



# Meadowlake Village Homeowner's Association

## **AGENDA – January 4, 2021 6:00 p.m.**

Location of Meeting:  
7410 Breda Drive, Baytown, Texas, 77521

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The agenda for the meeting is as follows:

- I. Establish Quorum.
- II. Call meeting to order.
- III. Approval of minutes from previous meeting.
- IV. S.E.A.L. Security to present monthly report.
- V. Review and take action on Audit Proposal from Ken Skrabanek, CPA.
- VI. Review and take action on amended and restated bylaws.
- VII. Review and take action on Certificate of Third Amendment to the First Amended Bylaws.
- VIII. Update on Pool Renovations.
- IX. Adjourn to Executive Session.
- X. Reconvene in Open Session.
- XI. Action, if any, which may be appropriate as a result of closed session deliberations.
- XII. Adjournment.

MEADOWLAKE VILLAGE HOMEOWNERS' ASSOCIATION  
7410 Breda Drive  
Baytown, Texas 77521

MINUTES REGULAR MEETING: January 4, 2021

Board Members Present: Gene Wueste,  
Brenda Marsh, Robert Wagnon, and Leslie McDonald.

6:00 p.m. regular meeting called to order

6:08 p.m. Regular meeting adjourned

6:10 p.m. Executive Session

6:11 p.m. Executive Session Adjourned

6:12 p.m. Regular meeting called back to order

6:12 p.m. Regular meeting adjourned

- I. Quorum was established.
- II. 6:00 p.m. meeting was called to order by Gene Wueste.
- III. Prior meeting minutes were reviewed and a motion to approve was made by Robert Wagnon, seconded by Brenda Marsh, and passed 4-0.
- IV. SEAL Security was not present for monthly report.
- V. Public Forum:
  - o Homeowner discussed loud music on Christmas Eve from address on Breda.
  - o Homeowner questioned comment on previous meeting minutes from open forum.
- VI. The Board of Directors reviewed the audit proposal from Ken Skrabanek, CPA. A motion to approve was made by Leslie McDonald, seconded by Brenda Marsh and passed 4-0.
- VII. Review and take action on amended and restated bylaws was tabled.
- VIII. Regina Real gave the board an update on pool renovations.
- IX. A motion was made by Brenda Marsh at 6:08 p.m. to adjourn to executive session, seconded by Leslie McDonald and passed 4-0.
- X. Executive Session was called to order by Gene Wueste at 6:10 p.m.
- XI. A motion to adjourn executive session was made by by Leslie McDonald, seconded by Robert Wagnon and passed 4-0 at 6:11 p.m.
- XII. Regular meeting was called to order at 6:12 p.m. by Gene Wueste.
- XIII. A motion to approve 3 accounts for lawsuit was made by Robert Wagnon and seconded by Leslie McDonald and passed 4-0.
- XIV. With no further business, a motion was made to adjourn by Brenda Marsh and seconded by Leslie McDonald, and passed 4-0 at 6:12 p.m.



# Meadowlake Village Homeowner's Association

## **AGENDA – February 1, 2021 6:00 p.m.**

Location of Meeting:  
7410 Breda Drive, Baytown, Texas, 77521

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The agenda for the meeting is as follows:

- I. Establish Quorum.
- II. Call meeting to order.
- III. Approval of minutes from previous meeting.
- IV. Open Forum – 4 minutes per person.
- V. S.E.A.L. Security to present monthly report via teleconference.
- VI. Update on Pool Renovations.
- VII. Enter plumbing and drainage expenses approved into the minutes.
- VIII. Adjourn to Executive Session.
- IX. Reconvene in Open Session.
- X. Action, if any, which may be appropriate as a result of closed session deliberations.
- XI. Adjournment.

MEADOWLAKE VILLAGE HOMEOWNERS' ASSOCIATION  
7410 Breda Drive  
Baytown, Texas 77521

MINUTES REGULAR MEETING: ~~0^ài` æ^ Á^É~~ 2021

Board Members Present: Gene Wueste,  
Brenda Marsh, Robert Wagnon, and Leslie McDonald.

