



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

December 15, 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 December 15, 2022, at 7:08 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 comments. There being no public comments, Director Fuentes closed the meeting to public comment.

5. Approval of Minutes of Prior Meeting

The Secretary reported that minutes of the previous meeting of the Board of Directors held on November 17, 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. 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- No report, Director Fuentes Mendoza (Committee Liaison).

Nominating Committee- No report, Director Massaro.

Recreation Committee- The committee reported that the Christmas event will be held on December 18, 2022, from 6:00 p.m. to 8:00 p.m.... The event will be for Townewest Homeowners and residents only, the committee asks homeowners and residents to present an ID to verify addresses, there will be no admissions fee, Santa Claus will be present for pictures and there will also be a Ginger Bread decorating contest. Homeowners and residents are required to RSVP with Sterling Association Management, Inc. to participate in the gingerbread contest.

Maintenance Committee- The committee presented to the Board of Directors a bid from Texas Allstar Landscaping LLC, for a work order to repair a leak for \$450.00. Director Fuentes moved to accept the bid, and Director Fuentes Mendoza seconded the motion, which passed unanimously.

Publicity Committee- The committee reported that it will advertise the Christmas event. Additionally, the Townsq app is now officially being managed by Prepared Publication, Inc. under the direction of the Publicity Committee and the Board of Directors. There have been minor website updates and any articles for the 1st quarter newsletter will be due on January 15, 2023.

Audit Committee- Director Lewis (Treasurer), reported that the association's total cash balance as of November 30, 2022, was \$687,402.03 (Based on all bank statements of the association) for total assets. Additionally, Director Lewis informed the Board that three (3) Certificates of Deposit "CDs" have matured and recommends that each "CD" be reinvested in the following ways, the first (1st) "CD" to be reinvested for a three (3) months period, the second (2nd) "CD" to be reinvested for a six (6) months period, and the third (3rd) "CD" to be reinvested for a one (1) year period. Director Lewis did also inform the Board that interest rates are increasing for now. Director Lewis moved to reinvest the three (3) "CDs" that matured. Director Fuentes Mendoza seconded the motion, which passed unanimously.

Pool Committee- The committee reported that the kiddy pool pump has been replaced. Additionally, the committee will look for bids to extend the roof at the pool entrance and or obtain a new awning to present to the board for discussion, debate, approval, and/or denial.

Special Street Repair Committee- No report, Director Fuentes.

7. New Business/Officer Reports

Mrs. Lemoine informed the Board that Fort Bend County is expected to begin Belknap Rd. expansion project and the possible removal of the Townwest signs for April 2023.

8. Property Management Report

Mrs. Lemoine reported to the Board of Directors that she is still waiting on Bids for the LED Marquee signs. Additionally, she notified the Board of a Clubhouse rental set for January 2023. Mrs. Lemoine reported on the Street Light initiative project that she has made contact with CenterPoint and spoke with representative Josh, who will gather any relevant information to start creating a project scope and cost. Furthermore, she informed the board that she is still waiting for bids for Tennis/Sport Courts. Director Fuentes Mendoza reported that he will contact the officials responsible for the Alief Community Center regarding the vendors they use to build their sports courts.

9. Convene Executive Session

The Board convened in an executive session at 7:59 p.m. to conduct a private consultation with the association's property manager and/or attorney 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 9:15 p.m. and reports on actions approved during the Executive session. Director Fuentes Mendoza motioned to accept the Attorney's report, and Director Lewis seconded the motion, which passed unanimously. Additionally, Mrs. Lemoine reported 94% collected for the fiscal year ending on December 31, 2022, assessments. She also advised the Board to withhold turning in delinquent accounts to the association's Attorney for collections until the new year.

The attention of the board was then called by the Presiding Officer. The Directors considered three (3) properties 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.