3rd Quarterly Meeting of Board of Directors – Longwood Owner's Association, Inc.

Date: September 17, 2026 Time: 6:30 PM Location: Carriage Inn

1. Call to Order

The meeting was called to order at 6:30 PM by Vice President Stefan Scrantz.

2. Establishment of Quorum

• Roll Call: Board members present included Stefan Scrantz, Tyler Avenell, and Patricia Quinlan.

• Board members absent: Cheryl Stark and Abdiel Reyna.

• Owner in attendance: Vickie Frame.

3. Old Business

a. Approval of Special Meeting Minutes

The minutes from the September 3, 2026 Special Meeting were reviewed and amended to clarify the timing of Tyler Avenell's resignation.

• Tyler Avenell announced that his resignation will be effective at the end of October 23, 2026, making October 23 his final day of Board service.

• Motion: Made by Tyler Avenell to approve the September 3, 2026 Special Meeting minutes as amended.

• Second: Stefan Scrantz.

4. New Business

a. President

i. Election Procedure Updates

• The Board reviewed the Association's election and voting provisions in preparation for the October 22, 2026 Annual Meeting, including voting eligibility, voting methods, proxy and absentee voting, electronic ballots, ballot requirements, vote tabulation, and Election Day procedures.

• The Board confirmed that a nominating committee will not be used for the upcoming election and reviewed the election process under current Texas law and the Association's governing documents.

• The Board discussed Bylaws §4.4 regarding secret written ballots and reviewed how the Association's existing election provisions apply to electronic, absentee, proxy, and in-person voting.

• The Board acknowledged that electronic ballots are not secret because the voter's identity is associated with the electronic submission. In-person voting at the Annual Meeting will be conducted by secret written ballot.

• Voting materials will be distributed on October 11, 2026, providing owners approximately 10 days to submit advance votes before the October 21 deadline.

• Electronic and absentee ballots will be due by October 21, 2026. Owners will be encouraged to submit proxies by the same date for administrative purposes; proxies must otherwise be filed with the Secretary before the Annual Meeting in accordance with the Association's bylaws.

• The Board reviewed and approved the Election Day Procedures for the October 22, 2026 Annual Meeting.

• In-person voting will be available from 6:00 PM to 6:45 PM on Election Day.

• Election Day procedures will include verification of voting eligibility, maintenance of the owner sign-in and voting records, ballot distribution and collection, ballot security, establishment of quorum, and vote tabulation.

• The Association's owner list will be updated and used to prepare a sign-in and voting-control sheet for the Annual Meeting.

• A ballot box and identifying materials were ordered for use during the election.

• Vickie Frame will contact Irma regarding availability to assist with vote tabulation.

• Tyler Avenell will place signage regarding the Annual Meeting.

b. Vice President

i. Architectural Control Committee (ACC)

• The Board discussed preparing copies of two annual homeowner reference documents: the Rules and Regulations summary and the ACC guidelines.

• Copies will be made available to homeowners as annual reminders.

c. Treasurer Report

i. Document Handoff Status

• Cheryl Stark is temporarily unable to perform her Treasurer duties for the foreseeable future but will remain a member of the Board until further notice.

• Other Board members will divide and cover Treasurer responsibilities during her absence.

• The Board reviewed upcoming financial obligations, including utilities and insurance premiums, and discussed the need to regularly check the Association mailbox and ensure checks are available for required payments.

• The Board also prepared the budget for the upcoming Annual Meeting during the meeting so that the expense planning would be completed in advance.

d. Property Manager

i. No Updates

• No Property Manager updates were reported.

e. Secretary

i. Minutes and Reports

• No additional Secretary updates were reported.

f. Closed Session

i. Violations

• There were no violations to discuss.

5. Adjournment

• Motion: Made by Stefan Scrantz to adjourn the meeting.

• Second: Tyler Avenell.

The meeting was adjourned at 8:08 PM.

Respectfully submitted,

Patricia Quinlan, Secretary