6:00 p.m. regular meeting called to order

6:18 p.m. Regular meeting adjourned

6:20 p.m. Executive Session

6:27 p.m. Executive Session Adjourned

6:27 p.m. Regular meeting called back to order

6:28 p.m. Regular meeting adjourned

- I. Quorum was established.
- II. 6:00 p.m. meeting was called to order by Gene Wueste.
- III. Prior meeting minutes were reviewed and a motion to approve was made by Brenda Marsh, seconded by Leslie McDonald, and passed 4-0.
- IV. Erica Rocha with Seal Security gave monthly report via telephone.
- V. Public Forum:
  - o Homeowner reported pothole at Feeder and Breda.
  - o Homeowner reported inoperable vehicle in street on Apache.
- VI. Regina Real gave update on pool renovations and drainage project progress.
- VII. A motion to enter the expenses for Blackmon Plumbing \$6,350.00 and C&C Dirt Works \$7,000.00 for drainage project was made by Robert Wagnon, seconded by Brenda Marsh and passed 4-0.
- VIII. A motion to adjourn regular meeting to executive session was made by Brenda Marsh, seconded by Robert Wagnon and passed 4-0 at 6:18 p.m.
- IX. Executive Session was called to order by Gene Wueste at 6:20 p.m.
- X. A motion to adjourn executive session was made by by Leslie McDonald, seconded by Robert Wagnon and passed 4-0 at 6:27 p.m.
- XI. Regular meeting was called to order at 6:27 p.m. by Gene Wueste.
- XII. A motion to approve 7 accounts for lawsuit was made by Brenda Marsh and seconded by Robert Wagnon and passed 4-0.
- XIII. With no further business, a motion was made to adjourn by Brenda Marsh and seconded by Robert Wagnon, and passed 4-0 at 6:28 p.m.



# Meadowlake Village Homeowner's Association

## **AGENDA – March 1, 2021 6:00 p.m.**

Location of Meeting:  
7410 Breda Drive, Baytown, Texas, 77521

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The agenda for the meeting is as follows:

- I. Establish Quorum.
- II. Call meeting to order.
- III. Approval of minutes from previous meeting.
- IV. Open Forum – 4 minutes per person.
- V. S.E.A.L. Security to present monthly report via teleconference.
- VI. Review and approve 1<sup>st</sup> Quarter Financial Statements.
- VII. Update on pool renovations.
- VIII. Enter plumbing expenses from pipe damage during ice storm.
- IX. Adjourn to Executive Session.
- X. Reconvene in Open Session.
- XI. Action, if any, which may be appropriate as a result of closed session deliberations.
- XII. Adjournment.

MEADOWLAKE VILLAGE HOMEOWNERS' ASSOCIATION  
7410 Breda Drive  
Baytown, Texas 77521

MINUTES REGULAR MEETING: March 1, 2021

Board Members Present: Gene Wueste,  
Brenda Marsh, Robert Wagnon, and Leslie McDonald.

6:00 p.m. regular meeting called to order

6:06 p.m. Regular meeting adjourned

6:06 p.m. Executive Session

6:09 p.m. Executive Session Adjourned

6:10 p.m. Regular meeting called back to order

6:11 p.m. Regular meeting adjourned

- I. Quorum was established.
- II. 6:00 p.m. meeting was called to order by Gene Wueste.
- III. Prior meeting minutes were reviewed and a motion to approve was made by Brenda Marsh, seconded by Leslie McDonald, and passed 4-0.
- IV. Erica Rocha with Seal Security gave monthly report via telephone.
- V. Public Forum:
  - o No public.
- VI. The Board of Directors reviewed 4<sup>th</sup> Quarter Financial Statements. A motion to approve was made by Brenda Marsh, seconded by Robert Wagnon, and passed 4-0.
- VII. Regina Real gave update on pool renovations and freeze damage repairs.
- VIII. A motion to enter the expenses for Blackmon Plumbing \$1,325.05 for emergency freeze damage repairs was made by Brenda Marsh, seconded by Robert Wagnon and passed 4-0.
- IX. A motion to adjourn regular meeting to executive session was made by Brenda Marsh, seconded by Leslie McDonald and passed 4-0 at 6:06 p.m.
- X. Executive Session was called to order by Gene Wueste at 6:06 p.m.
- XI. A motion to adjourn executive session was made by by Leslie McDonald, seconded by Brenda Marsh and passed 4-0 at 6:09 p.m.
- XII. Regular meeting was called to order at 6:10 p.m. by Gene Wueste.
- XIII. A motion to approve 1 account for lawsuit was made by Brenda Marsh and seconded by Leslie McDonald and passed 4-0.
- XIV. With no further business, a motion was made to adjourn by Brenda Marsh and seconded by Robert Wagnon, and passed 4-0 at 6:11 p.m.



