

DUNLYN ACRES CO-OWNERS

ACT 2/27/17

Meeting began at 10:30 AM on Dunlyn Acres Offices on Pharr, Tx in the presence of the following attendees:

Meeting Attendees:

ALFREDO KURI	MONICA LARA
CESAR CAVAZOS	ROSY AYALA
AMELIA VALDES	JOE ESPINOSA
LEOBARDO GARZA	

The following points regarding the Administration release on behalf Alfredo Kuri were discussed:

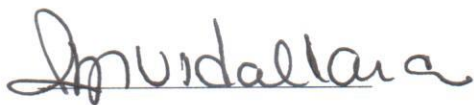
1. Updated Relation with Condominium Owners.
Alfredo Kuri stated that they do not have any relation with e-mail data or phone numbers, each condominium owner was referred to the office to effectuate payments.
2. Checkbook Delivery Indicating Last Drawn Check.
Alfredo Kuri delivers checkbook to Cesar Cavazos with the last drawn check, it was agreed to go to BBVA Compass Bank the same day to change authorized signatures.
3. Bank Reconciliations with Details of the Exceptions.
Alfredo Kuri stated that they do not effectuate bank reconciliations nor exceptions exist.
4. Invoicing Files and Collection Receipts for Maintenance and Insurance stating the last issued.
Alfredo Kuri states they do not retain invoicing files or collection receipts from any condominium owner payments for maintenance or insurance.
5. Detailed debt relation from maintenance and insurance of condominium owners.
Alfredo Kuri delivers to Cesar Cavazos the condominium owners relation debts for maintenance and insurance with no details or signatures; relation is appended to this Act.
6. Pending payments relationship to suppliers
Alfredo Kuri states no pending payments to suppliers or services exist, except for the insurance mentioned in point seven from this Act.
7. Validity, debt and condominium's insurance situation.
Alfredo Kuri indicates that the condominium's external insurance expires the last day of May and that it is paid until February, leaving pending to pay the rest of the term with monthly payments of approximately three thousand and one hundred dollars.

8. Relation of pressing aspects or situations pending to be resolved.
Alfredo Kuri indicates there is no relation, but that it is necessary to repair the motors of the entrance and exit of the condominiums, the swimming pool, tree pruning, irrigation system repair, lighting and a fence damaged by impact, among other aspects to repair and maintain.
9. Furniture, office equipment, machines and tools detail relation.
Regarding this point, Alfredo Kuri states there are no machines or tools to be delivered and that the office equipment does not belong to Dunlyn Acres except for an old small calculator which was handed in to Cesar Cavazos.
10. Accessories inventory and spare parts detail relation.
Alfredo Kuri states there is no inventory of any kind regarding this point.
11. Key delivery of facilities and warehouse.
Alfredo Kuri offers to turn in the facility, warehouse and time's keys
12. Condominium owner's debts details that are recovering legally, attorneys and collection lawsuits status.
Alfredo Kuri offered to turn in the collection lawsuits details, attorneys and status of each case on March 6th, 2017 at the time of signing the Official Release Act of Dunlyn Acres Administration.
13. Details of liens, mortgages, or demands in charge of Dunlyn Acres.
Alfredo Kuri states that there are no liens, mortgages or demands in charge of Dunlyn Acres.
14. Last tax returns.
Alfredo Kuri delivers the 2015 tax return to Rosy Ayala, formally stating that he will deliver the rest.
15. Archives of accounting records of incomes and expenses.
Alfredo Kuri states that all archives and accounting records were manually registered without preserving any file.

Lastly, Alfredo Kuri states that the next meeting will take place on March 6th, 2017 to elaborate and sign the Formal Release Act of Dunlyn Acres Administration.

Having finished with the points above mentioned and without any other matter to deal with, the session is terminated at 12:00 PM on February 27th, 2017.

Secretary



Monica Lara

DUNLYN ACRES CO-OWNERS
MINUTE: APRIL 13TH, 2017

Cesar Cavazos
Amelia Valdez

Monica Lara
Rosie Ayala

Meeting started at 6:00 PM on 2201 S. Jackson Rd. Pharr, TX 78577

1. The reparation of the entrance gate was approved by unanimous vote, to buy an electric system, pay half of it and the rest with payments starting on April.
2. The Board of Directors approved to send letters to all condominiums with a debt with more than 30 days to make payment arrangements and to hire an attorney to collect debts greater than \$1,000 dls.
3. It was approved by unanimous vote to charge an 18% late fee to all condominiums paying after the 10th of each month, starting on May.
4. The option of hiring security cameras was presented.
5. It was suggested to hire Time Warner Cable for the security cameras service, topic that will be discussed in the next meeting.
6. A list of debts that needs to be updated to obtain data was presented.
7. Since the enterprise is profitable, it was suggested to change it to non-profitable.
8. It was suggested to provide security controls for all to have access.
9. Official internal regulations for all to know the rules.
10. The irrigation system needs to be changed. An estimated expense of \$3,000 is expected.
11. Swimming pools received maintenance.
12. The lighting was improved.
13. The trees were trimmed.

