



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

May 18, 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 May 18, 2023, at 7:08 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
Director; Member at Large, Stephanie Jeanpierre

Kari Lemoine, Property Manager also present at the meeting.

2. Call to Order

The meeting was called to order by Director Robert Fuentes, the President, who served as the Presiding Officer 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 Robert Fuentes opened the meeting for public comments. 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 April 20, 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- ACC applications can now be submitted via Townsq App. Director Fuentes Mendoza, inquired if a tutorial video can be made in English and Spanish, so homeowners can get educated on the process. Director Fuentes Mendoza will begin to work with Mrs. Lemoine and Mr. Campbell regarding this matter.

Nominating Committee- The committee reports that the Annual Meeting will be set for July 20, 2023.

Recreation Committee- Director Lewis reported that a Homeowner would like to give free snow cones to the kids at the pool. The Board has no issue as long as she has all relevant licenses.

Maintenance Committee- Director Fuentes reported plans for the Monument signs for Clark Towne Ln. and Panhandle Dr...

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 April 30, 2023, was \$893,901.53 (Based on all bank statements of the association) for total assets. Director Lewis also informed the Board that the Audit is in process and that \$212,000.00 was moved to the Money Market account(s).

Pool Committee- Director Lewis reported that the Pool Season is ready to start. The pump control room needs drastic repairs and renovations, the committee will begin looking for bids.

Special Street Repair Committee- No report or new updates.

7. New Business/Officer Reports

Director Fuentes Mendoza reported that maintenance needs to be done at Gulfstream Park. Road Improvement for Old Richmond is set to begin at the end of June 2023.

8. Property Management Report

Mrs. Lemoine reports that the cameras for the Recreation Center have been ordered. Rental notifications have been addressed to reflect the new Board policy. Rentals for the month were reserved for June 3rd and June 10th, 2023.

9. Convene Executive Session

The Board convened in an executive session at 9:00 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 9:47 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 that as of April 30, 2023; 89% was collected for the 2023 fiscal year beginning on January 1, 2023, thus far. Mr. Abel Lerma of Texas Allstar Landscaping LLC presented to the Board several ideas and designs for Clark Towne Lane and Panhandle Drive Monument signs. The Board inquired how much it would cost to add irrigation for the Clark Towne Lane Monument sign. Mr. Lerma will begin working on bids to submit to the board regarding this matter. Mrs. Lemoine on behalf of the Association Attorney presented eight (8) properties for Board approval to proceed with Foreclosure procedures. The Board then discussed an issue with one of the clubhouse rentals, the Board discussed keeping a portion of the deposit for breach of contract. Additionally, Mrs. Lemoine presented to the Board of Directors a bid for \$800 to fix parking lot lights, and the Board unanimously agreed. Additionally, Mrs. Lemoine presented to the Board of Directors four (4) bids regarding the Sports Courts Improvement Project (Chain link). The revised bids presented were from Classic Sports, Triple A, R&R, and Tim's Fencing. The board discussed and is considering R&R's bid for this portion of the project since it is more economical.

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.