# Meadowlake Village Homeowner's Association

## **AGENDA – April 5, 2021 6:00 p.m.**

Location of Meeting:  
7410 Breda Drive, Baytown, Texas, 77521

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The agenda for the meeting is as follows:

- I. Establish Quorum.
- II. Call meeting to order.
- III. Approval of minutes from previous meeting.
- IV. Open Forum – 4 minutes per person.
- V. S.E.A.L. Security to present monthly report via teleconference.
- VI. Determine pool capacity for covid protocols for next pool season, pool rentals, and clubhouse rentals.
- VII. Review and approve/disapprove purchase of movie night equipment.
- VIII. Adjourn to Executive Session.
- IX. Reconvene in Open Session.
- X. Action, if any, which may be appropriate as a result of closed session deliberations.
- XI. Adjournment.

MEADOWLAKE VILLAGE HOMEOWNERS' ASSOCIATION  
7410 Breda Drive  
Baytown, Texas 77521

MINUTES MINUTES April 5, 2021

Board Members Present: Gene Wueste,  
Brenda Marsh, Robert Wagnon, Andrew Hadnot and Leslie McDonald.

6:00 p.m. regular meeting called to order

6:27 p.m. Regular meeting adjourned

6:29 p.m. Executive Session

6:38 p.m. Executive Session Adjourned

6:38 p.m. Regular meeting called back to order

6:39 p.m. Regular meeting adjourned

- I. Quorum was established.
- II. 6:00 p.m. meeting was called to order by Gene Wueste.
- III. Prior meeting minutes were reviewed and a motion to approve was made by Brenda Marsh, seconded by Leslie McDonald, and passed 5-0.
- IV. Erica Rocha with Seal Security gave monthly report via telephone.
- V. Public Forum:
  - o Concerns over fence on John Martin.
  - o Concern over inoperable on Apache Court.
  - o Homeowner made a suggestion of a drop box for payments at clubhouse due to mail service being unreliable.
- VI. The Board of Directors discussed the upcoming pool season. A motion to not rent clubhouse and pool, limit capacity to 40 persons in the pool and require reservations due to COVID-19 Pandemic was made by Leslie McDonald, seconded by Robert Wagnon, and passed 5-0.
- VII. A motion was made to purchase movie night equipment by Andrew Hadnot, seconded by Leslie McDonald and passed 5-0.
- VIII. A motion to adjourn regular meeting to executive session was made by Robert Wagnon, seconded by Brenda Marsh and passed 4-0 at 6:27 p.m.
- IX. Executive session was called to order at 6:29 p.m.
- X. A motion to adjourn executive session was made by Brenda Marsh, seconded by Leslie McDonald and passed 5-0 at 6:38 p.m.
- XI. Regular meeting was called to order at 6:38 p.m. by Gene Wueste.
- XII. No motions as a result of executive session.
- XIII. With no further business, a motion was made to adjourn by Andrew Hadnot and seconded by Brenda Marsh, and passed 5-0 at 6:39 p.m.





# Meadowlake Village Homeowner's Association

## **AGENDA – May 3, 2021 6:00 p.m.**

Location of Meeting:  
7410 Breda Drive, Baytown, Texas, 77521

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The agenda for the meeting is as follows:

- I. Establish Quorum.
- II. Call meeting to order.
- III. Approval of minutes from previous meeting.
- IV. Open Forum – 4 minutes per person.
- V. S.E.A.L. Security to present monthly report via teleconference.
- VI. Consider and approve/disapprove new security company contract.
- VII. Enter expenses and management contract renewal approved by email into meeting minutes.
- VIII. Review and approve Sweetwater Pool contract.
- IX. Adjourn to Executive Session.
- X. Reconvene in Open Session.
- XI. Action, if any, which may be appropriate as a result of closed session deliberations.
- XII. Adjournment.

MEADOWLAKE VILLAGE HOMEOWNERS' ASSOCIATION  
7410 Breda Drive  
Baytown, Texas 77521

MINUTES MINUTES May 3, 2021

Board Members Present: Gene Wueste,  
Brenda Marsh, Robert Wagnon, and Leslie McDonald.

