



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

**September 19, 2024**

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 September 19, 2024, at 7:00 p.m.

**1. Present Directors**

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

Director; Robert Fuentes, President  
Director; Angela Massaro, Vice-President  
Director; Elizabeth Seymour, Secretary  
Director; Miriam Lewis, Treasurer

Kari Lemoine, Property Manager, was also present at the meeting representing Sterling Association Services.

**2. Call to Order**

The meeting was called to order by Robert, the President, who served as the Presiding Officer of the meeting. The Presiding Officer 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. Actions between meetings**

- a. The Board of Directors had a budget workshop on September 9

#### **5. Approval of Minutes of Prior Meeting**

The August meeting minutes were tabled until the next meeting to be able to approve the special meeting minutes as well held on July 31, 2024. There were some discrepancies with the last meeting minutes. The recording will be listened to, to make any changes needed.

#### **6. Committee Reports**

Architectural Control Committee- Miriam made a motion to nominate Robert Fuentes as the liaison. Elizabeth seconded the motion; all were in favor and the motion passed.

Report- Nothing at this time.

Nominating Committee- Robert made a motion to keep Angela Massaro as the chair. Elizabeth second and all were in favor.

Report-Nothing at this time.

Recreation Committee-Robert made a motion that Miriam Lewis, Carla Snell and Angela Massaro serve as co-chairs with Elizabeth Seymour being a member. All were in favor.

Report- Halloween Event will be held October 26<sup>th</sup>, Townewest Night Out will be November 16<sup>th</sup>, and Christmas event will be held December 21<sup>st</sup>.

Maintenance Committee- Robert made a motion to nominate Elizabeth Seymour and himself as co-chairs, Miriam seconded the motion. All were in favor and the motion passed.

Report- LED sign at the clubhouse should be going in soon. There was talk about the sports court issue and the needing of trespassing signs.

Publicity Committee- Miriam made a motion to appoint Robert Fuentes to serve as a co-chair with Elizabeth Seymour, Angela seconded the motion, all were in favor and the motion passed.

Report- Currently working on the newsletter. We are also looking into improving the website design to make it more user friendly.

Audit Committee- Robert motioned to keep Miriam Lewis as chair for the committee with Elizabeth seconding the motion. All were in favor and the motion passed.

Report- Auditors have stated should be complete by the end of September. Current bank amounts are \$720,139.89

Pool Committee- Robert made a motion to keep Miriam Lewis with co-chair Angela Massaro, Elizabeth seconded the motion, all were in favor and the motion passed.

Report- Pump is out in the small pump room. Dennis Shea asked if we have all the previous records for the pumps that were previously replaced.

Deed Restriction Committee- Robert made a motion that all board members would serve on this committee. Elizabeth seconded the motion; all were in favor and the motion passed.

Report- Dennis Shea asked if we still do force mows in the community. The board answered yes in fact we are increasing them. Dennis also asked about the home that is being rebuilt on Rancho Bernardo and do they have to submit an application for the rebuild. It was explained that yes, they do. Robert mentioned about the unsightly lot across the street from Mo's gas station.

#### **7. New Business/Officer Reports**

The park business is still in the same position it was previously. When the board gets any updates, we will continue to share that information with the community. The board has formalized the agreement with the MUD on the friendly condemnation. The details of the project are still forthcoming. There was a question of if there is a potential start date and there is not at this time.

Robert made a motion to re-instate open session back to the meetings with procedures to follow. Elizabeth seconded the motion; all were in favor and the motion passed.

There is now a new email for homeowners to use it is board@townwest.com

#### **8. Operation of the Associations facilities**

Talked about the billing corrections of the GL Codes, talked again about the repairs of the sports court.

#### **9. Management Report**

Most of the items have already been covered in the meeting. We do have a clubhouse rental on Saturday.

#### **10. Homeowner Open Session**

Homeowner stated he missed the last meeting about the park update and wanted to know what took place. Elizabeth explained for him. It was also asked what is the going rate of force mows. Depends on the size of the lot could go from \$75 and up.

#### **11. Convene to Executive Session**

Robert motioned to adjourn the open session at 7:49pm with a second from Elizabeth. All were in favor and the motion passed. Executive session was called to order at 8:06pm to conduct a private consultation with the association's property manager regarding delinquent accounts, attorney reports, contracts, foreclosures, and litigation matters.

The board reviewed the proposal for a new website.

ACC Appeals- None currently

Robert made a motion to approve to move forward with collection efforts from the attorney on account number 319240 and 318638. Elizabeth seconded the motion; all were in favor and the motion passed.

Robert made a motion to approve to move forward with deed restriction enforcement with the attorney for account number 319007 and 318641. Elizabeth seconded the motion; all were in favor and the motion passed.

The following accounts are approved to send over to the association attorney for deed restriction enforcement 319656, 319240, 319134, 319017 and 318467. Robert made a motion to approve with a second from Miriam; all were in favor and the motion passed.

There were some additional homes the board would like looked at for deed restrictions

In the bayou off Old Towne there is some fiber from EZ Fiber and tires.

The board discussed the Sweetwater bid for the pump replacement. Robert made a motion to

approve with Miriam seconding the motion; all were in favor and the motion passed. The board would like to work on updating the deed restrictions with rules and regulations. Kari will send over some samples to the board. The board discussed the minutes of the previous meeting. The recording was listened to from Kari's device and the board agreed to write the minutes word for word based on the recording.

## **12. Property Management Report**

Mrs. Lemoine let the board know they are 95% collected for assessments in 2024.

## **13. Adjournment**

There being no further business to come before the meeting, on motion duly made, seconded, and unanimously carried, the meeting was declared adjourned at 9:09pm.

/s/ Elizabeth Seymour

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Elizabeth Seymour  
Board of Directors, Secretary