

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
TOWNWEST SECTION 5 & 6  
November 14th, 2023  
James West Community Center**

**CALL TO ORDER**

With a quorum of Directors present, the meeting was called to order at 6:01 p.m. Those present are as follows Betty Stewart, Gina Quizon, and Esteban Lopez. Representing Sterling ASI is Community Manager Cathy Hooper. George Felder was not present.

**MEETING AGENDA**

The agenda was reviewed by the Board. B. Stewart motioned to approve and G. Quizon seconded the vote and all were in favor.

**MEETING MINUTES**

The Board reviewed the meeting minutes from the previous meeting. E. Lopez made a motion to accept without revisions with a second from G. Quizon and all were in favor.

**FINANCIALS**

Cathy Hooper, from Sterling, went over the October 2023 financials.

**HOMEOWNER FORUM**

One homeowner offered to donate a conference table to the Association. The Board accepted the donation.

One homeowner offered feedback on the National Night Out Event.

**NEW BUSINESS**

- The Board discussed the community building and possibly getting a legal opinion on the AC work needing a dedicated connection. The Board decided that they would have a certified electrician come out to determine if a dedicated circuit was needed and to provide a quote if this was needed.
- The Board discussed the park. No decisions were made at this time.
- The Board discussed the community pool. It was noted that one light located at the rope is out. Sterling Management will contact Swim Houston.
- The Board discussed the upcoming December 12, 2023 meeting. A motion was made, seconded, and approved to cancel the December 12<sup>th</sup> meeting.
- The Board discussed the community contracts. C. Hooper stated that Cypress Creek Pest Control contract will have a 5% increase. The Swim Houston pool will increase by 3% and the landscape contract will remain the same, and the Sterling contract will have a 4% increase.
- The Board discussed current project completions. There are no new completed projects.
- The Board discussed the 2024 Holiday Light Decorating Contest. The judging will begin at 6 pm on December 16, 2023. The prizes are as follows: 1<sup>st</sup> prize will be a \$100 Visa gift card, 2<sup>nd</sup> place will be a \$75 Visa card, 3<sup>rd</sup> place will be a \$50 gift card, and three consolation prizes will be \$25 Visa cards. Sterling will post to the website and will have gift cards purchased for the Board to pick up from the

Woodbridge Office location.

- A motion was made, seconded, and approved to accept the 2024 proposed budget.
- A motion was made, seconded, and approved to not waive fees for account 266119.
- A motion was made, seconded, and approved to send out another fine-certified letter to the deed restrictions that are at a Board Action status stating that the homeowner has not taken action to cure the violation and a 3-month extension will be granted with a monthly fine assessed to the account until cured.
- The Board discussed the clubhouse rental agreement and Sterling will have an agreement drafted and sent to the Board of Directors for approval.
- President Garza announced that he is resigning from the Board of Directors effective immediately.
- A motion was made, seconded, and approved to purchase a gift card for Director E.Lopez's wife for her contribution of tamales for the National Night Out Event.

Next meeting will be on January 9, 2024

*A motion was made, seconded and passed unanimously to move into executive session at 7:20 p.m*

**EXECUTIVE SESSION SUMMARY, INITIATION OF FORECLOSURE & ENFORCEMENT ACTIONS, APPEALS FROM DENIAL OF ARCHITECTURAL APPROVAL & SUSPENSION OF OWNERS RIGHTS**

- The delinquencies and attorney status reports were reviewed.
- The Board reviewed compliance issues and directed the managing agent on how to proceed
- With no further business to come before the board the executive session was adjourned at 8:19 PM. There were no homeowners waiting for a summary of the executive session.

Cathy Hooper -Property Manager