Secretary



Monica Lara

DUNLYN ACRES CO-OWNERS

ACT 5/3/17

Meeting held at 5:00 PM on May 3th, 2017 at the Administration Dunlyn Acres Co-owners offices on Pharr, TX with physical presence and by phone through "GO TO MY MEETINGS" service of the following Board of Directors and Administration Members.

CESAR CAVAZOS

MONICA LARA

AMELIA VALDEZ

ROSY LARA

LEOBARDO GARZA

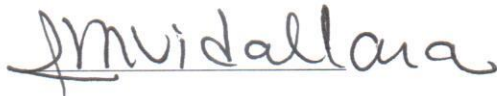
JOE ESPINOSA

Below are the issues dealt with and the agreements reached.

1. External insurance charge for the apartments and penalty for late payment.
Monica Lara mentioned the achievement obtained with the insurance agent about reducing the payment by each apartment from \$505.00 dollars charged last year to \$450.00 dollars for this year. It was agreed to charge \$450.00 to each apartment and an additional quote of \$50.00 as a penalty for payments made after June 13th, 2017.
2. Penalty charge for late or partial maintenance and insurance payments agreement.
Penalty for late payments will be applied only one time to the amount to be paid. In case of partial payment on time, penalty will be applied to the non-paid amount.
3. Way to apply maintenance and insurance payments.
Payments made by the condominium owner will be always first applied to the oldest debt.

Without any other matter to deal with, the session was terminated at 6:00 PM.

Secretary

A handwritten signature in dark ink, appearing to read "Mvidallara", written over a horizontal line.

Monica Lara

DUNLYN ACRES CO-OWNERS

ACT 5/11/17

Meeting started at 4:00 PM at Dunlyn Acres Administration offices on Pharr, TX with the physical presence of: AMELIA VALDEZ, LEOBARDO GARZA, MONICA LARA, ROSY AYALA, JOE ESPINOSA and by phone through the "GO TO MY MEETINGS" service: CESAR CAVAZOS, members of the Board of Directors and Dunlyn Acres Administration.

Treated matters and agreements taken are following presented:

1. Monthly reports, incomes, expenses, accounts pending to pay, monthly accounting package, defaulting condominium owners, bank reconciliations, etc.
It was agreed that Joe Espinosa sends the accounting records reports to the Board of Directors through e-mail each month.
2. Concept of each expense made.
It was agreed that the Administration needs to clearly indicate the concept of each expense and to carry a consecutive of each expense.
3. Recurrent expense analysis.
It was asked to Joe Espinosa to detail recurrent expenses and to analyze them to suggest possible cost reductions.
4. Swimming pool maintenance cost.
It was agreed to make a monthly payment of \$280.00 in heat season, and \$250.00 payment in cold season for each swimming pool without signing any obligatory contract.
5. Updated condominium owner's directory and pending to localize.
It was agreed that the Administration with the help from the Board of Directors integrates the pattern of condominium owners with the e-mail address and phone data to encourage collection payments and to keep communication with all the residents.
6. Condominium owner's comments and suggestions on the webpage.
The Administration was asked to follow the website in regard to doubts, clarifications and suggestions providing Rosy Ayala's e-mail address.
7. Dunlyn Acres System Access.
Joe Espinosa was authorized to give ONLY CONSULTATION access to Leobardo Garza to the accounting system.
8. Debt status with legal procedure.
Monica Lara was asked to make an appointment with the attorney David Davila to know the situation about the six cases that the previous Administration paid to him to proceed with the collection.

9. Option of lawyers for legal collections.
Monica Lara was asked to make an appointment and to request a quote of expenses and collection legal process to David Davila, who has delivered cases by the previous administration, to Balde Morin suggested by Monica Lara, and to John Robert King who works for Plantation recommended by Joe Espinosa.
10. Mrs. Iga's apartment 21-K claim status
Rosy Ayala will proceed with the claimed debt clarification.
11. Debtor status greater than \$1,000 with acknowledgement of receipt.
In regard of the thirteen condominiums that owe more than \$1,000 dollars, and received an acknowledgment of receipt, only three responses have been received. Joe Espinosa was asked to elaborate a summarize of the total result to solve sending the legal collection.
12. Apartment 16-C debt.
This apartment is up to date with payments with the new Administration, only pending to pay insurance.
13. Board of Directors Official Registration.
New Board of Director Members were sent to the Secretary of State where are being approved. Dunlyn Acres will be turned a non-profit enterprise. Later, Monica Lara will register modifications into the Federal.
14. Agent Registered Change.
It has not been done yet, it is in process by Monica Lara to name Cesar Cavazos as the new agent. Additionally, Monica Lara will change the water bill address to be received at PO Box 216 from the Administration.
15. Lighting
Mrs. Amelia Valdez husband installed six lamps, three on each swimming pool area. It was agreed to pay him \$100.00 dollars. (The person who installed other lamps charged \$50.00 dollars.) Additionally, a quote will be asked for the most urgent and risky repair from the other lamps and electrical installation.
16. Gardening and Irrigation.
Due to the dryness of the garden that has not been irrigated, Rosy Ayala was asked to find a person who can effectuate for the moment manual irrigation and to evaluate the cost of a Time's installation for an automatic irrigation.
17. Control of various keys.
Currently, Rosy Ayala has a part of the subdivision keys, and Amelia Valdez has the other part. It was agreed to concentrate all of them with Rosy Ayala to obtain a duplicate for a member of the Board of Directors.