6:00 p.m. regular meeting called to order

6:08 p.m. Regular meeting adjourned

- I. Quorum was established.
- II. 6:00 p.m. meeting was called to order by Gene Wueste.
- III. Prior meeting minutes were reviewed and a motion to approve was made by Brenda Marsh, seconded by Leslie McDonald, and passed 4-0.
- IV. Public Forum:
  - o None.
- V. Manager Regina Real presented the last monthly security report from SEAL Security.
- VI. The Board of Directors made a motion to enter into the minutes the approved expenses for slide pump housing and approved contract renewal with Regina Real for management. Motion was made by Leslie McDonald, seconded by Robert Wagnon, and passed 4-0.
- VII. The Board of Directors reviewed the contract proposal from Enforce Security. A motion to approve with additional added insurance after 6 months was made by Leslie McDonald, seconded by Brenda Marsh, and passed 4-0.
- VIII. The Board of Directors reviewed the contract renewal from Sweetwater Pools. A motion to accept was made by Robert Wagnon, seconded by Brenda Marsh and passed 4-0.
- IX. No execution session.
- X. With no further business, a motion was made to adjourn by Brenda Marsh and seconded by Leslie McDonald, and passed 4-0 at 6:08 p.m.



# Meadowlake Village Homeowner's Association

## **AGENDA – June 7, 2021 6:00 p.m.**

Location of Meeting:  
7410 Breda Drive, Baytown, Texas, 77521

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The agenda for the meeting is as follows:

- I. Establish Quorum.
- II. Call meeting to order.
- III. Approval of minutes from previous meeting.
- IV. Open Forum – 4 minutes per person.
- V. Review and approve 1<sup>st</sup> Quarter Financial Statements.
- VI. Enforce Security – Introduction and summary report.
- VII. Review and approve Amended and Restated Bylaws.
- VIII. Discuss and approve playground repairs, and updates.
- IX. Review and approve irrigation repairs.
- X. Adjourn to Executive Session.
- XI. Reconvene in Open Session.
- XII. Action, if any, which may be appropriate as a result of closed session deliberations.
- XIII. Adjournment.

MEADOWLAKE VILLAGE HOMEOWNERS' ASSOCIATION  
7410 Breda Drive  
Baytown, Texas 77521

MINUTES MINUTES June 7, 2021

Board Members Present: Gene Wueste,  
Brenda Marsh, Robert Wagnon, Andrew Hadnot and Leslie McDonald.

6:00 p.m. regular meeting called to order

6:36 p.m. Regular meeting adjourned

6:37 p.m. Executive Session

6:38 p.m. Executive Session Adjourned

6:38 p.m. Regular meeting called back to order

6:39 p.m. Regular meeting adjourned

- I. Quorum was established.
- II. 6:00 p.m. meeting was called to order by Gene Wueste.
- III. Prior meeting minutes were reviewed and a motion to approve was made by Leslie McDonald, seconded by Robert Wagnon, and passed 5-0.
- IV. Erica Rocha with Seal Security gave monthly report via telephone.
- V. Public Forum:
  - o Homeowner asked security questions.
  - o Homeowner asked for an "ant out day" twice a year for all homeowners who wish to treat yard for ants at the same time.
- VI. The Board of Directors made a motion to approve 1<sup>st</sup> Quarter Financial Statements. Motion was made by Robert Wagnon, seconded by Brenda Marsh and passed 5-0.
- VII. Brian Harris of Enforce Security introduced himself as our patrol officer and fielded security related questions.
- VIII. The Board of Directors reviewed and approved Amended and Restated ByLaws. Motion to approve was made by Leslie McDonald, seconded by Robert Wagnon and passed 5-0.
- IX. The Board of Directors reviewed and approved bids for playground repairs. A motion was made to remove tree roots, powerwash, and replace mulch. Motion was made by Andrew Hadnot, seconded by Robert Wagnon, and passed with a vote of 5-0.
- X. The Board of Directors reviewed proposal for irrigation repairs. A motion to approve was made by Andrew Hadnot, seconded by Robert Wagnon, and passed 5-0.
- XI. A motion to adjourn executive session was made by Brenda Marsh, seconded by Leslie McDonald and passed 5-0 at 6:36 p.m.
- XII. Executive session called at 6:37 p.m. and adjourned at 6:38 p.m.
- XIII. Regular meeting was called to order at 6:38 p.m. by Gene Wueste.
- XIV. A motion to escalate one account as discussed in Executive Session to litigation was made by Robert Wagnon, seconded by Andrew Hadnot and passed 5-0.
- XV. With no further business, a motion was made to adjourn by Brenda Marsh and seconded by Andrew Hadnot, and passed 5-0 at 6:39 p.m.



