

**MAINTENANCE ASSOCIATION OF WHISPERING LAKES RANCH  
QUARTERLY BOARD EXECUTIVE MEETING MINUTES  
HCMS OFFICES LOCATED AT 17049 EL CAMINO REAL, SUITE 100 HOUSTON TEXAS  
77058**

**October 24, 2016**

The October 24, 2016 quarterly board executive meeting for the Maintenance Association of Whispering Lakes Ranch was called to order at 6:20 p.m. at the office of Houston Community Management Services. Board members Steve Glenn, Roy Hunter, Jeff Farmer and Pete Bauer were present. Monica Stewart from HCMS were present. Monica Stewart recorded the meeting minutes.

**EXECUTIVE SESSION**

A quorum of board members was verified and the meeting was called to order at 6:20 pm.

Delinquency Report Reviewed

Attorney Status Report Reviewed

DR reports Reviewed

Steve Glenn motioned to approve the termination of Texas Turf & Landscape Maintenance Company. Roy Hunters seconded and the motioned passed unanimously.

Steve Glenn motioned to approve the hiring of Terra Maintenance Services as the landscape contractor for 2017. Jeff Farmer seconded and the motion carried unanimously.

Steve Glenn motioned to approve the annual assessments be raised for the entire community. The newly proposed amount will be \$1747 for all homeowners. Jeff Farmer seconded and the motion carried unanimously.

Steve Glenn made a motion to adjourn the executive at 6:57 pm. Pete Bauer seconded and the motion was carried unanimously. All business for the Executive Session was not finished and will commence after the General Session.

**Approved:** \_\_\_\_\_  
Board Member

\_\_\_\_\_  
Date

**MAINTENANCE ASSOCIATION OF WHISPERING LAKES RANCH  
QUARTERLY BOARD GENERAL MEETING MINUTES  
HCMS OFFICES LOCATED AT 17049 EL CAMINO REAL, SUITE 100 HOUSTON TEXAS  
77058**

**October 24, 2016**

The October 24, 2016 quarterly board executive meeting for the Maintenance Association of Whispering Lakes Ranch was called to order at 7:01 p.m. at the office of Houston Community Management Services. Board members Steve Glenn, Roy Hunter, Jeff Farmer and Pete Bauer were present. Monica Stewart from HCMS were present. Monica Stewart recorded the meeting minutes.

Approximately twelve (12) homes were present at the Open Session.

**MINUTES**

A motion was made by Pete Bauer to approve the minutes with corrections from the July 25, 2016 quarterly board meeting. The motion was seconded by Jeff Farmer and the motion passed unanimously.

**COMMUNITY UPDATE:**

- **Maintenance Projects:** Steve Glenn discussed the reasoning behind placing the boulder to deter traffic from entering through the exit gate. Asked present homeowners for other suggestions about limiting access to the community and preventing people without codes or remotes from piggy backing other vehicles. Adding larger boulders, adding gate arms, adding additional cameras, adding road spikes and adding lighting were a few of the suggestions made by homeowners.
- **Landscaping Committee:** Johnnie Person of the landscaping committee provide the Board with a detailed scope of work for each vendor so that each proposal for a comparative analysis. After reviewing the information. The board officially chose Terra Management Services as the community's landscaper for 2017.
- **Social Committee:** Pete Bauer reported that Jessica Cejka is heading up all social events for the community at this time. National night out was successful and holiday events are being planned and will be posted on the website as more information becomes available. Welcoming parties are also be planned to welcome newcomers to the community.
- **Treasures Report:** Jeff gave a brief overview of the financial budget for 2016. An overage of \$80K from the originally approve budget due to the installation of the community gates and the tax impact from the lot sold totaling \$52K for the year. The total overage for the year is approximately \$130K.
- **Financial Audits 2011-2015:** Monica Stewart reported that the audit for 2011 required records to be pulled from an off-site storage and sent to auditor. Once the 2011's audit has been completed, all subsequent audits will be finalized as well.
- **Audit Committee:** Jeff Farmer discussed the need for an Audit Committee instead of hiring a third-party CPA to audit the financials for the community in the future. Volunteers were requested to review all audits from 2011-2015 once the reports have been completed.

- **Reserve Study (2) Findings and Discussion:** Steve Glenn reported that the 2015 reserve study and the study from November 2010 have been reviewed and compared by the board in detail. The Board will post findings on the community website.

**OLD BUSINESS/NEW BUSINESS:**

- Jeff Farmer motioned to approve 2017 proposed budget which includes a 20% increase in annual assessments. Roy Hunter seconded and the motion carried unanimously. This increase will go the 20% increase for a landscaper, landscaping improvements, general repairs and an increase in Reserve Contributions.

**ADJOURNMENT**

There being no further business that could be conducted, the General Meeting was adjourned at 8:20pm.

Approved:           <Original Signed>            
Secretary of the Board

          23 Jan 2017            
Date