



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

**August 17, 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 August 17, 2023, at 7:00 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. Fort Bend County Precinct 3 Constable Officers presented to the Board of Directors a patrol contract for consideration and gave a brief presentation to the homeowners present. Kiran Kumari Rao introduced herself and announced her candidacy to run for Fort Bend County Precinct 3 Commissioner and also gave a brief presentation to the homeowners present. Robert Jack Goerz inquired as to why the Pool was closed the weekend of August 12, 2023, and when the Pool season will end. Dennis Shea inquired about the type of flags the association is purchasing and brought to the Board's attention that some flags need to be replaced. Karla Snell brought to the Board's attention the increase of Airbnb in the neighborhood and how problematic it is becoming. Ms. Karol I. notified the Board of a Deed restriction letter she received regarding her property, the matter was referred to the Property Manager. 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 June 15, 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- No report.

Nominating Committee- No report.

Recreation Committee- Continue planning for Upcoming National Night Out and other community events with a tentative date of September 30, 2023. Director Jeanpierre would like to propose to have more community events like Senior Night Outs, Game Nights, Art and Crafts, and Fitness Noons, the Board will consider these suggestions for approval.

Maintenance Committee- The committee reported that the Soccer Court has been completed and the resurfacing of the Tennis Court and the new Basketball Court are waiting for project scheduling. Director Fuentes opens the floor for any ideas the homeowners would want in Gulfstream Park since it would be the next improvement project the Board would be working on next year along with an LED Sign for the Recreation Center.

Publicity Committee- The committee reported that the Website and Townsq are up to date and the committee will be working on an upcoming new newsletter.

Audit Committee- Director Lewis (Treasurer), reported that the association's total cash balance as of June 30, 2023, was \$745,172.83 (Based on all bank statements of the association) for total assets. The association's total cash balance as of July 31, 2023, was \$719,638.51 (Based on all bank statements of the association) for total assets. Additionally, the Audit is still being conducted and the association will have a CD maturing in September 2023 for \$136,000.00 and one in

December 2023 for \$77,000.00... The CD (certificate of deposits are still staggered). Mr. Denis Shea inquired about the Association's Money Market Account, Mrs. Lemoine explained the reason why the association has such an account and it is because the money is relatively available if needed, instead of having to collect a "CD" and take a penalty, and it still collects interest and money can be taken out as a checking account without penalty.

Pool Committee- New Committee members are Director Miriam Lewis as Chairwoman, Director Stephanie Jeanpierre as a voting member, Director Angela Massaro as a voting member, and Director Jose Luis Fuentes Mendoza as a voting member. The committee reported that they will be looking into new lifeguard companies for the next pool season and begin looking into new policies.

Deed Restriction Committee- Director Fuentes Mendoza motioned to create this committee to address Deed Restriction in the subdivision. The Board of Directors are all members of this committee.

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

The Board of Directors will consider making a presence at the Fort Bend County Commissioners Court to express our concerns regarding the infrastructure of our streets with Mr. Robicheaux. A Budget Meeting will be scheduled with a tentative date set in October 2023, further information to be announced.

## **8. Property Management Report**

Mrs. Lemoine reports that Xfinity will be out on the property to bury the service cable on August 24, 2023. Additionally, there were some electrical components taken care of in the pool area and new LED lights were installed around the Clubhouse area. Furthermore, there is a Clubhouse rental for October 24, 2023.

## **9. Convene Executive Session**

The Board convened in an executive session at 8:54 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 10:00 p.m. and reports on actions approved during the Executive session. Director Fuentes Mendoza motioned to accept the Attorney's report, and Director Jeanpierre seconded the motion, which passed unanimously. Additionally, the Board of Directors voted four to one (4-1) to adjust the hours of operation for the sports courts with Director Fuentes Mendoza voting against the proposal. The new closing hours will be 9:00 p.m. during the school year and at 10:00 p.m. during summer breaks (when not in school). The Board of Directors reviewed and discussed the Fort Bend County Precinct 3 Constable Office Patrol Contract, and plans to discuss it further for the upcoming budget meeting, the Board would like to invite the FBCP3 Constable Office next meeting to inquire about a part-

time service fee, no further discussion on the matter. Mrs. Lemoine presented to the Board of Directors a bid with two options from Signworx for an LED Monument, Option 1- LED Monument: Remove and dispose of existing cabinet. Manufacture and Install (1) 3'-2" x6'0" single-sided cabinet with Daktronics LED message board on existing masonry structure for a total price of \$23,549.79... Option 2- LED Monument: Remove and dispose of existing monument and foundation. Manufacture and install (1) 5' -6" x9' -1" x1' -6" brick monument with Daktronics LED message board and cast stone caps for a total of \$35,289.50... The Board of Directors reviewed Lion Electric, Rene Gutierrez's estimate to Install two (2) outdoor ceiling fans (labor and materials needed for job completion), replace two (2) existing metal handles with LED wall packs, and replace 2 existing outdoor outlets (presently plastic covers) with metal covers for a total of \$3,095.95, the Board on motion duly made, seconded, and unanimously carried approved the estimate, except for Director Lewis who was not present. Furthermore, the Board reviewed and discussed another estimate from Lion Electric, Rene Gutierrez; for the following services: Pole Light located between Pool and New Village Ln- Remove underground cable that feeds pole lights. Dig 150' of trench, install 150' of ½ PVC pipe, and run Tnhn wire #12. Remove old pole lights, replace with new 15' tall, 4" square pole, and install new 2-way horn for lights. Pump Room next to pool house- replace existing indoor 200 amp breaker box with a new Outdoor 200 amp breaker box. Existing ¾ EMT pipe support with metal straps. Replace 2 square metallic boxes with outdoor weatherproof boxes. Replace two (2) old switches with new switches. Replace existing plastic GFCI covers with metal weatherproof cover plates for a total of \$5,964.58, the board unanimously voted to approve these repairs, except for Director Lewis who was not present. Director Fuentes Mendoza brought to the Board's attention the need to implement an electronic format for pool registration for next year and the need to increase our efforts to have homeowners register for Townsq. Director Fuentes Mendoza motioned to accept Director Jeanpierre's proposal to do more community events, Director Fuentes seconded, and Director Massaro, third with a four to one (4-1) motion passed, except for Director Lewis who was not present. Mrs. Lemoine reported that as of July 31, 2023; 94% was collected for the 2023 fiscal year beginning on January 1, 2023, thus far.

## **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.