# Meadowlake Village Homeowner's Association

## **AGENDA – July 5, 2021 6:00 p.m.**

Location of Meeting:  
7410 Breda Drive, Baytown, Texas, 77521

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The agenda for the meeting is as follows:

- I. Establish Quorum.
- II. Call meeting to order.
- III. Approval of minutes from previous meeting.
- IV. Open Forum – 4 minutes per person.
- V. Enforce Security – Present monthly report and answer questions.
- VI. Flock – Camera presentation.
- VII. Review and approve landscaping (tree trimming) proposals.
- VIII. Review and approve playground update proposals.
- IX. Adjourn to Executive Session.
- X. Reconvene in Open Session.
- XI. Action, if any, which may be appropriate as a result of closed session deliberations.
- XII. Adjournment.

MEADOWLAKE VILLAGE HOMEOWNERS' ASSOCIATION  
7410 Breda Drive  
Baytown, Texas 77521

MINUTES MINUTES July 5, 2021

Board Members Present: Gene Wueste,  
Brenda Marsh, Robert Wagnon, Andrew Hadnot and Leslie McDonald.

6:00 p.m. regular meeting called to order

6:33 p.m. Regular meeting adjourned

6:37 p.m. Executive Session

6:45 p.m. Executive Session Adjourned

6:45 p.m. Regular meeting called back to order

6:46 p.m. Regular meeting adjourned

- I. Quorum was established.
- II. 6:00 p.m. meeting was called to order by Gene Wueste.
- III. Prior meeting minutes were reviewed and a motion to approve was made by Leslie McDonald, seconded by Brenda Marsh, and passed 5-0.
- IV. Offer with Enforce Security, Brian Harris gave monthly report and answered questions.
- V. Public Forum:
  - o Homeowner expressed concerns about fireworks and advised his trashcan had intentionally been set on fire.
  - o Homeowner concerned about wrecks at Breda and Pocahontas. Homeowner was advised the county has done a traffic study there twice and declined a 4 way stop. Manager will reach out and request a third study.
  - o Homeowner concerned with loose/stray dogs in the park. Advised to report to Harris County Animal Control.
  - o Homeowner concerned with tail gate thefts and attempted car theft on Seminole.
- VI. Cori Cornwell with Flock Security presented a proposal for license plate capture cameras at all entrances.
- VII. The Board of Directors reviewed proposals for removal of trees. A motion to accept proposal from Wild Magnolia was made by Andrew Hadnot, seconded by Leslie McDonald and passed 5-0.
- VIII. A motion to adjourn to executive session was made by Leslie McDonald, seconded by Andrew Hadnot and passed 5-0 at 6:33 p.m.
- IX. Executive session called at 6:37 p.m. and adjourned at 6:45 p.m.
- X. Regular meeting was called to order at 6:45 p.m. by Gene Wueste.
- XI. No motions as a result of executive session.
- XII. With no further business, a motion was made to adjourn by Brenda Marsh and seconded by Leslie McDonald, and passed 5-0 at 6:46 p.m.



# Meadowlake Village Homeowner's Association

## **AGENDA – August 2, 2021 at 6:00 p.m.**

Location of Meeting:  
7410 Breda Drive, Baytown, Texas, 77521

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The agenda for the meeting is as follows:

- I. Establish Quorum.
- II. Call meeting to order.
- III. Approval of minutes from previous meeting.
- IV. Open Forum – 4 minutes per person.
- V. Enforce Security – Monthly Report
- VI. Review and approve 2<sup>nd</sup> Quarter Financial Statements.
- VII. Review and take action on Religious Display Policy.
- VIII. Review and take action on Bid Solicitation Policy.
- IX. Review and take action on 209 Hearing Policy.
- X. Review and take action on Security Measures Policy.
- XI. Review and take action on appointment of new Architectural Control Committee.
- XII. Review and take action on playground proposals.
- XIII. Adjourn to Executive Session.
- XIV. Reconvene in Open Session.
- XV. Action, if any, which may be appropriate as a result of closed session deliberations.
- XVI. Adjournment.

MEADOWLAKE VILLAGE HOMEOWNERS' ASSOCIATION  
7410 Breda Drive  
Baytown, Texas 77521

MINUTES August 2, 2021

Board Members Present: Gene Wueste,  
Brenda Marsh, Robert Wagnon, and Leslie McDonald.

