

**LONGWOOD OWNERS' ASSOCIATION, INC.  
BOARD OF DIRECTORS' QUARTERLY MEETING  
SEPTEMBER 26, 2023—6:00 PM  
CARRIAGE INN, CONROE, TEXAS**

The Longwood Owners' quarterly meeting was called to order by President, Tyler Avenell at 6:01pm on September 26, 2023. Board members present were Tyler Avenell, Cheryl Stark, Amber Adams, Patricia Quinlan, and Becky Muse. Vickie Frame, ACC Chairman, was also in attendance. The Board welcomed ACC member Walt Wise.

Notice of the meeting was posted on the Longwood website and signage posted on the guardhouse. Actions and motions will be documented in the minutes, distributed by email, and posted on LongwoodinConroe.com.

**Secretary**

Becky Muse read the minutes of the previous meeting. They were approved as read.

**President**

President Tyler Avenell discussed the agenda for the Annual Meeting on October 19, 2023 at 6:30pm at Carriage Inn. Social at 6:30pm and meeting at 7:00pm. He will send an email to all residents with the agenda and any other information deemed necessary.

**Vice President**

Patricia Quinlan stated that she is working on separate and distinct email accounts for owners to send nominations and ballots to regarding nominations and voting for the Board at the Annual Meeting. By using formal email accounts, nomination and voting processes will be documented and communicated accurately.

**[nominations@longwoodinconroe.com](mailto:nominations@longwoodinconroe.com)** is the new email address for nominations for the board election. **[Ballots@longwoodinconroe.com](mailto:Ballots@longwoodinconroe.com)** is the formal method for submitting your vote electronically. All communications regarding the nomination and voting process should be done through these two email addresses. The email accounts will be monitored on a daily basis to insure that all nomination and voting processes are documented and communicated accurately.

### Treasurer Report

Cheryl Stark presented the financials through September September 25, 2023. She also presented the proposed Annual Budget for 2023-2024 to be voted on at the annual meeting.

### Property Manager

Patricia reported that the exit gate had been damaged after being hit by a truck. Looking into cost of repairs as well as a claim on driver's insurance. The Board is continuing working on permits for on going work on EdnaAnne's garden. The Board also approved professional installation of our Christmas lights.

### Closed Session

The Board members reviewed violations of Longwood Homeowners' Association rules and regulations. The Board will consider and vote on referring owners who have violated or are violating the Association's governing documents, or have delinquent accounts over to the Association's attorney to seek compliance.

With no further business, the meeting was adjourned.

Respectively submitted,

Becky Muse  
Secretary