18. Entrance access, personal codes for residents and general code change for the garbage workers, mail, firemen etc.

Until May 15th, Joe Espinosa will solicit to each owner to provide a code for their personal access to the condominium's gate. After that date, he will provide a code for those who did not provided a personal code. After a prudent time that will be soon announced, Joe Espinosa will contact the service providers, among others like: mail, garbage, police, firemen, etc. to change the current general code.

19. Internal Regulations for the swimming pool, garbage, pets, parties, etc.

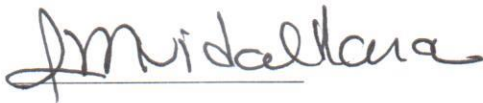
Rosy Ayala and the Board of Directors were asked to start working on the revision and editing of the regulations and establish them as soon as possible.

20. "GO TO MY MEETINGS" service.

In order to communicate in the meetings at the same time, members of the Board of Directors and the Administration, agreed to acquire this service for a monthly cost of \$24.00 dollars.

Without any other matter to deal with, meeting was terminated at 6:00 PM, agreeing to have the following next Thursday at 3:30 PM.

Secretary

A handwritten signature in dark ink, appearing to read "Monica Lara", written over a horizontal line.

Monica Lara

DUNLYN ACRES CO-OWNERS

ACT 5/15/17

Being 5:00 PM of May 15th, 2017 at the Administration office on Pharr, TX. Meeting started with the presence of the Members of the Board of Directors: Cesar Cavazos, Amelia Valdez, Leobardo Garza and Monica Lara. On behalf, the Administration: Rosy Ayala and Joe Espinosa.

President of the Board of Directors, Cesar Cavazos expressed the main aspects of the problem and deficiencies of Dunlyn Acres that the previous Administration left. Alfredo Kuri previous president or the Administrator have not make presence to sign the Administration Act of Delivery as mentioned by Alfredo Kuri in the initial meeting held on February 27th, 2017:

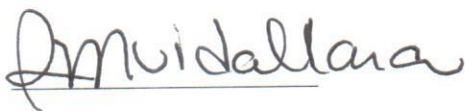
1. Some of the condominium owners have claimed that they made payments in cash to the previous Administration and that it was not credited, not agreeing with the balance presented in their accounts. The receipts presented to justify the payment, does not specifically describe to which month or concept corresponds, they only include the apartment number and the amount received.
2. Maintenance and insurance debts were delivered from each condominium owner without signature or any previous registration, only the amount without any backing on how the amount was obtained.
3. The previous Administration did not deliver the billing records or collection receipts for maintenance or insurance.
4. Regarding the condominium owner debts that are legally recovering, Alfredo Kuri delivered and Act without signature, with five cases sent on June and July of 2016 to the attorney David Davila without indicating the status of collection procedure.
5. Alfredo Kuri turned in the BBVA Compass Bank checkbook with a balance of \$1,450.61 dollars, without presenting reconciliations or pending outstanding exceptions from the bank.
6. It was not provided a pending payment relationship to suppliers.
7. No systems, archives or accounting records of incomes and expenses from the condominiums were provided. Alfredo Kuri stated they do not have or keep any file.

8. No fixed assets like office supplies, computer, machines or tools were delivered, neither accessories or spare parts, manifesting by the previous president Alfredo Kuri, that none of the previous assets mentioned above exist, except for a small, old calculator that was delivered.
9. Alfredo Kuri turned in a bunch of keys without any tags or identification details, indicating that they belong to warehouse doors and padlocks.
10. No written information of aspects or pending situations to be resolved in the condominiums were presented.
11. No updated relation from condominium owners with all data as of e-mail addresses and phone numbers were turned in for localization and debt collections.
12. Alfredo Kuri previous president or the Administrator have not make presence to sign the Administration Act of Delivery of Dunlyn Acres Administration as mentioned by Alfredo Kuri before.

After analyzing and discuss the points previous mentioned, consider the complaints of some of the condominium owners, and after clearly state that the new Board of Directors have no responsibility with the problematic and deficiencies that the previous Administration left, and agreement to hire Baldemar Morin to proceed with an audit, investigation or demand was taken in order to clarify any irregular aspects mentioned in this Act.

Without any other matter to deal with, session is terminated at 7:00 PM on May 15th, 2017.

Secretary

A handwritten signature in dark ink, appearing to read 'M. Vidallara' or similar, with a horizontal line underneath.

Monica Lara