6:00 p.m. regular meeting called to order

6:23 p.m. Regular meeting adjourned

6:24 p.m. Executive Session

6:27 p.m. Executive Session Adjourned

6:27 p.m. Regular meeting called back to order

6:29 p.m. Regular meeting adjourned

- I. Quorum was established.
- II. 6:00 p.m. meeting was called to order by Gene Wueste.
- III. Prior meeting minutes were reviewed and a motion to approve was made by Leslie McDonald, seconded by Robert Wagnon, and passed 4-0.
- IV. Public Forum:
  - o Homeowner expressed concerns over grass clippings left in street.
  - o Homeowner concerned cars parked in street blocking right of way.
- V. Officer with Enforce Security was unable to attend. No security report.
- VI. The Board of Directors reviewed 2<sup>nd</sup> quarter financial statements; a motion to approve was made by Robert Wagnon, seconded by Leslie McDonald, and passed 4-0.
- VII. The Board of Directors reviewed the Religious Display Policy. A motion to approve the new policy was made by Robert Wagnon, seconded by Brenda Marsh, and passed 4-0.
- VIII. The Board of Directors reviewed the Bid Solicitations Policy. A motion to approve the new policy was made by Robert Wagnon, seconded by Leslie McDonald, and passed 4-0.
- IX. The Board of Directors reviewed the 209 Hearing Policy. A motion to approve the new policy was made by Brenda Marsh, seconded by Leslie McDonald, and passed 4-0.
- X. The Board of Directors reviewed the Security Measures Policy. A motion to approve the new policy was made by Leslie McDonald, seconded by Brenda Marsh, and passed 4-0.
- XI. The Board of Directors, as per new legislation appointed a new ACC Committee. A motion was made to appoint Bill Bain, Yvette Bazan, and Kathy Witkowski by Leslie McDonald, seconded by Brenda Marsh and passed 4-0.
- XII. The Board of Directors reviewed bids for playground maintenance and updates. A motion to approve McKenna's proposal was made by Leslie McDonald seconded by Robert Wagnon and passed 4-0.
- XIII. A motion to adjourn to executive session was made at 6:23 p.m. by Brenda Marsh, seconded by Leslie McDonald, and passed 4-0.
- XIV. Executive session called at 6:24 p.m. and adjourned at 6:27 p.m.
  - o Executive Session review
- XV. Regular meeting was called to order at 6:27 p.m. by Gene Wueste.
- XVI. A motion was made by Leslie McDonald to approve two accounts for litigation and seconded by Robert Wagnon and passed 4-0.
- XVII. With no further business, a motion was made to adjourn by Brenda Marsh and seconded by Leslie McDonald, and passed 4-0 at 6:29 p.m.





# Meadowlake Village Homeowner's Association

P.O. Box 1583  
Mont Belvieu, Texas 77580  
Phone (281) 573-4027

[www.meadowlakevillagehoa.com](http://www.meadowlakevillagehoa.com)  
email: [meadowlakevillage@verizon.net](mailto:meadowlakevillage@verizon.net)

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**September 2021**

**No Meeting Held**



# Meadowlake Village Homeowner's Association

## Meeting Notice – October 4, 2021 at 6:00 p.m.

Location of Meeting:  
7410 Breda Drive, Baytown, Texas, 77521

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### **NOTICE OF MEETING Meadowlake Village Homeowner's Association**

Notice is hereby given that The Board of Directors for Meadowlake Village Homeowners' Association will hold a regular meeting on October 4, 2021 at 6:00 p.m. The meeting will be held at 7410 Breda Drive, Baytown, Texas, 77521

The Board of Directors will consider and act upon the following matters:

- I. Establish Quorum.
- II. Call meeting to order.
- III. Approval of minutes from previous meeting.
- IV. Open Forum – 4 minutes per person.
- V. Enforce Security – Monthly Report
- VI. Review and take action to approve 2021 budget and set assessments rate for 2021.
- VII. Review and take action on Pool Enclosures Policy.
- VIII. Review and take action on Management Certificate.
- IX. Update on playground improvements.
- X. Adjourn to Executive Session.
- XI. Reconvene in Open Session.
- XII. Action, if any, which may be appropriate as a result of closed session deliberations.
- XIII. Adjournment.

MEADOWLAKE VILLAGE HOMEOWNERS' ASSOCIATION  
7410 Breda Drive  
Baytown, Texas 77521

MINUTES MINUTES October 4, 2021

Board Members Present: Gene Wueste,  
Brenda Marsh, Robert Wagnon, and Leslie McDonald.

