

# Willowlake Homeowners Association, Inc.

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

## Board of Directors Meeting Tuesday, May 2, 2023, at 7:00 pm 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  
Lynn Burch, Vice President  
Joseph Guarnuccio, Treasurer  
Alejandro Paredes, Secretary

#### Absent:

Ronnie LaPaglia, Director

### Management Company:

Carlos Mata, Property Manager  
Jane Godwin, Randall Management  
Veni Perez, 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 David Wilkins, seconded by Lynn Burch, and it was unanimously agreed to approve the agenda as presented.

**Approval of the Minutes:** April 4, 2023, Board Meeting minutes were reviewed. A motion was made by Lynn Burch, seconded by Alejandro Paredes, and it was unanimously agreed to approve the April 4, 2023, Minutes as presented.

**Ratification of decisions made between meetings** – A motion was made by David Wilkins, seconded by Lynn Burch and it was unanimously agreed to approve the following decisions made between meetings, fence repair around pool area.

**Financials** – April 30, 2023, financials were reviewed in detail. A motion was made by Alejandro Paredes, seconded by Joseph Guarnuccio and it was unanimously agreed to approve the April 30, 2023, financials as presented.

### Management Report

**Deed Restrictions** - Carlos Mata reported that there were ninety-three (93) 1<sup>st</sup> letters, thirty-two (32) second letters, and seventeen (17) third letters and seventy (70) violations were corrected.

**Pending Legal Action** – Carlos Mata stated that there were one (1) Deed, two (2) collection and three (3) payment plan with the attorney and two (2) in litigation.

**Committee Reports**

**Website** [www.ourwillowlake.com](http://www.ourwillowlake.com) – David Wilkins reported that website there were several outdated items that, needed to be addressed. David said that he and Jack would work together to clean this up.

**Yard of the Month** – The Yard of the Month starts this month.

**Park** – No report

**Social**– Pool Party is this Saturday May 6, 2023, 5 – 7 pm

**Pool** – David Wilkins reported that Kim Walker has volunteered to be pool monitor for the 2023 pool season. Carlos Mata report a leak coming from the pool equipment and would report it to the pool company.

**Unfinished Business** – Carlos Mata reported that he would need someone to meet with the electrician. Alejandro said he would volunteer.

**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 with 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 Joseph Guarnuccio, and it was unanimously agreed to adjourn the meeting at 7:21 p.m.