

**Sweetwater Ranch Homeowners Association, Inc.**  
**Board of Directors**  
**Minutes of Executive Board Meeting**  
**February 27, 2024**

An Executive Meeting of the Board of Directors of Sweetwater Ranch Homeowners Association, scheduled by Victor Delgado, was held at 227 Jackson Circle, Kerens, TX 75144 at 5pm on February 27, 2024. Notice of the meeting was emailed to Board Members by Victor on February 23, 2024.

**Call to Order**

Victor Delgado called the meeting to order at 5 pm.

**Roll Call**

Board Members Present:

- Victor Delgado, President arrived at 4:45 pm.
- Jaime Pulaski, Vice-President meeting was held at his home.
- Barbara Stevens, Secretary arrived at 4:50 pm.
- Mary Lawhorn, Treasurer arrived at 4:55 pm.
- Thomas LaFrenz, Member-at-Large arrived at 4:55 pm.

**Purpose of Meeting**

Discuss and agree on the process to follow to update our governing documents.

1. Victor Delgado gave a clarification of the hierarchy of laws and documents that form a HOA set of governing documents.
2. Victor Delgado reported on the meeting he had with an attorney with Manning and Meyers Law Firm. The attorney recommended that the old by-laws and covenants be abandoned and that a new set of documents should be created. Manning and Meyers will not perform any work until an engagement service agreement is signed by a SWR Board representative.
3. There was discussion over what the engagement agreement would commit the SWR HOA to do, in particular collection procedures. The Board was also concerned about the language and scope of the engagement agreement.

Victor Delgado made a motion that he be allowed to sign the service agreement with Manning and Meyers. There was no second. The motion failed to pass.

The Board discussed how to start the process if the service agreement was not signed.

1. Barbara Stevens suggested we follow the attorney from Manning and Meyers's advice and get a template for the by-laws and covenants that meets all current state mandates. Then send a request to the members of the SWR HOA asking for any additions that they would like to see as part of these documents. Those suggestions would be voted on by the members. Those suggestions receiving 67 percent of the membership would be sent with the template to an attorney to be put into a new set of by-laws and covenants.
2. Jaime Pulaski told the Board that the Shores, another local subdivision, had just completed updating their documents. Jaime owns property in the Shores and would be willing to ask their Board if we could use their documents as a template for our by-laws and covenants.
3. Other suggestions were to search the internet for templates or look at other local HOA's governing documents.

Barbara Stevens made a motion to pursue finding a template either with an attorney or by using another HOA's documents as a template, motion was seconded by Mary Lawhorn.

Approved by unanimous vote.

Action items:

1. Victor Delgado will go back to Manning and Meyers to ask for a one task engagement agreement. He will also ask for templates to redo our bylaws and covenants.
2. Victor Delgado will seek other attorneys if Manning and Meyers will not work with a smaller engagement agreement.
3. Jaime Pulaski will speak with the President of the Shores HOA to ask if we can use their by-laws and covenants as a template.
4. All Board Members will search the internet for a viable set of documents.
5. The Board will meet again on March 19, 2024 at 5 pm at Jaime Pulaski's home to discuss the results of the action items and the next steps in the process.

**Adjourn**

Motion to adjourn at 5:50 was made by Victor Delgado, seconded by Thomas LaFrenz.  
Motion passed unanimously.

Submitted by:  
Barbara Stevens  
Secretary, SWR HOA  
February 29, 2024