

Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- September 9, 2021

Board Members		Management		Guests	
X	Robert Fuentes President	X	Rachel Rivera, MASC Austin Properties, Inc.	X	Chip Smith, Attorney at Law
X	Kathryn Barclay Vice President				
X	Miriam Lewis Treasurer				
	Jose Luis Fuentes Mendoza Secretary				
X	Angela Massaro Member at Large				

(Please check mark to the left of individuals who are present)

Call Meeting to Order

Due notice of meeting and a quorum established, the meeting was called to order by the President, Robert Fuentes at 7:00 PM. The meeting was conducted at the clubhouse, 10322 Old Towne Lane, Sugar Land, TX 77498, with the option provided to residents to call in by Zoom.

Call Open Forum to Order

- a. Guests – There were no guests present.
- b. Residents Input – Several residents were present to bring forth concerns related to board member outreach to homeowners, deed restriction violation and the condition of the streets in the community.

Call Business Meeting to Order

Actions between Meetings

- a. Summarize Unannounced Meetings – There were no unannounced meetings.
- b. Ratify Actions Approved Between Meetings – There were no actions between meetings.

Approve Minutes of the Previous Meeting

- a. The Board of Directors approved the minutes of the board meeting held August 12, 2021.

Committee Reports

- a. Architectural Control Committee – No report.
- b. Nominating Committee – No report.

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c. Social Committee --

1. Jacki Schmidt Reported that the blood drive went well. With 13 people in attendance to give blood, 42 lives were saved. Jacki went on to request that the Board consider a second occurrence for the blood drive to occur in December. After discussion, the Board approved to sponsor a second blood drive to occur on Friday, December 17, 2021.
2. Jacki Schmidt reported that all of the games were purchased for the Townwest Night Out Event. Robert Fuentes reported that the Fort Bend County Emergency Management will attend the event and provide a 45-minute presentation. After discussion, the Board approved for the presentation to occur at 7:00 p.m. just before the start of the movie, scheduled to begin at 8:00 p.m. API reported that the Fort Bend County Sheriff's Department and MUD 2 Patrol would also be in attendance. The Board approved for Rachel Rivera to attend the event at a rate of \$25/hour in order to perform sign-in, set up the projector equipment, popcorn machine and make popcorn for the attendees.
3. Kathryn Barclay announced that the Halloween Spooktacular event was scheduled for Sunday, October 31, 2021 from 6:00 p.m. – 8:00 p.m. Kathryn went on to state that she intended to expand trick or treating in the neighborhood, hold a costume contest and pumpkin decorating contest. Per Kathryn's request, API reported that they would donate candy, water bottles and gift cards for the event. API went on to report that the incentive from Reliant Energy in which they would donate event tickets for the association was no longer available.

d. Beautification Committee

1. Robert Fuentes reported the winners of the August Yard of the Month Contest.
2. Robert Fuentes reported that the Spooky Yard of the Month contest was scheduled for October. After discussion, the Board approved for judging of the Spooky Yard of the Month Contest to occur on Sunday, October 24, 2021. Judging will be completed by the Board of Directors.

e. Pool Committee – Mickey Lewis reported that chips and ice cream were donated to the concession stand by Clyde Massaro.

f. Communications Committee

1. Robert Fuentes discussed the next Newsletter, which is scheduled to be delivered in October. Robert stated that the deadline for content submission should be moved forward. The Board went on to discuss articles to be included in the upcoming newsletter, such as a reminder of the curfew and leash law.

Treasurer's Report

- a. Cash Balances – Mickey Lewis reported the association's cash balances at \$611,236.49 as of August 31, 2021.

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- b. Delinquencies – API reported the collection of 2021 assessments at 95.15% as of August 31, 2021.
- c. Review Financial Reports – API presented the Board of Directors with reconciled financials for their review.
 1. API reported that the letter to Amegy regarding the bank account closure was reported by Amegy as not received. API reported that an API owner was scheduled to physically visit Amegy bank in order to close the account.

