

Willowlake Homeowners Association, Inc.

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Willowlake Homeowners Association, Inc. Minutes of the Annual Meeting October 24, 2024, at 7:00 p.m.

PRESENT:

A Quorum of Owners

A Quorum was achieved with a total of 73 homeowners present at annual meeting or represented by proxy.

Board of Directors – Present

Alejandro Paredes, President
Tammy Steffen, Vice President
Pennie Mutschler, Treasurer
Joseph Guarnuccio, Secretary

Absent

Management Company

Venecia Perez, Manager
Jane Godwin, Randall Management

CALL TO ORDER:

Jane Godwin called the Meeting to order at 7:00 p.m. The meeting was held virtually in person.

ADOPTION OF THE AGENDA:

A motion was made by Alejandro Paredes, seconded by Tammy Steffen, and it was unanimously decided to adopt the agenda as presented.

ROLL CALL:

Per Article XI, Section 11.4 of the Bylaws, at least 10% or over 51 of the owners must be in attendance or represented by absentee ballot. Venecia Perez with Randall Management certified that a quorum was in attendance with 73 homes present or represented by absentee ballot.

WELCOME & INTRODUCTIONS:

Alejandro Paredes welcomed the owners to the meeting. Each Board member and Randall Management introduced themselves.

APPROVAL OF THE MINUTES:

Minutes of the 2023 Annual Meeting were presented a motion was made by Pennie Mutschler, seconded by Joseph Guarnuccio and it was unanimously decided to approve the 2023 Annual Meeting minutes as presented.

OFFICER AND COMMITTEE REPORTS:

President's Report – State of the Association

Alejandro Paredes reported on numerous things that had been accomplished during 2024. This past year, our community faced several challenges, including a severe winter freeze and two major storms, which caused significant damage. Despite this, we made strong progress:

- Planted over 30 trees with help from student volunteers and donations
- Installed new benches and picnic tables
- Completed necessary repairs from storm damage

We also launched FRONTSTEPS, our new official communication platform, to improve updates and reporting. Residents are encouraged to sign up.

HOA board members have been attending MUD meetings to represent community concerns, and we've had successful events like the pool party and are excited for the upcoming Halloween Trails Event.

We've remained on budget, and although some maintenance issues (like the pool and water fountain) took time to resolve, we are actively working on them and committed to keeping you informed.

TREASURERS REPORT – Financial and Budget Report:

Jane Godwin with Randall Management presented the Treasurer's Report.

Jane Godwin provided an overview of the financial status of the association. The financial portion of the meeting package included the audited 2023 financial statement which was reviewed, and a bar chart was included to illustrate the actual expenses versus the budget. A year-to-date financial statement as of September 30, 2024, was presented and a bar chart was included to illustrate the actual year-to-date expenses versus the budget. There was a motion by Tammy Steffen and seconded by Joseph Guarnuccio and it was unanimously agreed to approve the September 30, 2025, financial statement as presented.

Jane Godwin presented and reviewed the 2025 Budget going over the line items that had any changes.

ELECTIONS RESULTS: A call was made for any nominations from the floor; Cody Oldham was nominated. There was a motion by David Wilkins and second by Lynden Foley to close the floor nominations.

Jane Godwin announced that Pennie Mutschler was confirmed, Joseph Guarnuccio and Lynn Piwonski were elected to the Board of Directors.

UNFINISHED BUSINESS –

Halloween Event- David Wilkins informed all homeowners that the Halloween event will be taking place this coming Saturday from 6:45 p.m.-9 p.m. Set up will be taking place 9a.m.-12 p.m., for those who volunteer will receive a wrist band to skip the line.

Reader Board- Chloe Erdeljac has volunteered to take over community events. These events are not official HOA events as they are no cost to the association. She informed the homeowners that since taking on this position, she has found that it is very difficult to get information out to the residents. She had a presentation of the examples of the two reader boards to be placed at the West Road monument and one by the pool.

FRONTSTEPS-Alejandro Paredes informed the homeowners about the FRONTSTEPS program. This is a

platform used to send any official communication from the board and management to the homeowners. Homeowners are also able to check their account balance and deed history. He asked all homeowners that have not signed up yet to do so. Please email Venecia Perez to receive an invitation.

NEW BUSINESS –

Community Garden- Molly Mathew provided information about the community garden that is being monitored by the Graceway Church. The church has donated some of the organic vegetables that they have grown for the owners present to enjoy.

Holiday Decorating Contest- Tim Mitschke & Chloe Erdeljac provided information on the holiday Decorating Contest. There will be three categories, 1st door, 1st tree, and overall. The committee will be providing a map and walk with the committee to choose the winners.

OPEN FORUM – Each owner was provided five (5) minutes to ask questions, express concerns, and make suggestions. Some of the topics discussed were the money market account interest rate, mosquito abatement, insurance coverage, bidding contracts, FRONTSTEPS, reporting broken sprinklers, mailbox lighting, and flock cameras.

ELECTION OF OFFICERS- There was a motion by Tammy Steffen, seconded by Pennie Mutschler and it was unanimously decided to assign the officers' positions as follows:

Alejandro Paredes, President
Tammy Steffen, Vice President
Pennie Mutschler, Treasurer
Joseph Guarnuccio, Secretary
Lynn Piwonski, Member at Large

ADJOURNMENT:

With no further business to discuss, a motion was made by Alejandro Paredes, seconded by Lynn Piwonski, and it was unanimously decided to adjourn the meeting at 8:16 p.m.