

# Willowlake Homeowners Association, Inc.

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

## Board of Directors Meeting Tuesday, December 5, 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 7:02 p.m.

### Adoption of Agenda:

The agenda was reviewed, and a motion was made by Lynn Burch, seconded by Alejandro Paredes, and it was unanimously agreed to approve the agenda as presented.

**Approval of the Minutes:** November 7, 2023, Board Meeting minutes were reviewed. A motion was made by David Wilkins, seconded by Tammy Steffen, and it was unanimously agreed to approve the November 7, 2023, Minutes as presented.

**Ratification of decisions made between meetings-** None

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

### Management Report

**Deed Restrictions –** Venecia Perez reported that there were First letters (42), Second letters (30), Third letters (9) and Corrected Violations (91)

**Pending Legal Action –** Venecia Perez stated that there were Deed (1), Collections (7), Payment Plans (4), 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. David Wilkins reported that Jack Bui has been uploading all information as requested to update the website.

**Yard of the Month** – Tammy Steffen reported that she reached out to Tim to replace her for yard of the month. Tim will be choosing the yard of the month for Christmas. He will be posting on Facebook the date & time of when he will be picking the winner.

**Park-** Lynn Burch reported that Humberto, Tammy, and she took six days to finish decorating. They put three new lighted wreaths in front of the Gazebo. David Wilkins reported that he received the plaque for the bench that was donated. David needs to get in communication with the owner to see where she wants him to place the plaque and the bench. This will be done in early January. Alejandro Paredes reported that the county will be updating the stop signs and additional signage. They also conducted a traffic study which showed an excessive amount of traffic coming in and out of the community. Alejandro Paredes will be reaching out to them to get more information. There was also an accident where a vehicle hit a monument and damaged the landscaping on Sunday 1:33 p.m. David Wilkins will email Venecia Perez all information. Venecia Perez will be contacting the landscaping company to get a bid for the damaged landscaping.

**Social-** Lynn Burch has no new news.

**Pool** – David Wilkins reported that the pool furniture was moved under the roof.

## **Unfinished Business –**

- A. Santoyo Bid- There was a motion by David Wilkins and seconded by Alejandro Paredes and it was unanimously decided to approve the bid for removal of seven trees around the property and trimming of one tree by the park.
- B. Bridge & Dock Bids- There was a motion by Alejandro Paredes and seconded by Lynn Burch and it was unanimously decided to approve the RMCS bid to repair the bridge and dock at the park.

## **New Business –**

- A. 2023 Audit Engagement – There was motion by Lynn Burch and seconded by Tammy Steffen and it was unanimously decided to approve the 2023 Audit Engagement.

## **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 (3) 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 Alejandro Paredes, and it was unanimously agreed to adjourn the meeting at 7:39 p.m.