



**WILLOW POINTE HOMEOWNERS ASSOCIATION, INC.  
Board of Directors Meeting  
Wednesday, September 2, 2009**

**MINUTES**

The Willow Pointe Homeowners Association, Inc., Board of Directors met for the monthly meeting of the Homeowners Association at the Willow Pointe Pool located at 9919 Willow Crossing, Houston, TX 77084 at 6:30 p.m.

**Board of Directors:**

**Present:**

Scott Ward, President  
Hollis Miles – Vice President  
Judith Schwartz, Secretary-Treasurer  
Brenda Jackson, Director at Large

**Absent:**

Greg Decker, Director at Large

**Management Company:**

Jane Godwin, Randall Management

**Call to Order:**

Scott Ward, President of the Willow Pointe Board of Directors, called the meeting to order at 6:34 p.m.

**Establish Quorum – Roll Call:**

With a majority of the Board of Directors present, the quorum was established. The Directors in attendance are listed above.

**Adoption of Agenda:**

The agenda was reviewed, and a motion was made by Judith Schwartz, seconded by Scott Ward, and it was unanimously decided to approve the agenda as amended.

**Open Forum:**

The Board adjourned into executive session to discuss specific items concerning homeowners and their accounts.

**Approval of the Minutes: August 5, 2009 Board of Directors Meeting and the Executive Session of the Board of Directors**

The August 5, 2009 minutes were presented for review. A motion was made by Judith Schwartz, seconded by Scott Ward, and it was unanimously decided to approve the minutes as presented.

**Committee Reports:**

**Modification Committee** – Hollis Miles updated the Board on the ACC application procedure. He explained that everything was running pretty smoothly and he was hopeful that Ivan would attend the Board meeting.

**Newsletter Committee** – Judith Schwartz notified the Board that she was still waiting on newsletter articles to complete the newsletter. She also mentioned that a new editor was needed for the newsletter.

**Web Report** – Hollis reviewed the procedure for processing emergency notices and alerting the owners. The new system has an authorization process. Hollis also reviewed the costs associated with the website.

**Courtesy Patrol & Crime Watch** – Brenda Jackson notified the Board that she was working on developing the committee for Crime Watch. This month an article was submitted by the committee for the next Willow Ponte Newsletter.

**Landscaping Committee** – Scott Ward informed the Board of Directors that the landscape committee reported several lights that were not working. Scott also notified the Board that some

of the common areas were not being properly irrigated. He provided the Board with a map of the areas that were not being watered. A motion was made by Judith Schwartz, seconded by Hollis Miles, and it was unanimously decided to approve Brookway's bid to repair the sprinklers for \$586.82.

**Management Report:**

**Financial Report** - Jane Godwin reviewed the financial statement for the month ending August 31, 2009 in great detail. The following are the account balance as of August 31, 2009. The Prosperity checking account balance was \$18,397 the Prosperity Money Market was \$26,885, the Bank of America – Temporary Transfer balance was \$50,000. The total reserves equal \$223,337. The administrative expense for the month was \$3,387, Utilities were \$8,151, Grounds Maintenance was \$3,869, and Community Services were \$2,583. The Total Expenses for the month of August was \$21,981 and year-to-date the total expense for the Association are \$189,366.

**Collection Report** – Jane reported that there were \$766 of the 2008 and \$5,864 of the 2009 Assessment fees which have not been collected. The Association is 98% collected for 2009.

**Legal Report** – Jane Godwin presented the updated legal report from Casey Lambright's Office. Uncorrected deed violations that were already with the attorney were reviewed and discussed. The Board of Directors instructed RMI on how to proceed with those accounts.

**Deed Restriction Report** – The Board of Directors reviewed the deed restriction report. There were no accounts under Board Review.

**Unfinished Business:**

**Year End Pool Utilization Chart** – Judith presented an updated statistics on pool use for the 2009 pool season. She reported that pool usage had increased in 2009. The homeowners that use the pool made positive comments about the new pool furniture.

**Implementation of the \$30 late fee** – The Board of Directors discussed the Association's collection procedure. Jane explained how to legally implement the \$30 collection fee per month. The first step will be to prepare and execute an addendum to amend the management contract. The second step will be to amend, execute, and file the revised collection policy for Willow Pointe. The final phase will be to notify the homeowners of the change in the collection policy. A copy of the policy will also be mailed with the 2010 statements.

**Ten (10) day force mow policy** – The Board of Directors discussed the force mow policy and ways to better implement the Force Mow Policy at Willow Pointe. The Board of Directors decided not to send any warning letters prior to sending the ten (10) day force mow letter. The ten (10) day Force Mow Letter will serve as both a friendly reminder and a warning that the lawn will be forced if the violation is not corrected in ten (10) days. The Force Mow Letter will not be sent certified mail.

**Play Structure - Bid for the Canopy Repair** – Jane explained the process for having the canopy on the play structure repaired. Jane said that she has not seen a finalized bid for the replacement of the canopy, but she would check on the status of the work order and email the Board.

**Cars parked on the streets** – Judith updated the Board on her conversations with County Supervisor Bill Lee. He reported that most of the problems with streets were caused when the developer opted to install smaller sized streets in the subdivisions. Parking violations on the street should be referred to the Sheriff's Department. He offered to continue to review the situation and see if he could find a way for the county to assist Willow Pointe with the parking problem on the streets.

**Liability Policy** – The Board of Directors received a copy of the updated insurance binders.

**New Business:**

The Board received copies of the audit. Due to the time, the review of the audit was postponed until the October Board Meeting.

**Adjournment:**

With no further business to discuss, a motion was made, seconded, and it was unanimously decided to adjourn the meeting at 9:40 p.m.

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Signature

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Date