



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

**January 19, 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 January 19, 2023, at 7:03 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. Jacki S. inquired about the outstanding Christmas decorations remaining. Arguments arose between the member of the public and members of the board. Director Fuentes Mendoza made a parliamentary inquiry and motioned to close the meeting for public comment in the open forum, to continue with the order of business. Director Jeanpierre seconded the motion, which passed unanimously. 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 December 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. 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- Director Fuentes Mendoza (Committee Liaison) reported that they will schedule a meeting with Mr. Campbell of Prepared Publications, Inc. regarding training and more information on how to properly submit ACC forms and teach the committee how to vote on submitted applications via Townsq App.

Nominating Committee- Director Massaro (Chairwomen) reported that the Annual Meeting will be held on June 15, 2023. The committee will start preparing for this Annual meeting and accept any inquiries/applications/nominations for anyone to become a candidate and run for any of the two positions up for election to the Board of Directors.

Recreation Committee- The committee reported that there are 72 (\$5.00) McDonald's gift cards remaining from the Christmas event, which will be used for future events. Additionally, the committee proposed to limit recreational events to only National Night Out, Halloween, and Christmas Events for this year, because there are not enough volunteers and would rather focus all efforts and money budgeted for such events for better turnouts. Director Fuentes Mendoza proposed to the Board of Directors to invite our local Government Officials that represent our community for this year's National Night Out event. This is an effort to bring more awareness to our community's needs, and educational purposes, and to form a strong bridge of communication between our homeowners/residents and all levels of government within their respective capacities and jurisdictions.

Maintenance Committee- The committee reported that it will start looking into gathering relevant information regarding the cost and design for seasonal flowers and mulching for landscaping. Director Fuente informed the Board of Directors that Arturo a previous vendor can paint the court and install the goals for \$600.00 but it does not include the materials, for which he estimated another \$250.00 at max for additional expenses.

Publicity Committee- The committee reported that Newsletter will be reduced to twice a year because of repetitive information and to conserve money and paper.

Audit Committee- Director Lewis (Treasurer), reported that the association's total cash balance as of December 31, 2022, was \$840,495.53 (Based on all bank statements of the association) for total assets. Director Lewis inquired if Sterling can become compatible with their accounting systems with Amegy Bank, the reason being they are a local bank and the association has operated with Amegy Bank before, including still having an account with them. Additionally, Director Lewis informs the board that Amegy Bank does not charge any fee.

Pool Committee- The committee reported that it is still planning and drafting procedures for registration for the upcoming new pool season.

Special Street Repair Committee- Director Fuentes Mendoza reported that Fort Bend County has been repairing some streets in the neighborhood.

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

The Board of Directors will begin to take a more aggressive approach regarding the enforcement of our Deed Restriction. Mrs. Lemoine explains the Deed Restriction process for violation letters.

## **8. Property Management Report**

Mrs. Lemoine reported on the Street Light initiative project that she has made contact with CenterPoint and that they will transition all of the Association's street lights to LED free of charge. The agreement along with all of the street lights' locations and identification numbers have been provided to the Board of Directors for review and execution. Furthermore, she informed the board that she is still waiting for more bids for Tennis/Sport Courts improvement projects. Additionally, Mrs. Lemoine informs the Board and the Pool Committee that the decking in the pool needs drastic repairs and will start looking for bids.

## **9. Convene Executive Session**

The Board convened in an executive session at 8:18 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 9:23 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. Mrs. Lemoine on behalf of our counsel notified the Board that the association will have a court on February 6, 2023, and if a Board Member can attend that court date. Director Lewis and Director Fuentes Mendoza will notify Mrs. Lemoine if they will be available

as the date approaches. Director Jeanpierre brought to the Board's attention the fact that some checks made for by homeowners paying their assessments are not being processed fast enough. She states that it can cause some homeowners to be over drafted in their bank accounts. Mrs. Lemoine explained the process in regard to this situation, she explains that all checks and money orders she receives throughout the week are turned in to Sterling's corporate office every Friday. Once received, it can take up to 2-3 weeks for checks, and money orders to be processed.

## **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

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