

HGN

1534825
12/07/2023 PERSONAL
\$9.00 HPR - NOTICE MTG

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

TO: THE BOARD OF DIRECTORS OF TOWNE LAKE MANAGEMENT DISTRICT, AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Directors of Towne Lake Management District will meet in regular session, open to the public, at 12:00 noon on **WEDNESDAY, DECEMBER 13, 2023**, at **9955 BARKER CYPRESS, SUITE 250, CYPRESS, TEXAS, 77433**. This meeting will also be conducted electronically*, as provided below. Electronic copies of the meeting materials are available at <https://www.townelakemd.com/documents> at such time as the meeting occurs or by contacting Audrey Lyons at alyons@sklaw.us.

TO ATTEND VIA ZOOM:

LINK: <https://us02web.zoom.us/j/84705829146?pwd=bzFNRDhBaWZRbS9HRU02djh3TWZvUT09>
Meeting ID: 847 0582 9146
Passcode: 873556

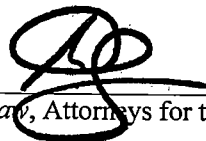
TO ATTEND VIA TELEPHONE:

Dial: 1 346 248 7799
Meeting ID: 847 0582 9146
Passcode: 873556

At the meeting the following items will be considered and acted on:

1. **Approve minutes of September 13, 2023 meeting;**
2. **Receive comments or questions from the public;**
3. **Financial and administrative matters:**
 - a) Receive bookkeeping report, and authorize payment of invoices;
 - b) Discuss developer reimbursement, and take any necessary action in connection therewith;
 - c) Authorize other appropriate action;
4. **SPA Revenue Report;**
5. **Engineering Report, including:**
 - a) Authorize preparation of plans and specifications for District projects, and authorize advertisement of bids relating thereto;
 - b) Consider and approve award of contracts for construction projects;
 - c) Report on status of construction contracts, and approve pay estimates and change orders in connection therewith; and
 - d) Report on status of emergency repairs;
 - e) Consider Harris County maintenance requests, and take any necessary action related thereto;
6. **Approve Agreement for Financing Operation Expenses;**
7. **Records Management Matters, including:**
 - a) Adopt Order Amending Records Management Program;
 - b) Adopt Order Adopting Records Management Schedules and Policies;
8. **Economic development matters:**
 - a) Receive update on Boardwalk on Towne Lake marketing initiatives;
9. **Consider adjournment.**




SKLaw, Attorneys for the District
Jenae Hulse
COUNTY CLERK
HARRIS COUNTY TEXAS

2023 DEC - 7 PM 2:04

FILED

*The Board will conduct an in-person meeting at its physical meeting location with a quorum of the Board present; provided that some Board members may participate by videoconference as provided in Section 551.127, Government Code.