



**C.I.A. Services**  
SYSTEMS | STRUCTURE | STEWARDS

**Houston – North Office**

18333 Timber Forest Drive  
Humble, Texas 77346  
Phone: 713-981-9000

[CustomerCare@ciaservices.com](mailto:CustomerCare@ciaservices.com)  
[www.ciaservices.com](http://www.ciaservices.com)

**WILLOW FOREST HOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**February 28, 2023, @ 6:00 p.m. at 8410 Creek Willow Dr. & Zoom:89763344620 PW: 486355**  
<https://ciaservices.zoom.us/j/89763344620?pwd=N0dvSUJkUFQyYjkrb1RObGFpcE9QZz09>

- 6:00 p.m. Establish Quorum & Call Meeting to Order
- 6:00 p.m. Minutes, Meetings & Decisions
  - Meeting Minutes
  - Ratify decisions made outside of the meeting, if any
  - Summarize outside meetings, if any
- 6:10 p.m. Management Report
  - Financial statements
  - Maintenance report
  - Violation summary
- 6:30 p.m. Committee Reports
  - Architectural Control, Events, Newsletter, Welcoming, if any
  - Elect committee chairs
- 6:40 p.m. Unfinished Business
  - Execute committee charters, ACC Guidelines update
  - Concerns regarding crime, (health department, law enforcement)
  - Any other unfinished business
- 6:45 p.m. New Business
  - Illegal dumping /MUD meeting (Update from Nancy)
  - Traffic congestion at school
  - Calendaring of community events
  - New draft policies for review (DR administrative recovery, social media)
  - Next meeting dates: Board – March 28, 2023
  - Any other new business, if any
- 7:00 p.m. Open Forum\*
- 7:15 p.m. Executive Session
  - Homeowner correspondence & requests, if any
  - Compliance inspections & Issues
  - Violation expanded summary
  - DR Recommendations, if any
  - Collections update
  - Update on legal matters, if any
  - Any other Executive Session items – Transition update
  - Reconvene open session and announce Executive Session decisions
- 8:00 p.m. Adjourn

*\*Open Forum is not required by law and is extended as a courtesy of the WFHA Board of Directors during all Board of Director Meetings. The Designated time for Open Forum is a total of three minutes per speaker regardless of the number of agenda items to be addressed. Open Forum will **not** be used to discuss individual property owners' account status or violations.*