



**WILLOW POINTE HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
Wednesday, November 3, 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
Greg Decker, Director at Large
Brenda Jackson, Director at Large

Management Company:

Jane Godwin, Randall Management
Janet Bonura, Randall Management

Absent:

Judith Schwartz, Secretary-Treasurer

Call to Order:

Greg Decker, Director of the Willow Pointe Board of Directors, called the meeting to order at 6:47 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 Greg Decker, seconded by Brenda Jackson, 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: October 6, 2009 Board of Directors Meeting and the Executive Session of the Board of Directors- The October 6, 2009 minutes were presented for review. A motion was made by Greg Decker, 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 activity since the last Board Meeting. He explained that everything was running very smoothly and efficiently.

Newsletter Committee – Scott Ward updated the Board on the formatting of the current newsletter and time line requirements for processing the monthly edition. A brief discussion was held regarding different items to be included. Brenda Jackson volunteered to assist him with the publication.

Web Report – Monthly updates to the Webmaster were discussed and Hollis Miles advised that he would continue to send the monthly updates.

Courtesy Patrol & Crime Watch – Brenda Jackson advised that she had three residents interested in the "Model Block" program. A brief discussion was held regarding the need to create a committee for the program. Establishing "Block Captains" was also discussed.

Landscaping Committee – Scott Ward informed the Board that the landscaping committee members held their meeting last night, but he has not received a formal report. He offered to forward the update to the other Board Members as soon as it was received.

Management Report:

Financial Report - Jane Godwin reviewed the financial statement for the month ending October 31, 2009 in great detail. The following are the account balance as of October 31, 2009. The Prosperity checking account balance was \$10,863 the Prosperity Money Market was \$26,903, the Bank of America – Temporary Transfer balance was \$20,000. The total reserves equal \$223,677. The administrative expense for the month was \$2,564, Utilities were \$10,273, Grounds Maintenance was \$4,202, and Community Services were \$2,584. The Total Expenses for the month of September was \$23,076 and year-to-date the total expense for the Association are \$229,020.

Collection Report – Jane reported that there were \$766 of the 2008 and \$4,904 of the 2009 Assessment fees which have not been collected. The Association is 99% 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 several accounts under Board Review that were discussed. The Board advised RMI of the next steps to be taken on each account.

Unfinished Business:

Play Structure - Bid for the Canopy Repair – The Board has requested that Brookway amend their estimate to include the deck covered under warranty as a line item when they submit the new estimate that is also to include installation. Once that revised estimate is received it is to be e-mailed to the Board for approval.

Irrigation Bid- The Board discussed the necessity of making the repairs to the sprinkler system's main line leak. A motion was made by Scott Ward, seconded by Greg Decker, and it was unanimously decided to approve the Brookway bid as presented.

Installation of Oleanders- The Board reviewed the bid presented by Brookway and it was decided to leave this project in pending status until Greg obtains a second bid for the installation of eight 7 gallon Oleanders to obstruct the view of the water tower.

Sale Signs- There was no update given and it was decided to table this matter until December's meeting.

Open Position and Tasks to be Delegated- The tasks that were previously handled by Judith Schwartz and the details of such were discussed as well as the need to reassign those tasks. Greg Decker volunteered to assist with the financial and invoice approval tasks until the Association appoints a new Secretary and Treasurer for the Association. RMI is to temporarily handle all maintenance issues with their in-house maintenance team. Scott Ward has agreed to continue to coordinate the monthly newsletter project.

New Business:

Spine Road Trees- Scott Ward explained the term of "Spine Road" and discussed the need to readdress the trees that should be replanted. Several homeowners have previously received a letter advising them of the need to replant their trees along this road. A letter is to be mailed to the homeowners informing them of the timeframe to replant these trees and giving them a deadline of March 31, 2010. In the event these trees are not planted, the Board has approved RMI to send a thirty day demand advising the owners that the Association will plant the necessary trees and each account will be invoiced accordingly.

Community Park near Willbern Elementary- Scott Ward advised the Board of a letter he received advising him of a public park to be built near the elementary school. The letter stated that Cy-Fair ISD and a local MUD have joined together to create the new park.

Collection Policy- Mr. Lambright prepared a Collection Policy for the Board to review and adopt. The Board reviewed the policy as presented and discussed the details of the fining procedure. A motion was made by Scott Ward, seconded by Brenda Jackson, and it was unanimously decided to adopt the Collection Policy without a fining procedure.

2010 Statement- A sample of the statement was presented to the Board for review and a discussion was held regarding additional inserts for the mail-out. It was decided to include the above mentioned Collection Policy with the 2010 statement.

2009 Audit Proposal & Appointment of Brenda Jackson as the Secretary Treasurer - The proposal from Nagesh & Carter to perform the annual audit of the Association's financial records was reviewed. It was also proposed that Brenda Jackson become the Secretary and Treasurer for the Association. After brief discussion, a motion was made by Scott Ward, seconded by Hollis Miles, and it was unanimously decided to appoint Brenda Jackson as the Association's Secretary & Treasurer and to retain the CPA firm of Nagesh & Carter to conduct the 2009 Audit.

Adjournment:

With no further business to discuss, a motion was made, seconded, and it was unanimously decided to adjourn the meeting at 9:15 p.m.

Signature

Date