Management Report

- a. Correspondence Received by Association, Directors, Management – None.
- b. Association Business and Operations
 1. API reported that a post rental cleaning list for renters needed Board review and approval. API requested that the Board review the list which would be emailed to them the following day.
- c. Clubhouse Report
 1. Improvement Proposals
 - The Board of Directors requested that the painting project be placed on hold in order for the projector to be mounted to the ceiling prior to painting
 - API reported that PromsCo was scheduled to visit the clubhouse the following day on order to provide a proposal for the projector mounting.
 - API reported the window replacement was complete.
 - API reported that they met onsite with Alarm Masters and determined that the alarm system's battery was in need of replacement. Batteries typically last 3-5 years, and the current battery was 4 years old. Alarm Masters replaced the battery while onsite.
 - The Board of Directors approved for the little library installation to become an Eagle Scout project. The Board requested that API reach out to local troops for the same.
 2. Work Orders
 - No report.
- d. Gulfstream Park Report
 1. Improvement Proposals
 - API presented proposals for the aluminum fence replacement. After discussion, the Board tabled the project in order for it to be placed on the budget for 2022.
 - API reported that additional bids for sidewalk repair and replacement were being obtained.
 - API reported that an onsite meeting with Texas Evergreen was scheduled for the drainage review.

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- API reported that the volleyball net post straightening was completed by Classic Sports. API reported that proposals for sand replenishment were being obtained from Texas Evergreen and Classic Sports.
 - The Board of Directors approved a trash can to be ordered from Treetop Products and installed by Limon Remodeling.
 - The Board requested an estimate for the installation of one small barbecue pit.
 - The Board of Directors approved to cancel the drinking fountain installation project.
- e. Pool Report
1. Work Orders
 - API reported that the lifeguard chair was received and installed.
- f. Tennis Court Report
1. API reported that the light pole base covers and wire covers were in need of replacement. API reported that an additional cost for the installation of these items would be obtained.
 2. API reported that the tennis court rules required revision. API provided the revisions needed to Robert Fuentes to implement.
 3. API reported that competitive bids for the tennis court backboard replacement were being obtained.
 4. API reported that the gate lock installation could not be completed as the lock company reported the gate should be replaced. The Board requested that API obtain estimates for the same.
- g. Common Area Report
1. Work Orders – No report.
 2. Entrance Improvements
 - API reported that irrigation adjustments were required for the newly installed plants on Townwest Blvd. to receive proper coverage. The Board requested that an estimate be obtained from Texas Evergreen.
 - The Board requested that budget estimates be obtained for monument sign refurbishment.
 - The Board requested that budget estimates be obtained for electrical and water meter installation at Clark Towne monument.
 3. Curb Number Painting – API reported that Curb Numbers agreed to provide a 5-7% discount on curb number painting for Townwest residents. API reported that an article would be drafted to include in the upcoming newsletter.
 4. Flag Maintenance – Miriam Lewis reported that she would place the order for the new polyester US flags.
 5. CenterPoint LED Transition – No report.

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- h. Landscaping Report –
 - 1. API reported that competitive bids for the plant replacement due to Winter Storm Uri were being obtained.
 - 2. The Board approved to table the landscape maintenance contract bid review to the spring.
- i. Website/Newsletter Report
 - a. No report.
 - b. API provided a brief update related to the TownSq integration.

Executive Session

Reconvene in Open Session and Report on Action Approved During Executive Session

- a. Collections
 - 1. Enforcement Action – No action.
 - 2. Owners Request – No owner’s requests.
- b. Deed Restriction Report
 - 1. Enforcement Action - API reported that two (2) last chance letters and eighteen (18) certified letters were mailed with Jose Luis’ Approval. API reported that ten (12) work orders were issued for homeowner self-help. The Board of Directors approved one (1) deed restriction violation account to be turned over to the attorney for legal pursuit. The Board of Directors approved one (1) deed restriction violation account, currently with the attorney’s office to be filed for lawsuit.
 - 2. Owner Requests – No requests.

Set Time, Date, and agenda of Next Meeting/Adjournment

The next meeting is scheduled for October 14, 2021 at 7:00 PM to be held at the clubhouse, 10322 Old Towne Lane, Sugar Land, TX 77498, with the option for all homeowners to attend by Zoom or in person.

With no further business to be conducted, the meeting was adjourned by President Robert Fuentes at 10:45 PM.

Date: 10/14/2021

President: [Signature]

Secretary: [Signature]

Management: [Signature]