



**MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS
OF TOWNEWEST HOMEOWNERS ASSOCIATION, INC.**

October 20, 2022

A regular meeting of the Directors of Townewest Homeowners Association, Inc., a Texas corporation, was held at 10322 Old Towne Ln., Sugar Land, Texas 77498, on October 20, 2022, at 7:00 p.m...

1. Present Directors

Present at the meeting, and constituting a quorum of the full board were the following persons:

Robert Fuentes, President
Angela Massaro, Vice-President
Jose Luis Fuentes Mendoza, Secretary
Miriam Lewis, Treasurer
Stephanie Jeanpierre, Member at Large

Kari Lemoine, Property Manager also present at the meeting.

2. Call to Order

The meeting was called to order by Robert Fuentes, the President, who served as the Presiding Officer of the meeting. Jose Luis Fuentes Mendoza, the Secretary of the corporation, acted as Secretary of the meeting. The Presiding Officer took the role of the Directors present at the meeting and determined that a quorum was present.

3. Call and Notice of Meeting

The Presiding Officer announced that this meeting was held pursuant to a call signed by a majority of the Directors, to operate the association business, and that written notice of the time and place of the meeting had been sent to each Director at least thirty (30) days before the meeting; and, on motion duly made, seconded, and unanimously carried, a copy of the call and notice was made a part of the minutes of the meeting.

4. Open Forum

Director Fuentes opened the meeting for public comment. Director Betty Stewart representing Townewest CIA invited the Board to a Potluck they will be Hosting on November 3, 2022, at 6:00 p.m. at James West Community Park & Recreation Center, 14023 West Bellfort Drive, Sugar Land, Texas, for HOA Directors only, to share ideas to have more homeowners involvement. Additionally, TCIA Director Stewart mentioned that no FBC MUD #2 and Political discussions will be prohibited. There being no more public comments, Director Fuentes closed the meeting to public comments.

5. Approval of Minutes of Prior Meeting

The Secretary reported that minutes of the previous meeting of the Board of Directors held on September 15, 2022, had been prepared and circulated to the Directors for review. The Presiding Officer confirmed that each of the Directors present had received a copy of the minutes and had read and reviewed them. Additionally, Director Fuentes Mendoza motioned to withhold the minutes of the meeting held on September 15, 2022, for corrections after consultation with the association's attorney regarding the Board's action to appoint a chairperson to the Architectural Control Committee, seconded by Director Lewis. The association's attorney advised the Board that a chairperson is not needed for the Architectural Control Committee and it can remain with members only. The Board of Directors concurred, and on motion, made and seconded and unanimously carried to not appoint an A.C.C. chairperson, and with, the reading of the minutes of the preceding meeting of the Board of Directors was dispensed with and the minutes approved.

6. Committee Reports

Architectural Control Committee- The Board of Directors, appointed Director Fuentes Mendoza to be the Board's Liaison to the Architectural Control Committee (A.C.C.) since the new Texas Law prohibits any Directors to serve as a member of the A.C.C. and Director Fuentes Mendoza was appointed to be the Chairman of the A.C.C. before the new law took effect, so some concerns arose by members of both the board and the public. However, the law does not prohibit a director to be a Liaison to the committee or require previous Directors that have been appointed before the new law took effect to resign from their A.C.C. membership, but instead once their A.C.C. membership's term expires they can no longer be a member with voting powers if they still hold office. Since Board of Directors membership and A.C.C. membership are now two independent "offices" that cannot be held by someone else who holds another office within the "association" itself at the same time, advised by the association's previous legal counsel Attorney Chip Smith.

Nominating Committee- No report, Director Massaro.

Recreation Committee- The Board of Directors has appointed Directors Miriam Lewis, Angela Massaro, and Stephanie Jeanpierre to be part of this committee. The committee also reported that the Halloween Event will take place on Monday, October 31, 2022, at 6:00 p.m., and the Christmas Event will be held on December 18, 2022.

Maintenance Committee- Director Fuentes brought to the Board's and Property Management's attention the need to upgrade the association's monument signs and add LED signage to the monument sign located in the Recreation Center since it will ultimately help improve the neighborhood's property values and have another way to put homeowners on notice with future events. Director Fuentes also asked Mrs. Kari Lemoine, the Property Manager the status of the LED sign to be done by Jr. Snell's electrical services, a homeowner and member of the association. Mrs. Lemoine reported that no new communication has been made with Mr. Jr Snell at the moment but that she will try to contact him again for a response. Director Fuentes Mendoza also offered to contact Mission Glen HOA to see which vendor they use to do their LED sign. Additionally, Ms. Carol Ford, a concerned homeowner and member of this association brought to the Board's attention the undeveloped lot located on the intersection of Townewest Blvd and Belknap Rd., which is not being maintained and how it impacts our property values and also is a safety hazard when trying to merge into Belknap Rd... Director Fuentes Mendoza explained that the HOA lacks jurisdiction on this matter, but will research resources and contact proper authorities to address this issue and provide information to homeowners.

