

Willowlake Homeowners Association, Inc.

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

Board of Directors Meeting Tuesday, August 1, 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:

Jane Godwin, Randall Management
Veni Perez, 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: May 2, 2023, Board Meeting minutes were reviewed. A motion was made by David Wilkins, seconded by Lynn Burch, and it was unanimously agreed to approve the May 2, 2023, Minutes as presented.

Ratification of decisions made between meetings- No ratifications.

Financials – May 31, 2023 & June 30, 2023, financials were reviewed in detail. A motion was made by Lynn Burch, seconded by Alejandro Paredes and it was unanimously agreed to approve the May 31, 2023 & June 30, 2023, financials as presented.

Management Report

Deed Restrictions – Venecia Perez reported that there First letters (61), Second letters (34), Third letters (8) and Corrected Violations (89)

Pending Legal Action – Venecia Perez stated that there were Deed (1), Collections (5), Payment Plans (3), Bankruptcy (0), and Litigation (3), closed (4)

Committee Reports

Website www.ourwillowlake.com – Jane reported that the website needs to be updated with Venecia and Jaime's names and emails. Venecia will email Jack all the information.

Yard of the Month – Tammy reported that they will be awarding yard of the month on August 2, 2023.

Park – David reported that the lights are out by the gazebo and the photocell needs to be replaced. Venecia has already gotten in touch with AQ Electric and will update the Board with the date. Lynn asked regarding the trees that need to be removed and trimmed. Venecia explained that she had already asked Santoyo to go out and do the work.

Social– Lynn reported that Halloween party is coming up. She will update as it gets closer to October.

Pool – David Wilkins has no new news. He mentioned that he had one complaint from a homeowner that their pool card was not working. Venecia said she received an email from a homeowner and is working with her on getting the pool card working.

Unfinished Business – No unfinished business.

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. Some of the topics were mail theft.

Adjournment:

With no further business to discuss, a motion was made by Lynn Burch, seconded by Joseph Guarnuccio, and it was unanimously agreed to adjourn the meeting at 7:31 p.m.