6:00 p.m. regular meeting called to order

6:20p.m. Regular meeting adjourned

6:21 p.m. Executive Session

6:24 p.m. Executive Session Adjourned

6:25 p.m. Regular meeting called back to order

6:27 p.m. Regular meeting adjourned

- I. Quorum was established.
- II. 6:00 p.m. meeting was called to order by Gene Wueste.
- III. Prior meeting minutes were reviewed and a motion to approve was made by Leslie McDonald, seconded by Brenda Marsh, and passed 4-0.
- IV. Public Forum:
  - o Homeowner expressed concerns with a drain at Mohawk and Erie.
  - o Homeowner complaint regarding Hotchkiss trash services not picking up garbage not in a can.
  - o Homeowner asked about neighbor's trees encroaching their back yard and inquired about locations for tree planting.
  - o Homeowner asked the board questions about security.
- V. Officer with Enforce Security gave the monthly security report.
- VI. The 2022 budget approval was tabled.
- VII. The Board of Directors reviewed the Pool Disclosures Policy. A motion to approve the new policy was made by Robert Wagnon, seconded by Brenda Marsh, and passed 4-0.
- VIII. The Board of Directors reviewed Management Certificate status. A motion to update and file with the county was made by Leslie McDonald, seconded by Brenda Marsh and passed 4-0.
- IX. Regina Real gave update on playground repairs. All repairs are done.
- X. A motion to adjourn to executive session was made at 6:20 p.m. by Leslie McDonald, seconded by Brenda Marsh, and passed 4-0.
- XI. Executive session called at 6:21 p.m. and adjourned at 6:24 p.m.
  - o Executive Session review
- XII. Regular meeting was called to order at 6:25 p.m. by Gene Wueste.
- XIII. A motion was made by Robert Wagnon to approve legal action by attorney for 27 accounts which includes filing one lawsuit, seconded by Brenda Marsh, and passed 4-0.
- XIV. With no further business, a motion was made to adjourn by Brenda Marsh and seconded by Leslie McDonald, and passed 4-0 at 6:27 p.m.



# Meadowlake Village Homeowner's Association

P.O. Box 1583  
Mont Belvieu, Texas 77580

www.meadowlakevillage.net  
email: meadowlakevillage@verizon.net  
Phone (281) 573-4027

October 21, 2021

## NOTICE OF ANNUAL MEETING & ELECTIONS

You are invited to attend the 2021 Annual Meeting of the Members, which will be held on Monday, November 22, 2021, at Springhill Suites by Marriott located at 5619 I-10 East, in Baytown, Texas, 77521. The meeting will start at 6:00 p.m. Registration will start at 5:30 p.m. In order to have all homeowners registered prior to the start of the meeting, please arrive early for registration.

If you cannot attend the Annual Meeting in person, please return the enclosed proxy form as soon as possible so we can be assured of a quorum. The by-laws of the Association provide that at least ten percent (10%) of the Property Owners must be present in person or by proxy in order for elections to be held. Your dues **do not** have to be current to vote in the elections or submit your proxy form. Proxy forms can be mailed to:

Meadowlake Village Homeowners' Association  
P.O. Box 1583  
Mont Belvieu, Texas 77580

There is currently one position open on the Board of Directors. The seat is currently held by Gene Wueste, who will be seeking re-election. If you are interested in serving on the board, please submit your request and/or nominations in writing by November 15, 2021, to Meadowlake Village Homeowners' Association at the mailing address listed above or by email to [meadowlakevillage@verizon.net](mailto:meadowlakevillage@verizon.net) so we may include your name on the ballot.

The agenda for the meeting is as follows:

- I. Establish Quorum.
- II. Call meeting to order.
- III. Approval of minutes from previous annual meeting.
- IV. Open Forum (limit of 4 minutes per homeowner)
- V. Enforce Security to present monthly report.
- VI. Review and take action on 3<sup>rd</sup> Quarter Financial Statements.
- VII. Review and take action to adopt 2022 budget and set annual assessment rate for 2022.
- VIII. Review and take action on proposal from Flock Security.
- IX. Review and take action on to open bank account at a new bank.
- X. Elections (1 open position)
  - a. Explanation of voting procedures
  - b. Nominations/Introduction of Nominees
  - c. Election
- XI. Results of Election.
- XII. Adjourn to Executive Session.
- XIII. Reconvene in Open Session.
- XIV. Action, if any, which may be appropriate as a result of closed session deliberations.
- XV. Adjournment.

We look forward to seeing you November 22, 2021.

MEADOWLAKE VILLAGE HOMEOWNERS' ASSOCIATION  
7410 Breda Drive  
Baytown, Texas 77521

ANNUAL MEETING MINUTES: November 22, 2021

Board Members Present: Gene Wueste,  
Brenda Marsh, Robert Wagnon, and Leslie McDonald.

