

# Willowlake Homeowners Association, Inc.

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

## Board of Directors Meeting Tuesday, November 7, 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  
Tammy Steffen, Member at Large

### Absent:

### 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 Alejandro Paredes, seconded by Joseph Guarnuccio, and it was unanimously agreed to approve the agenda as presented.

**Approval of the Minutes:** September 5, 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 September 5, 2023, Minutes as amended.

### Ratification of decisions made between meetings-

**Financials** – October 31, 2023, financials were reviewed in detail. A motion was made by Lynn Burch, seconded by David Wilkins and it was unanimously agreed to approve the October 31, 2023, financials as presented.

### Management Report

**Deed Restrictions** – Venecia Perez reported that there were First letters (129), Second letters (25), Third letters (8) and Corrected Violations (65)

**Pending Legal Action** – Venecia Perez stated that there were Deed (1), Collections (6), Payment Plans (3), Bankruptcy (0), and Litigation (1), closed (2)

## **Committee Reports**

**Website** [www.ourwillowlake.com](http://www.ourwillowlake.com) – Jack Bui was not present in the meeting. There was no new news to report.

**Yard of the Month** – Tammy Steffen reported that the best Halloween yard was awarded. Next, they will be awarding best Christmas Decoration. Tammy Steffen also reported that she will be looking for someone to take over Yard of the Month.

**Park**- David Wilkins reported that a homeowner donated a memorial bench which should be arriving early December. Molly has a lot of trees she wants to donate. David will be planning an event for the first week of December to plant trees and will be needing volunteers.

**Social**– Lynn Burch has no new news. Halloween Trail was a success.

**Pool** – David Wilkins has no new news.

## **Unfinished Business –**

A. Election of Officers- There was a motion by Joseph Guarnuccio and seconded by Lynn Burch to assign the positions as follows:

President- Alejandro Paredes

Vice president- Lynn Burch

Secretary- Joseph Guarnuccio

Treasurer- Tammy Steffen

Member at Large- David Wilkins

## **New Business –**

A. After Hours Park use- David Wilkins reported that he received a call from a resident reporting a lot of activity after hours at the park. One suggestion was to find a volunteer to open and close the gates to the park.

B. Winterize Pool House & Put-Up Chairs-David Wilkins reported that winterization needs to begin sooner than later. It's been predicted that it's supposed to be a very cold winter.

C. Christmas Decorations Installation- The Board spoke about decorating for Christmas. Venecia Perez will be reaching out to the person who usually puts up the lights for the gazebo and will coordinate with Lynn Burch. She was also asked to get bids to decorate one of the monuments by West Road.

## **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 gazebo rental deposit, volunteering for arbor day and running stop sign on Summer Branch.

## **Adjournment:**

With no further business to discuss, a motion was made by Lynn Burch, seconded by Alejandro Paredes, and it was unanimously agreed to adjourn the meeting at 7:53 p.m.