Publicity Committee- Directors Fuentes and Fuentes Mendoza had Monty Campbell, President of Prepared Publication, Inc. talk to the Board of Directors regarding the maintenance of the Townewest.com website. Additionally, Director Fuentes inquired if Prepared Publication, Inc. can also maintain Townsq.io on behalf of the association to maximize all the features and its full potential to best serve and communicate with the community. Mr. Campbell stated that it is feasible and will have a proposal for the Board of Directors to review for the upcoming November meeting.

Audit Committee- Director Lewis reported that the association's total cash balance as of September 31, 2022, was \$691,606.13 (Based on all bank statements of the association) for total assets.

Pool Committee- Director Lewis and Fuentes Mendoza (Chairpersons), Reported that the 2022 Pool Season generated a little over \$2,000.00 (Cash only) in concessions. Director Lewis also declared that she used that money to cover expenses like the clubhouse cleaning service, supplies, concessions, pool monitor compensation, and even security (with all receipts turned in, properly coded, and authorized by all members of the committee unanimously). Mrs. Carla Snell, a homeowner and a contracted Pool Monitor for this year's Pool Season offered her ideas and experience to the board and committee to perhaps get the association a cash app account to sell concessions for next year since it can help grow revenue with the increase of electronic device used for purchasing items in stores and restaurants. The Board and Committee considered Mrs. Snell's ideas.

Special Street Repair Committee- Director Fuentes, delegated to Mrs. Lemoine that all updates of information be shared with committee members regarding the subject matter. Other measures were discussed to get more homeowner involvement and in an effort for Fort Bend County to hear our concerns and come up with a plan to fix our streets that require critical repairs.

7. New Business

The attention of the board was then called by the Presiding Officer to the purposes for which the meeting was held. The Directors considered the proposed Budget for the fiscal year beginning on January 1, 2023; presented by Mrs. Lemoine, Property Manager. The following resolution was offered by Director Fuentes, seconded by Director Lewis, which upon motion duly made and seconded, was unanimously adopted:

The proposed annual budget for the fiscal year starting on January 1, 2023. The Board will not increase the assessments for the fiscal year starting on January 1, 2023. Additionally, the Board of Directors will no longer offer a pay early discount to homeowners for this upcoming year's assessments, because the new Property Management (Sterling Association Services, Inc.) advised the Board that such action could not be legally compliant and should not be offered, the Board agreed.

Director Fuentes Mendoza brought to the Board's attention the need to start budgeting and coming up with a plan to upgrade our street lights to LED lights since it will increase property values and save up on the association's electric bill since the association owns and pay for all the street lights inside the subdivision. Director Fuentes Mendoza, states this is just an idea still in the works and will prepare a detailed plan once all proper information is gathered to propose such a project to the Board and homeowners to consider.

8. Property Management Report

Mrs. Lemoine provided the Board pricing on Kids at Play Signs for \$24.55 each. Additionally, the Board of Directors instructed Mrs. Lemoine to hold on to the Tennis Court Resurfacing Project until the Tennis Court is first secured. Mrs. Lemoine also notified the Board about two clubhouse rentals from the prior week and that she is waiting on Comcast to provide a bid for internet service since Windstream's service is not what is expected nor is it cost-efficient. Director Fuentes inquired about amending the contract with Sterling Association Services, Inc., to provide one additional deed restriction drive-by. Mrs. Lemoine did notify Mr. Jose Villegas about this matter and has provided a contract amendment to the Board for an additional \$320.00 a month. This resolution was offered by Director Fuentes, who motioned to approve the amendment to the contract, seconded by Director Fuentes Mendoza, which upon motion duly made and seconded, was unanimously adopted.

9. Convene Executive Session

The Board convened in an executive session at 8:20 p.m. to conduct a private consultation with the association's property manager regarding delinquent accounts and attorney reports, foreclosures, and litigation matters.

10. Reconvene in Open Session

The Board of Directors reconvenes in an open session at 9:40 p.m. and reports on actions approved during the Executive session. Director Fuentes Mendoza motioned to accept the

Attorney's report. Director Lewis and Director Fuentes Mendoza also reported all signed checks but withheld a check written to Townewest CIA for information and investigation. Mrs. Lemoine did explain the check to Townewest CIA was for reimbursement because they paid the association's insurance. Additionally, Mrs. Lemoine reported 93% collected for the fiscal year ending on December 31, 2022, assessments; she also put the Board on notice that she will start billing \$80/hr. after the second hour if the business is not completed, which will require her to stay longer than the contracted two hours for these meetings.

11. Adjournment

There being no further business to come before the meeting, on motion duly made, seconded, and unanimously carried, the meeting was declared adjourned.



Jose Luis Fuentes Mendoza
Board of Directors, Secretary
Townewest Homeowners Association, Inc.