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ORDINARY ASSEMBLY, SEPTEMBER 17<sup>th</sup> 2016

1. **LEGAL DECLARATION OF QUORUM, AND ASSEMBLY INSTALLATION.** Being 10:10 a.m. of September 17<sup>th</sup> 2016, starting work, it proceeds in Third Call, with the presence of 32 associates listed on the attendance list annexed, to **ESTABLISH THE EXISTENCE OF LEGAL QUORUM**, formally settled the Ordinary General Assembly, therefore the works performed in it are valid and legal, as well as the decisions and agreements made, notifying that Pablo Bravo Delgado will translate from English to Spanish for the attendees that does not speak Spanish.

2. **APPOINTMENT OF SCRUTINEERS, AND CONTING ATTENDEES.**

**A G R E E M E N T**

RESOLVED, by unanimous vote of those present, approve the appointment of Pedro Macias Meneses and Arturo Quintanilla Bustillos as Scrutineers of this Assembly.

Appointed the Scrutineers, they make the count of attendees, confirming the attendance of 32 associates.

3. **AGENDA READING AND APPROVAL.**

**A G R E E M E N T**

RESOLVED, by unanimous vote of those present, the approval of the Agenda published at the notification for this Ordinary Assembly.

4. **PREVIOUS ASSEMBLY MINUTES READING APPROVAL.**

**A G R E E M E N T**

RESOLVED, by unanimous vote of those present, the Act of Assembly dated May 28, 2016 is approved.

5. **PROMOCASA REPORT.**

Javier Oliver Gallegos informed that on January 15<sup>th</sup> of 2017 Promocasa will deliver the Club House, and that the green areas are in process of consolidation with the municipality, so the pool area becomes a common area. In addition, the warranties procedures are still on work coordinates with the Board.

6. **BOARD ACTIVITIES REPORT, MAY 2016 – AUGUST 2016.** The report was sent in written, in which

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is stated that they painted walls, and built “palapas” in pool areas, the meetings were held weekly instead of monthly, sometimes twice a week, with hard work the Board took in consideration if the Assemblies had questions, and the children’s playgrounds are on repairs in collaboration with PROMOCASA in form to make them more functional and safe, they will be finished by September 30<sup>th</sup>.

After reporting, the Assembly concluded the following:

**A G R E E M E N T**

RESOLVED, by unanimous vote of those present, the approval of the Board’s Activities Report dated May 2016 – August 2016.

**7. FINANTIAL REPORT BY THE TREASURER JESUS ALBERTO PASTRANA RODRIGUEZ, PERIOD MAY 2016 TO AUGUST 2016, PRESENTATION AND APPROVAL.**

**A G R E E M E N T**

RESOLVED, by unanimous vote of those present, the approval of the Finantial Report presented by the Treasurer Jesús Alberto Pastrana Rodríguez.

**8.- REPORT OF THE SURVEILLANCE COMMITTEE, COMMISARIES ANTONIO PATIÑO AND JUAN ESPINOZA. –**

Reports that this committee finished its period, and recognizes the hard work of the Board and their noticeable results, even at plain sight. Answering to the homeowner’s question (What is this committee’s work?) Mr. Patiño said that watching over the Board’s work, and a proper development of activities, if not report it at the Assembly. Submitted for voting at the Assembly,

RESOLVED, by a majority vote of those present, the approval of the Report by the Surveillance Committee.

**9. PRESENTATION OF THE CANDIDATES FOR THE ALTERNATE TREASURER AND ALTERNATE SECRETARY VACANT POSITIONS. –**

Both of the candidates, Oscar Cobián Yee y Ricardo Ascencio Estrada, explained their reasons to run for this positions.

**10. ELECTION PROCESS.**

RESOLVED, by a majority vote of those present, two years of period were assigned as

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Alternate Secretary to Oscar Cobián Yee, and to Ricardo Ascencio Estrada as Alternate Treasurer.

11.- **GENERAL INFO.** – In this matter, Mr. Pablo Bravo and Mr. Jesus Pastrana informed some matters to be dealt. One of them is a Reserve fund, rule of law, of an amount of \$100.00 USD, which is an obligatory one-time fee, and when some of it is used needs to be repaid as part of the pro-rata spent by all the residents.

Treasurer Jesus Pastrana wanted to state in the general matter section the generation of a penalty percentage to residents who pay their maintenance fees out of time, because there is currently no burden to those who do not pay on time, even if it is stated in the statutes of the assembly. Therefore, the Assembly should decide if to the acceptance of a 10% of penalty in response to an out of time payment, so the proposal to the Assembly determines the following voting:

**RESOLVED**, by a majority vote of those present 30 votes in favor and 2 against, the approval of the 10% of penalty to homeowners with an out of time maintenance payment.

Then, the voting to settle that the penalty will be charged after the 10 days of the payment, and starting from October of the current year, the Assembly determines the following voting:

**RESOLVED**, by 30 votes of the present, to charge the penalty of 10% of interest starting from day 11<sup>th</sup> of each month, beginning from October 2016.

On the other hand, as the Assembly held settled agreements, the President of the Assembly proposed that agreed proposals taken by the Assembly need to be incorporated into the regulations, for regulatory changes to be made they resolved the following agreement:

**RESOLVED**, by unanimous vote of those present, the reglamentary modifications needs to be done in form to the settled agreements at this Assembly.

**12.- DELEGATE DESIGNATION, CLOSURE OF THE ASSEMBLY, AND TAKE OF THE MINUTES.**

The Assembly solved that the Manager, Jannette Mateos Bernal, Delegate is in charge of the respective Act to formalize the occasion of this Assembly is made

Being 11:35 hours of September 17th of 2016, the President of the Assembly, Mr. Pablo Bravo Delgado, makes closure of this General Assembly.

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BY THE BOARD OF DIRECTORS,

PABLO BRAVO DELGADO.

HOA PRESIDENT.

JOSE ANTONIO PASTEN MARTINEZ

HOA SECRETARY.

JESUS ALBERTO PASTRANA RODRIGUEZ

HOA TREASURER.

BY THE "DESCANSO HOMES, A.C." MANAGER

JANNETTE MATEOS BERNAL

HECTOR JAVIER HUERTA SUAREZ.

HOA LAWYER.