



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

**November 17, 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 November 17, 2022, at 7:05 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 comment. Carla Snell, election judge; informed the Board of Directors that the Midterm Elections held on November 8<sup>th</sup>, 2022 at the Townewest Clubhouse was a success with record-breaking voter turnout. Mrs. Snell also informed the Board that the security cameras inside the facility had to be covered during the election which was mandated by the State of Texas. Mr. Robert Goerz a homeowner, notified the Board that the flags located at Panhandle Drive need replacing. Mr. Denis Shea a homeowner, inquired about the subdivision's streets repair initiative, Director Fuentes responded by explaining that the Board of Directors has been pressuring Fort Bend County Road and Bridge, Fort Bend County Precinct 3 Commissioner Andy Meyers, and Fort Bend County Judge KP George that our streets need desperate repairs. There being no more public comments, Director Fuentes closed the meeting to public comments.

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

The Secretary reported that minutes of the previous meeting of the Board of Directors held on October 20, 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) motioned to appoint Mrs. Kari Lemoine to the committee to avoid any future issues with applications being submitted and delayed for approval.

Nominating Committee- No report, Director Massaro.

Recreation Committee- Director Fuentes and Director Jeanpierre will hold a Food Drive to collect non-perishable items and distribute what is collected to families in need for this year's Thanksgiving holiday. The committee reported that it will also gather with its members in the upcoming days to start decorating the recreation center and start planning for the Christmas Event which will be held on December 18, 2022.

Maintenance Committee- Director Fuentes Mendoza, had Mr. Abel Lerma owner of Texas All-Star Landscaping (the association's current landscaping company) come to the Board meeting and give a report. Mr. Lerma reported a leak upon inspection on Townewest Blvd and Gulfstream Park, he will get with management to fix the problem.

Publicity Committee- Directors Fuentes and Fuentes Mendoza presented to the Board of Directors the proposed contract that was provided by Mr. Campbell, president of Prepared Publications, Inc., to manage TownSq. Director Fuentes motioned to move this agenda item to the executive session for further discussion and debate.

Audit Committee- Director Lewis reported that the association's total cash balance as of October 31, 2022, was \$740,018.59 (Based on all bank statements of the association) for total assets.

Pool Committee- Director Lewis and Fuentes Mendoza (Chairpersons), Reported that they were notified by management and the pool cleaning company, Sweetwater that the Kiddy Pool Pump was damaged and had to be replaced. Mr. Denis Shea a former Board Member did notify the committee at the meeting that some of the pool pumps were installed by Pools of Dallas and might have a warranty. Director Lewis responded that the committee will look into this.

Special Street Repair Committee- No report, Director Fuentes.

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

Director Lewis notified the Board and property management that Camera #12 is down. The Board has decided to not renew the contract for the internet/phone line with Windstream but instead contract with Comcast for Internet service because it will be more efficient and economically beneficial for the association.

Director Fuentes and Director Jeanpierre asked Mr. Lerma an approximate cost to build a community garden behind the clubhouse. Director Fuentes Mendoza inquired to the property management company to investigate how to start establishing credit for the association, so we can start financing major projects that will benefit the association.

## **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 December 3, 2022. Mrs. Lemoine also notified the Board that deed restrictions inspections are now being performed twice a month per contract amendment. Mrs. Lemoine reported no new updates on the Street Light initiative project and the Tennis/Sport Courts but is still awaiting bids.

## **9. Convene Executive Session**

The Board convened in an executive session at 8:23 p.m. to conduct a private consultation with the association's property manager 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. 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. Property Management also reported two force-mows executed for the month.

The attention of the board was then called by the Presiding Officer to the purposes for which the meeting was held. The Directors considered Mr. Campbell from Prepared Publications, Inc., proposal to manage Townsq for the association. The following resolution was offered by Director Lewis to accept the referenced proposal by Prepared Publications, Inc., seconded by Director Fuentes Mendoza, which upon motion duly made and seconded, was unanimously adopted.

## **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.