

## **Willowlake Homeowners Association, Inc.**

---

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

### **Board of Directors Meeting Tuesday, April 1, 2025, at 7:00 pm OPEN BOARD MEETING 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:**

#### **Absent:**

#### **Present:**

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

#### **Management Company:**

Venecia Perez, Association Manager  
Randall Smith, Randall Management

#### **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 Tammy Steffen, and it was unanimously agreed to approve the agenda as presented.

**Approval of the Minutes:** March 4, 2025, Board Meeting minutes were reviewed. A motion was made by Tammy Steffen, seconded by Joseph Guarnuccio, and it was unanimously agreed to approve the March 4, 2025, Minutes as presented.

#### **Management Report**

**Pending Legal Action** – Venecia Perez stated that there were Pending Legal Action six (6) Collections, one (1) Payment Plan, zero (0) Bankruptcy, one (1) Deed, two (2) Litigation, three (3) Closed

**Deed Report**- No report.

**March 31, 2025, Financial Report**- The March 31, 2025, financials were reviewed in detail. A motion was made by Tammy Steffen seconded by Pennie Mutschler, and it was unanimously agreed to approve the March 31, 2025, financials as presented.

#### **Committee Reports**

**Website** [www.ourwillowlake.com](http://www.ourwillowlake.com) – No Report, the board asked to update the pool information forms.

**Yard of the Month** – No report. The Yard of the Month will begin in May and will happen during the months of May, June & July.

**Park-** The two trees that are down are still there. The board will get with Cody to follow up on the list of items needed & cost.

**Social –** The pool will officially open on May 1st. The Board also reviewed and discussed concerns raised during last year's pool season. Venecia Perez provided an overview of the process for activating pool access cards. Additionally, the church will be hosting an Easter event at the gazebo/park. The Board approved their request to post signs in the neighborhood to promote the event.

**Pool –** Pennie Mutschler reported that the pool renovations are currently underway. The pool contractor informed her that they might need to replace the blue tile around the waterline once the coping is removed. As of now, she has not received any further updates from the contractor regarding this potential issue. Work is scheduled to be completed within 3-4 weeks.

#### **Unfinished Business –**

A. Pool Party- The Pool Opening Party is scheduled for May 3rd from 4:00 p.m. to 6:00 p.m. The Board requested that pool registration forms be sent out by Friday. Responsibilities for the event are as follows:

- Alejandro Paredes – Tables, chairs and tents
- Pennie Mutschler – Water slide and snow cones
- Joseph Guarnuccio – Food
- Tammy Steffen – Pool registrations and pool cards

B. Reader Boards- The reader boards have been installed and are currently awaiting connection to power by the electrician. The board discussed and is in the process of determining who will be responsible for updating the reader board messages for neighborhood events, as well as who will be granted access to the keys used for changing the letters.

#### **New Business –**

A. Landscaping Contract Bids- The Board discussed the current landscaping contract with AceScapes, including the additional cost associated with seasonal color in the common areas. The Board requested that Venecia obtain a clear definition of what is included in the term "commons." If the definition does not include the pool and monuments, a separate proposal will be needed. Pennie will obtain a proposal from her contractor for those areas. Additionally, the Board asked Randall Management to provide proposals for the overall landscaping maintenance contract.

#### **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 Alejandro Paredes, seconded by Pennie Mutschler, and it was unanimously agreed to adjourn the meeting at 7:51 p.m.