

MINUTES FOR WESTBOURNE HOMEOWNERS ASSOCIATION, INC.
REGULAR BOARD OF DIRECTORS MEETING
TUESDAY, FEBRUARY 4, 2025

The meeting was called to order at 7:00 p.m. Board members in attendance were Eileen Kuykendall, Felix Ruiz, Pat Toppenberg and Juan Herrera. SueAnne Wake was in attendance from Wake Property Management, Inc.

Minutes for the December regular meeting were previously approved and posted on the website.

Announcements:

Annual meeting: March 25, 7:00pm, in the cafeteria, at Willow Creek Elementary School

Spring garage sale: April 26

Pool tag distribution: May 3, at the pool, 9:00am-12:00pm and 1:00-4:00pm

The off-duty constable attended the meeting per the request from the Board. The constable reviewed the monthly report and discussed his overall schedule. Previous Boards have asked him to not post the times he patrols, which he continues to do. He also explained there are options available whenever the subdivision might need patrols during specific days/times. The constable discussed the recent vehicle break-ins. There is currently a “gang” of thieves in the area. Both Harris County Precinct 4 Constables and the Sheriff’s Office are aware of this gang. They have been focusing their efforts in this area to catch this gang. Residents are encouraged to file a police report with law enforcement if they are victimized. The constable also provided suggestions for protecting your property, which are locking vehicle doors, not storing valuables in vehicles and making sure outdoor lights are on all night.

The following matters were discussed as old business:

The Board is still reviewing the current pool rules. For now, the age on the current rule sign will be changed to reflect the age requirement of 14 years of age per Texas Health and Safety Code.

Repairs at the pool, which were approved in 2024, are almost complete.. The wood gate has been repaired again. The assessment of the gussets has determined there is not any rot. The beams will only need a good cleaning, which will be done soon. All old lock boxes have been removed from the main gate. The main gate lock still needs to be changed out.

The following items were discussed as new business:

A mailbox cluster unit on Almonte Lane has been vandalized. Several years ago the Association purchased a unit, which was not needed. The unit could not be returned so it was placed in storage. That unit can now be used to replace the damaged unit. Management will file an insurance claim for the vandalism. Management has been working with the Tomball Post Office to ensure all mail has been removed from the old unit before it is hauled off.

The Board reviewed the Annual meeting mailing, which includes the cover letter, proxy, pool tag application and notice. All was approved except the notice, which the Board will address at a later time.

There are several capital projects, which need to be prioritized for 2025:
Pump Room: repair rotting boards; fill in gaps; repair cement
Wrought Iron Fence around pool area: clean; make repairs; paint
Parking Stops at pool parking lot: install new parking stops
Trees at pool park: replace trees lost from recent weather issues
Chain Link Fence around courts/pool: stretch; replace missing parts

The Board requested Management to obtain bids on all these projects for further evaluation.

Management reminded the Board that the kiddie mulch in all the playgrounds needs to be topped off. This maintenance was included in the 2025 budget. Management will have the landscaper provide a quote.

The Board approved the purchase of the same style of pool tags and wrist bands.


The drinking fountain at the swimming pool broke in the freeze. This fountain was approximately 10 years old. It might be repairable but would potential cost \$150 or more and the repairs are not guaranteed. The cost of a new fountain would start around \$800. Another option is to keep water bottles in the life guard office during the pool season. The Board approved trying the water bottle option this year instead of purchasing a new drinking fountain.

The Open Session was closed and the Board of Directors went into Executive Session.

The Open Session was reconvened.

The Board approved the 2024 year end financial report. The report will be presented at the annual meeting.

The meeting was adjourned until May 6, 2025.


Felix Ruiz, Secretary