

**MINUTES OF REGULAR MEETING OF  
TOWNE LAKE MANAGEMENT DISTRICT**

MARCH 27, 2024

The Board of Directors of Towne Lake Management District (the "District") met in regular session, open to the public, on the 27<sup>th</sup> day of March, 2024, at 9955 Barker Cypress, Suite 250, Cypress, Texas 77433, inside the boundaries of the District, and the roll was called of the members of the Board, to wit:

Robert S. Williams	President
Darcy Mingoia	Vice President
Robert Adam	Secretary
Linda P. Frey	Assistant Vice President
Jason Culpepper	Assistant Secretary

and all of the above were present.

Also present at all or part of the meeting were Debra Loggins of L&S District Services, LLC ("L&S"); Robert Atkinson of Edminster Hinshaw Russ & Associates ("EHRA"); Lynn Beck of Bob Leared Interests; and Michael R. Willis and Audrey Lyons of Sanford Kuhl Hagan Kugle Parker Kahn, LLP ("SKLaw").

President Williams noted that a quorum was present and called the meeting to order.

**MINUTES**

The Board considered approving the minutes of the December 13, 2023, meeting. Following review and discussion, Director Adam moved to approve the minutes as presented. Director Mingoia seconded the motion, which passed by unanimous vote.

**RECEIVE COMMENTS OR QUESTIONS FROM THE PUBLIC**

The next item on the agenda was to receive comments or questions from the public. There were no comments or questions from the public.

**DIRECTOR MATTERS**

**Approve Sworn Statements and Oaths of Office for Directors with new terms of office;**

The Board then considered approval of the Sworn Statements and Oaths of Office for Directors with new terms of office. Mr. Willis advised that the Texas Commission on Environmental Quality (the "TCEQ") approved the re-appointment of Directors Williams and Frey to four-year terms ending June 1, 2027, and Directors Williams and Frey have executed their Sworn Statements and taken their Oaths of Office.

Upon motion by Director Mingoia, seconded by Director Adam, and after full discussion, the Board voted unanimously to approve the Sworn Statements and Oaths of Office of Directors Williams and Frey.

## Reorganize Board

The next item on the agenda was to reorganize the Board. The Board concurred to retain the current slate of officers

## Approve execution and filing of District Registration Form

The next item on the agenda was to approve the execution and filing of a District Registration Form. Mr. Willis advised that the District Registration Form will be updated to reflect the new terms of office for Directors Williams and Frey, and filed with the TCEQ. Upon motion by Director Mingoia, seconded by Director Adam, and after full discussion, the Board voted unanimously to authorize Mr. Willis to execute the update District Registration Form on behalf of the District, and to file said Form with the TCEQ.

## **FINANCIAL AND ADMINISTRATIVE MATTERS**

### Receive bookkeeping report, and authorize payment of invoices

Ms. Loggins presented the Bookkeeping Report, and submitted the District's bills for payment.

Following review and discussion, Director Mingoia moved to approve the Bookkeeping Report. Director Adam seconded the motion, which passed unanimously.

### Receive annual request for funding from Boardwalk on Towne Lake

The Board next received the annual funding request from Boardwalk on Towne Lake.

### Approve budget

The next item on the agenda was to approve the budget for the fiscal year ending March 31, 2025. Ms. Loggins reviewed with the Board the proposed budget. Upon motion by Director Mingoia, seconded by Director Adam, and after full discussion, the Board voted unanimously to approve the budget for the fiscal year ending March 31, 2025 with the following revisions:

- Adjust the insurance amount from the proposed \$11,964 to \$14,000

### Appoint Audit Committee

The Board then considered the appointment of an Audit Committee. Mr. Willis advised that the Audit Committee, which is mandated by the District's policies and procedures, will meet to review the draft audit for the fiscal year ended March 31, 2024.

Upon motion by Director Mingoia, seconded by Director Williams, and after full discussion, the Board voted unanimously to appoint Director Adam and Director Frey to the Audit Committee.

### Discuss developer reimbursement

The Board again discussed the proposed developer reimbursement. The Board concurred to defer the developer reimbursement to the next regular meeting.

**SPA REVENUE REPORT**

The Board next received a report on businesses subject to the Strategic Partnership Agreement (“SPA”) with the City of Houston. Ms. Beck reviewed with the Board a list of businesses subject to the SPA, and an update on SPA revenues.

Upon motion by Director Frey, seconded by Director Mingoia, and after full discussion, the Board voted unanimously to approve the report.

**ENGINEERING REPORT**

Receive report on status of construction contracts

Mr. Atkinson advised that the Tuckerton Road Bridge Recoating project is 100% complete, and that Pay Estimate No. 4 and Final has been processed.

Mr. Atkinson advised that payment was made to Harris County for the Tuckerton Road Bridge repair to an interior bent cap and installation of vertical clearance signs.

Upon motion by Director Mingoia, seconded by Director Frey, and after full discussion, the Board voted unanimously to approve the Engineering Report.

**ECONOMIC DEVELOPMENT MATTERS**

There was no report presented.

**CONSIDER ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned.



*Robert J. Adam*  
Secretary, Board of Directors