



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

April 20, 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 April 20, 2023, at 7:05 p.m...

1. Present Directors

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

Director; President, Robert Fuentes
Director; Vice-President Angela Massaro
Director; Secretary, Jose Luis Fuentes Mendoza
Director; Treasurer, Miriam Lewis

Kari Lemoine, Property Manager also present at the meeting. Director; Member at Large, Stephanie Jeanpierre was not present.

2. Call to Order

The meeting was called to order by Director Jose Luis Fuentes Mendoza, the Secretary, who served as the Presiding Officer of the meeting, temporarily until Director Robert Fuentes, the President arrived to conduct and preside over the rest of the meeting. Director 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 Mendoza opened the meeting for public comments. Mrs. Karla Snell informed the Board of Directors about her concerns regarding violation letters the association's property management company, Sterling Association Services, Inc. sends out to homeowners and residents after "inspection." She presents and informs the Board of Directors of three (3) violation letters she received before this meeting. She presents and explains that one (1) of the letters she received involved violations that had nothing to do with her property and address. Mrs. Snell continues to present and inform the Board of the other two (2) violation letters she received that are identical to each other and how this is ultimately a property management error/mistake and an extra expense that the association had to incur. Furthermore, she informs the Board that the violations have been cured regarding her actual property and address. The Board of Directors referred this matter to Mrs. Lemoine to further investigate this matter and address the inspector to not have this occur again. Comes now Mrs. Goerz, address the Board regarding excessive trash that was left at the curb by the previous "resident" at this property (information omitted for privacy concerns). The matter was referred to Mrs. Lemoine by the Board for trash collection and pick up. Mr. Goerz also informs the Board about unwanted soliciting in the subdivision, which is not allowed. Comes now, Fort Bend County Constable Pct.3; Nabil Shike's Constable Captain Veronica Martin and Sergeant Gilbert Perez, presented themselves in their official capacities to the Board of Directors and all homeowners present. 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 March 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- Mrs. Lemoine, property manager, and A.C.C. member reported to the Board that she has completed training with Mr. Monty Campbell regarding A.C.C. applications submitted to Townsq. They both reported finding an internal error regarding the system's response letter to approvals and denials, which has now been fixed. Mrs. Lemoine further states that she has recorded the training and will share with the rest of the membership and the Board of Directors.

Nominating Committee- The committee reports that they will be two positions up for re-election this upcoming Annual Meeting; Director Fuentes Mendoza, Secretary, and Director Miriam Lewis, Treasurer. Furthermore, Director Fuentes Mendoza and Director Miriam Lewis announce that they both will be running for re-election for their second term.

Recreation Committee- Director Fuentes Mendoza informs that Townewest National Night Out will be held on Saturday, September 30, 2023. More information released as the date approaches.

Maintenance Committee- Director Fuentes Mendoza informs the Board about the schedule improvement project that will begin at the Pool Facility. Mrs. Lemoine informs the Board that the volleyball net has been 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 March 31, 2023, was \$938,142.66 (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 but has not been contacted thus far.

Pool Committee- No report or new updates.

Special Street Repair Committee- No report or new updates.

7. New Business/Officer Reports

Director Fuentes Mendoza invites and reports to the Board of Directors that Fort Bend County Municipal Utility District No. 2; Board of Directors, will be hosting a meeting on Thursday, April 27, 2023, at 6:00 p.m. with all the Homeowners Associations and Community Improvement Associations located in the district to attend. Additionally, Fort Bend County Pct. 3; Commissioner Andy Meyers will be present and in attendance. The purpose of this meeting is to inform the community of any relevant information that will be happening in the district within our respective capacities. Additionally, this is also to further grow our bonds, and communication, and increase community involvement and education.

8. Property Management Report

Mrs. Lemoine reported a few minor leaks at the small pump room at the Pool, which have been reported to pool maintenance and causes to be investigated. Additionally, management reports a clubhouse rental this past Saturday and another rental reserved for June 3, 2023. Furthermore, Mrs. Lemoine has received proposals from Mr. Abel Lerma from Texas Allstar LLC, which will be reviewed and discussed in the executive session.

9. Convene Executive Session

The Board convened in an executive session at 8:15 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 9:45 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 87% was collected for the 2023 fiscal year beginning on January 1, 2023, thus far. Additionally, Mrs. Lemoine presented to the Board of Directors four (4) bids regarding the

Sports Courts Improvement Project. The bids presented were from Classic Sports, Triple A, R&R, and Tim's Fencing. The Board reviewed all the above reference bids and discussed and change several scopes within the Sports Courts' improvement project. Special instruction was then directed to Mrs. Lemoine to notify contractors and to bring it to the next meeting for review and potential decision on the referenced matter.

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
Townwest Homeowners Association, Inc.