the new board member officers need to be updated on the website.

Yard of the Month – David Wilkins reported that the holiday Yard of the Month is coming up and made a motion to approve \$100.00 for \$25.00 gift cards for the winners, seconded by Joseph Guarnuccio and it was unanimously approved. A temporary date of December 17 was discussed as the date for selecting the homes that won.

Park – David Wilkins stated that he'd been in touch with Jersey Village Key Club, and they expressed interest in volunteering to clean up the park like they've done in the past. A motion was made by David Wilkins, seconded by Joseph Guarnuccio and it was unanimously decided to budget \$100.00 to cover refreshments for the Key Club during the event

Social– The Halloween event that took place on October 29, 2022. Was a big success. The Board asked Carlos Mata to contact the guy who installs the decorations and make plans to get them installed. The Board discussed possibly having a Christmas Event. The Board discussed installing shelves once all the decorations have been removed for easy storage. The Board asked Carlos Mata to check to see what they paid for Christmas lights in past.

Pool – The pool season closed on October 23, 2022. The Board asked Carlos Mata to arrange getting the pool furniture put away.

Unfinished Business – A motion was made by Alejandro Paredes, seconded by Joseph Guarnuccio and the following officers' positions were unanimously agreed.

David Wilkins, President
Lynn Burch, Vice President
Joseph Guarnuccio, Treasurer
Alejandro Paredes, Secretary
Ronnie LaPaglia, Director

New Business:

Sidewalk Leveling Bid – A bid was presented to the Board for sidewalk leveling in the amount of \$2,100.00. The Board would like to clarify the use of plywood on the job. They want to confirm that the plywood will be used just for installation and not left in place.

Trespassers Using Park –David Wilkins stated that there's really no way to keep outsiders from using the park unless it's gated but this idea was not feasible. David stated that during the Halloween Event he met a officer who patrols the part and felt he would be a good deterrent.

Gazebo Repair Bid – A motion was made by David Wilkins, seconded by Joseph Guarnuccio and it was unanimously agreed to approve the bid in the amount of \$3,225.00. The Board would like clarification on the minor clean up around the pool area and the amount be charged to a different account.

Tree Install Bid - A motion was made by David Wilkins, seconded by Alejandro Paredes and it was unanimously agreed to approve to install two (2) 30-gallon Live Oak trees with bubblers.

Generator Policy – A generator policy was presented to the Board. It was decided that Joseph Guarnuccio would review it and they would vote via email.

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 illegal parking. The Board asked Randall Management to get a written opinion from the attorney regarding street parking, commercial vehicles, and expired license street parking.

Adjournment:

With no further business to discuss, a motion was made by David Wilkins, seconded by Joseph Guarnuccio, and it was unanimously agreed to adjourn the meeting at 8:20 p.m.