6:00 p.m. regular meeting called to order  
6:31 p.m. Regular meeting adjourned for Quorum Reduction  
6:46 p.m. regular meeting called to order  
6:46 p.m. Regular meeting adjourned for Quorum Reduction  
7:01 p.m. regular meeting called to order  
7:02 p.m. Regular meeting adjourned for Quorum Reduction  
7:17 p.m. regular meeting called to order  
7:19 p.m. Meeting adjourned to Executive Session  
7:26 p.m. Executive Session begins  
7:31 p.m. Executive Session Adjourned  
7:32 p.m. Regular meeting called back to order  
7:33 p.m. Regular meeting adjourned

- I. Quorum was established.
- II. 6:00 p.m. meeting was called to order by Gene Wueste.
- III. Prior meeting minutes were reviewed and a motion to approve was made by Leslie McDonald, seconded by Brenda Marsh, and passed 4-0.
- IV. Public Forum:
  - o Homeowner expressed complaint over deed restriction letters and the county coming out to trim his tree which was reported as blocking view of the stop sign.
  - o Homeowner expressed concerns over tree debris and notified she contacted Center Point over electrical pole at entrance of neighborhood that was struck by a vehicle and leaning.
  - o Homeowner asked security questions.
- V. Seal Security gave monthly report.
- VI. The Board of Directors reviewed 3<sup>rd</sup> Quarter Financial Statements. A motion to approve was made by Leslie McDonald, seconded by Brenda Marsh, and passed 4-0.
- VII. The Board of Directors reviewed the budget and assessment rates for 2022. A motion was made to approve the budget with a 10% increase to 2022 Assessments by Robert Wagnon, seconded by Leslie McDonald, and passed 4-0.

- VIII. The board of directors reviewed the need for a savings account. A motion to open a savings account with Allegiance Bank was made by Leslie McDonald, seconded by Brenda Marsh and passed 4-0.
- IX. Elections:
- 1 open positions: Ballot: Gene Wueste is running for re-election. No nominations were made from the floor. Gene Wueste introduced himself.
  - With not enough present in person and by proxy to establish a quorum to hold elections, the meeting was adjourned at 6:31 p.m., 6:46 p.m., and 7:02 p.m. in order to enact the quorum reduction resolution. Motion to adjourn was made by Brenda Marsh, seconded by Leslie McDonald each time, and passed with a vote of 4-0.
  - Regular Meeting called back to order at 7:17 p.m. by Gene Wueste. Ballots were tabulated and Gene Wueste were re-elected.
- X. A motion to adjourn the regular meeting to executive session was made by Brenda Marsh, seconded by Leslie McDonald, and passed 4-0 at 7:19 p.m.
- XI. Executive Session was called to order by Gene Wueste at 7:26 p.m.
- XII. Executive session was adjourned at 7:31 p.m.
- XIII. Regular meeting was called to order at 7:32 p.m. by Gene Wueste.
- XIV. A motion to approve 34 accounts being sent to the attorney's office for collections was made by Leslie McDonald and seconded by Brenda Marsh and passed 4-0.
- XV. A motion to proceed with litigation on 1 account was made by Leslie McDonald and seconded by Brenda Marsh and passed 4-0.
- XVI. A motion to approve escalating 1 account to the next legal step was made by Leslie McDonald and seconded by Brenda Marsh and passed 4-0.
- XVII. A motion to approve escalating 3 accounts to the next legal step was made by Leslie McDonald and seconded by Brenda Marsh and passed 4-0.
- XVIII. A motion to approve escalating 1 account to the next legal step was made by Leslie McDonald and seconded by Brenda Marsh and passed 4-0.
- XIX. A motion to approve 12 accounts to be sent to attorney's office for DRV demand letters was made by Leslie McDonald and seconded by Brenda Marsh and passed 4-0.
- XX. With no further business, a motion was made to adjourn by Brenda Marsh and seconded by Leslie McDonald, and passed 4-0 at 7:33 p.m.



# Meadowlake Village Homeowner's Association

P.O. Box 1583  
Mont Belvieu, Texas 77580  
Phone (281) 573-4027

[www.meadowlakevillagehoa.com](http://www.meadowlakevillagehoa.com)  
email: [meadowlakevillage@verizon.net](mailto:meadowlakevillage@verizon.net)

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**December 2021**

**No Meeting Held**