

# Willowlake Homeowners Association, Inc.

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

## Board of Directors Meeting Tuesday, February 6, 2024, 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:

Alejandro Paredes, President  
Lynn Burch, Vice President  
Tammy Steffen, Treasurer  
Pennie Mutschler, Member at Large

#### Absent:

Joseph Guarnuccio, Secretary

### 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 7:01 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:** December 5, 2023, Board Meeting minutes were reviewed. A motion was made by Tammy Steffen, seconded by Lynn Burch, and it was unanimously agreed to approve the December 5, 2023, Minutes as presented.

### Ratification of decisions made between meetings-

A. Board appointments- Pennie Mutschler: There was a motion by Lynn Burch and seconded by Alejandro Paredes and it was unanimously agreed to approve the ratifications.

**Financials** – January 31, 2024, financials were reviewed in detail. A motion was made by Lynn Burch, seconded by Alejandro Paredes and it was unanimously agreed to approve the January 31, 2024, financials as presented.

### Management Report

**Deed Restrictions** – Venecia Perez reported that there were First letters (23), Second letters (24), Third letters (8) and Corrected Violations (89)

**Pending Legal Action** – Venecia Perez stated that there were Deed (1), Collections (5), 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. Alejandro Paredes reported that Chloe and him will be working on a newsletter and will be uploading it to the website.

**Yard of the Month** – Tammy Steffen reported that the Christmas Yard of Month were posted on Facebook. There was a motion by Tammy Steffen and seconded by Lynn Burch and it was unanimously agreed to have Yard of the Month May, June, July \$50 for each month and Christmas \$25 each for 3 homes.

**Park-** David Wilkins reported that the tree planting was last month. They planted over 30 new trees. Molly donated two red bud trees and she would like to have them planted on the easement next to her home. Venecia Perez will ask AceScapes for an estimate to plant the trees and have irrigation lines run to them. Pennie Mutschler informed the board that the bench will be arriving on Monday.

**Social-** Alejandro Paredes reported that the Church wants to do an easter event this year. The Board were all in agreement to allow the event to take place at the subdivision. They will be coming up with games and activities.

**Pool** – The pool will be opening in May.

## **Unfinished Business –**

A. Water Leak at 9615 & 9619 Trailing Moss- The Board discussed the options we had regarding the water leak between the mentioned addresses. Jane Godwin suggested we sent a certified letter to both homes notifying them of their responsibility to make the necessary repairs.

## **New Business –**

A. Yard of the Month Award Amount- Tammy Steffen suggested having Yard of the Month Awards for May, June and July and awarding each winner \$50. She also suggested having Christmas Yard of the Month three winners to be awarded \$25 each. Motion was made in the Yard of the Month section under committee reports.

## **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 Lynn Burch, seconded by Alejandro Paredes, and it was unanimously agreed to adjourn the meeting at 8:13 p.m.