WESTBOURNE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
TUESDAY, MAY 20, 2025

Minutes of the Board of Directors Meeting of the Westbourne Homeowners Association, Tomball, TX, held at 11023 Northpointe Blvd, Ste C, Tomball TX 77375 at 7:00 pm on the 20th of May, 2025.

I. Call to Order
Manger SueAnne Wake called the meeting to order at 7:01 PM

II. Roll Call of Board/Establish Quorum
Present: Janelle Bissell, Eileen Kuykendall, Kate Masternak, Antionio Ruiz and Felix Ruiz
Quorum was established
Also Present: Community manager-SueAnne Wake; several community residents

III. Approval of Minutes
There were no minutes to approve. Discussion of process. Draft will be sent to Board before next meeting for review. Final draft will be sent to community with agenda for next meeting. Minutes will be presented and approved at next meeting.

IV. New Board for 2025-26
a. Election Results: David H=29 votes; Juan H=5 votes: Kate M=51 votes; Antonio R=48 votes; Patricia T=32 votes
2025-26 Board: Janelle, Eileen, Kate, Antonio and Felix
b. Board members were given copy of Code of Conduct; discussed need to work together; show respect; each member has a right to be heard; each member has an equal vote
c. Responsibilities of Board: attend meetings; judge or find judges for Christmas contest; distribution of pool tags
d. Officer selection per Bylaws:
President: Felix
Vice President: Janelle
Secretary: Kate
Treasurer: Antonio
As the treasurer, Antonio needs to be added to the bank signature card; one other person needs to be on the card as his back up; Felix requested that both himself and Kate be added

V. Presentation of Reports
a. SueAnne presented the Financial report ending April 30, 2025
There was a question about the credit in the Vandalism line item. This is from the insurance payment from the recent mailbox vandalism claim. There were no other questions.
b. SueAnne presented the Water Bill report.
c. SueAnne presented the Patrol report. This will be the last patrol report.

The Board has requested that any reports be emailed the Friday before each Board meeting. They also requested that the Financial report be emailed each month when there is not a meeting.

VI. Review Decisions Made Between Board Meetings

a. Capital Maintenance Projects
   1. Wrought Iron Fence: total cost - $1,960.00; work completed
   2. Trees @ pool park: total cost - $1,350.00; work completed
   3. Repairs in pump room, chainlink fence, parking stops & pool structure: total cost - $6,412.50; fence and parking stops completed
b. Landscape around pool: total cost - $600.00; work completed
c. Change credit card gateway companies: estimate savings of $400 in fees a year
d. Playground mulch: total cost - $6,550.00; work completed
e. Safety Issues at Playgrounds: total cost - $780.00
   1. Beaverdell Park - broken step
   2. Lundar Park - climbing rope post broke

VII. Business

a. Annual Meeting Review

   The procedure at an Annual meeting should be to first determine if quorum has been reached. Quorum is 10% of Members. Ideas for best practices for future elections include discontinue using proxies and seeking nominations ahead of the meeting so the election by mail can be done in conjunction with the annual meeting notice. The Board should consider using the December Board meeting to review, discuss and plan for the Annual meeting.

   Draft of the Annual meeting minutes will be sent to the Board for review but cannot be approved until the next Annual meeting.

b. Swimming Pool
   1. Harris County Public Health: annual inspection: cost $131.25 - passed
   2. Splash pad: issues with surface-covered by warranty; work completed
   3. Pool furniture: discuss replacement; Board requested estimates; also what year last replaced
   4. Pool tags
      A. Tags: $1,089.80
      B. Wrist bands: $1,020.00;
   5. Algae bloom: total cost - $693.67; work completed
   6. Gate repair: total cost - $272.50; work completed
   7. Season preparation-equipment/minor repairs: $2,373.10 (estimate) - invoice has not yet been issued
   8. “No Diving” signs: have not yet received quote
   9. Pump/Audit of GHPM invoices: pump was replaced last year but was never invoiced; Board wants to wait for pool company to send an invoice
c. US Flag: Board approved replacing the flag
d. Constable Resignation: off-duty constable submitted his resignation as of April 30, 2025; there is not an option to replace with another constable a this time; Board wants to wait and see
e. “Handicap Parking” sign stolen: total cost - $250.00; work completed
f. Sprinkler repairs: total cost - $191.49; work completed
g. Vehicle(s) parking long term/overnight at pool: there a couple of vehicles using the parking lot for long term parking-will continue to monitor
h. Insurance
   1. Worker’s Compensation renewal: total cost- $771.00; $10 increase from 2024
   2. Property policy - deductible increases:

A. Wind/hail deductible increase from 1%-2%
B. All Other Perils deductible increase to $2,500
C. New: Separate wind/hail deductible for fences only $5,000

VIII. Homeowner Open Forum

There were no comments from residents. Residents dismissed while Board went into Executive Session.

IX. Summary from Executive Session/Board Votes on Presented Matters

There were no DRV matters to be voted on.

The Board discussed finding options to handle accounts for both DRV and collection matters without utilizing the attorney to save money.

The motion to send owners who are delinquent to the attorney was denied.

X. The next Board meeting is scheduled for August 5, 2025. The meeting was adjourned at 9:52pm.

K. Masternak

Kate Masternak, Secretary