



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

March 16, 2023

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 March 16, 2023, at 7:14 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. Abel Lerma, Owner of Texas Allstar LLC, the Association's contracted Landscaper 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 comments. Mr. Robert J. Goerz, a former Director of the Association informed the Board that he has been served twice with a lawsuit on behalf of the Association, in which he inquired if the Management Certificates have been updated. Mrs. Lemoine the association community manager, responded that this matter will be referred to the Association's Attorney, who will verify if the Management Certificates have been updated and filed and will notify Mr. Goerz once it has been updated. A discussion arose regarding the responsibility of who should have updated such certificates. The Board of Directors apologized the Mr. Goerz for this inconvenience. Mr. Goerz, also asked another question, "Is someone running a business from their home as a Board Member/Director?" Mr. Goerz exclusively asked Director Jeanpierre if she was in which she responded "I used to run a daycare from her previous residence." However, the conversation was ended because it was irrelevant and did not correlate with any Association business or agenda items. There being no public comments, the meeting to public comment was closed.

5. Approval of Minutes of Prior Meeting

The Secretary reported that minutes of the previous meeting of the Board of Directors held on February 16, 2023, 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. On motion, made and seconded and unanimously carried, the reading of the minutes of the preceding meeting of the Board of Directors was dispensed with and the minutes were approved.

6. Committee Reports

Architectural Control Committee- A.C.C. Training on Townsq App needs to be Scheduled and the Architectural Control Guidelines need to be revised and updated.

Nominating Committee- Mrs. Lemoine, on behalf of the committee, informed the Board that the solicitation of candidates is being prepared and will be sent out through electronic means, via email and will be posted on the Association's website, at least a month before the Annual Meeting, if not earlier. The Annual notice meeting will be sent via Mail to Homeowners.

Recreation Committee- Director Fuentes Mendoza proposed that Townwest National Night Out will be held on Saturday, September 30, 2023. Further discussion will take place in Executive Session regarding the National Night Out proposal.

Maintenance Committee- Director Fuentes Mendoza informed the Board of maintenance actions that occurred between meetings, in which the Sport Court was pressure washed and the graffiti removed. Additionally, the trees at the Sports Courts were ordered to be trimmed by Director Fuentes Mendoza and Director Lewis and the work was to be completed by the Association's landscaper Texas Allstar. Director Fuentes also reported that the timer in the Townwest Blvd Monument sign is not working and need to be repaired. Director Lewis reported that the American flag at the Townwest Blvd. monument sign has been replaced but that the flag roped for the Texas flag is damaged and needs to also be repaired. The Board will begin to budget and plan to improve

Gulfstream Park. Attention was later brought up regarding the accesses code to Tennis Court because it has been compromised, and discussion arose about what would be more efficient and safer, the subject matter will be further discussed and researched. Director Fuentes informed the Board that the Association's garage needs to be cleaned and the Volleyball net replaced at Gulfstream Park.

Publicity Committee- The committee reported that the Newsletter has been sent out and Website and Townsq are up to date.

Audit Committee- Director Lewis (Treasurer), reported that the association's total cash balance as of February 28, 2023, was \$987,862.41 (Based on all bank statements of the association) for total assets. Director Lewis also informed the Board that she signed the necessary documents to begin the Audit. Additionally, Director Lewis informed the Board that a C.D. (Certificate of Deposits) worth \$274,000.00 has matured and that she recommends the following course of action: To split the \$274,000.00 C.D. equally in half worth \$137,000.00 each and reinvest the one (1) C.D. worth \$137,000.00 for six (6) months at a 5.1% interest rate, the second one (2nd) C.D. worth \$137,000.00 for one (1) year at a 5.4% interest rate, On motion, made and seconded and unanimously carried, the Board of Directors approves Director Lewis's recommended course of action to reinvest the matured C.D. of \$274,000.00. The C.D. that is set to mature at the end of March which is worth \$51,000.00 is also recommended by Director Lewis to be split in two, one (1) for the amount worth \$25,000.00 for six months and the second one in the amount worth \$26,000.00 for one (1) year. Director Lewis further informed that no more C.D. are expected to mature until July and December.

Pool Committee- The committee reported that the Pool Resurfacing has been completed and is satisfactory. Additionally, the committee reported that the 2023 Pool Season will begin on May 2, 2023, and be open on the weekends only until the FBISD 2022-2023 School year ends. Director Fuentes reported that the Pool awing at the entrance will also be removed and the roof extended, project should be expected to start at the end of April. Director Lewis also reported that the Picture ID machine has been purchased and that a Picture ID will be required for access to the Pool Facility. Homeowners and residents' children ages fifteen (15) and older will be required to obtain an Association made ID, which can be obtained at Property Management's office (Sterling). However, homeowners and residents can provide a Valid Texas Driver's License or Identification Card (ID) instead of an Association provided ID for verification and authentication for Pool access and are not required to obtain an Association provided ID.

Special Street Repair Committee- No report or updates.

7. New Business/Officer Reports

Mrs. Lemoine informs the Board that Center Point has been going around the subdivision trimming the trees around the electric lines and several trees along Burney Road have been marked. Abel Lerma reports to the Board that landscaping and mowing are back on schedule to weekly and mulch and seasonal flowers are to be installed at the end of March. Additionally, Mr. Lerma has provided an irrigation report and states that he is still waiting for the water to be turned on at the Clubhouse and reports that the water running towards the street from the Clubhouse is not a leak but rather that the water overflows and the slope of the land direct the water towards the concrete at the parking lot. Mr. Lerma states that he believes the water overflows in three (3) minutes and

is due to high water pressure and needs to be readjusted and that the water at Gulfstream Park has been turned back on. Furthermore, Director Fuentes Mendoza informs the Board that Fort Bend County M.U.D. #2 will host the 9th annual shred event at the Recreational Center on Saturday, March 18, 2023, from 10:00 a.m. to 1:00 p.m....

8. Property Management Report

Mrs. Lemoine reported that Sundek has completed the Pool Resurfacing and that Tony will hopefully be able to fix the Volleyball net at the beginning of April. Additionally, Mrs. Lemoine informs the Board there are no additional rentals reserved yet. Director Fuentes Mendoza informs the Board and Property management that the internet/phone line cable is still on the surface and has not been dogged on the ground.

9. Convene Executive Session

The Board convened in an executive session at 8:11 p.m. to conduct a private consultation with the association's property manager and/or attorney regarding delinquent accounts, attorney reports, contracts, foreclosures, and litigation matters.

10. Reconvene in Open Session

The Board of Directors reconvenes in an open session at 9:00 p.m. and reports on actions approved during the Executive session. Director Fuentes Mendoza motioned to accept the Attorney's report, and Director Fuentes seconded the motion, which passed unanimously. Additionally, Mrs. Lemoine reported 84% was collected for the 2023 fiscal year beginning on January 1, 2023, thus far. The Board of Directors unanimously approved removing access to Zoom Meetings moving forward and accepting the \$1,280.00 Bid proposed by Fuller Electric to troubleshoot the light fixtures at the Pool Facility. Additionally, on motion, made and seconded and unanimously carried, the Board of Directors approves both ADT bids for upgrading and adding additional cameras at the Recreation Center. The attention of the board was then called by the Presiding Officer. The Directors considered one (1) property for foreclosure procedures, presented by Mrs. Lemoine on behalf of the association's counsel. Director Fuentes Mendoza motioned to begin foreclosure procedures, and Director Fuentes seconded the motion, which upon motion duly made and seconded, was unanimously adopted. Foreclosed documents were then presented to the board for signing and notarization.

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.

/s/ Jose Luis Fuentes Mendoza

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