

Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- September 12, 2019

Board Members		Management		Guests	
X	Robert Goerz, President	X	April Pitarra, MASC Austin Properties, Inc.	X	Chip Smith, Attorney at Law
X	Robert Fuentes, Vice President		Angela Connell, MASC Austin Properties, Inc.		
X	Dennis Shea, Treasurer				
X	Linda Torres, Member at Large				
X	Kathryn Barclay, Secretary				

(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, Jack Goerz at 7:00 PM. The meeting was conducted at 10322 Old Towne Lane, Sugar Land, TX 77498.

Call Business Meeting to Order

Actions Between Meetings

- a. Summarize Unannounced Meetings, if any - None
- b. Ratify Actions Approved Between Meetings
 1. The Board ratified the approval for replacement of the pool motor on the large pool in the amount of \$1,800.00 by Pools by Dallas.

Approve Minutes of Previous Meeting

The August 15, 2019 meeting minutes were approved as written.

Committee Reports

- a. Architectural Control Committee – Dennis Shea reported that all ACC applications are up to date and reviewed every Friday.
- b. Nominating Committee – No report.
- c. Social Committee -
 1. National Night out is scheduled for September 21, 2019. Kathryn Barclay reported on the following for NNO.
 - Ice cream sundaes will be provided from icecream.com. 200 servings have been ordered and paid for.
 - Bike and electronics engraving will be handled by a volunteer. The Board approved the waiver presented by API for participants to sign.
 - Elizabeth Seymour will host pool games for the event, Elizabeth has also obtained gift cards and prizes for all pool games.
 - API reported that the 3 in 1 bounce house from Sky High Party rental have both been reserved and paid for. Total cost of \$441.12.

Townwest Homeowners Association, Inc.
Board of Directors Meeting Minutes
September 12, 2019
Page 2

- Movie: Dark Phoenix rated PG-13 will be purchased the day before the event. API will provide usage of a blow up screen for the movie.
 - Hot dogs, drinks and chips will be served by volunteers. A grill will be provided by volunteers. Kathryn Barclay will email a shopping list to the Board for needed supplies. Dennis Shea will arrange for the purchase at Sam's.
 - The Board has chosen to purchase all popcorn from Sams, API will not need to provide the popcorn machine for use. API agreed to donate the cost of the popcorn.
 - API has confirmed (6) lifeguards from 4 – 8pm for the event for a cost of \$444.00.
 - Multiple door prizes have been purchased for the event such as ring doorbells, a wooden flag, gift cards and gift baskets.
 - Kathryn Barclay is still trying to coordinate with the Sheriff's office to provide fingerprint kits and the rescue vehicles for the kids to climb inside.
 - Kathryn Barclay reported that the office of Homeland Security will be at the event to hand out pamphlets, show a video as well as talk to the community.
 - The Boy Scouts and Girl Scouts of America will be on hand accepting donations for a food drive.
 - Kathryn Barclay reported there will be a K9 demonstration.
 - Kathryn Barclay reported that there will be a self-defense interactive and demonstration for the community.
 - Mickey Lewis will host adult games in the clubhouse for the event.
 - API reported that 6 signs have been ordered for placement around the community for the NNO event.
- d. Beautification Committee – Robert Fuentes reported three yards had been selected for yard of the month. The addresses have been forwarded to be placed on the website and in the next issue of the newsletter. Signs have also been placed in the winning yards.
- e. Pool Committee – Dennis Shea reported that the pump motor had been replaced and all was working great.
- f. Communications Committee –
1. Robert Fuentes reported he had not met with Barlisa regarding adding Spanish options to the website or an email blast option. No further action was taken at this time.
 2. Robert Fuentes is currently working on a flyer for NNO for the community to be posted on the website and social media.

Treasurer's Report

- a. Cash Balances - API reported cash balances of \$419,832.17 as of 8/31/2019
- b. Delinquencies – 96% collected as of 8/31/2019
- c. Review Financial Report - No report.
- d. 2018 Audit – API reported the final report of the audit is complete, a meeting at this time has not been arranged with Barry Wunch.
- e. The 2020 Budget meeting will be held at the offices of API on September 27th at 11:30am.

Management Report

- a.) Correspondence Received by Association, Directors, Management – No Report.
- b.) Association Business and Operations – No Report.
- c.) Clubhouse Report – API reported a cost analysis would be prepared for the clubhouse based on a two year time frame as the clubhouse was not available for a duration in 2019.
- d.) Gulfstream Park Report – API reported that Silver Star Remodeling had completed the power washing of the sidewalks, playground equipment, garage, and driveway at Gulfstream Park at a total cost of \$1,000.00.
- e.) Pool Report – No Report.
- f.) Tennis Court Report – API reported that Silver Star Remodeling had completed the power washing of the tennis courts at a total cost of \$600.00
- g.) Common Area Report – No Report
- h.) Landscaping Report – API provided Robert Fuentes with landscape maintenance specifications to solicit additional landscape proposals.

Call Open Forum to Order

- a. Guests – No Report
- b. Resident's Input - Several residents were present to discuss general association business and concerns about deed restrictions within the community. Homeowners were also present to discuss National Night Out.

Executive Session



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

- a. Collections
 - 1. Enforcement Action - The Board approved (0) payment plans, approved (0) waiver requests, and denied (0) waiver requests.
 - 2. Owners Request - (0) Owner request.
- b. Deed Restriction Report
 - 1. Enforcement Action - API reported that (12) work orders had been issued for self-help items (0) items was placed on hold and (34) certified letters were mailed.
 - 2. API also reported (1) accounts were approved to Chip Smith's office for deed restriction enforcement.
 - 3. Owner Requests - The Board approved (0) extension requests.
 - 4. Owner Hearings - (1) Owner Hearing was scheduled

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

The next Board meeting is scheduled for October 10, 2019 at 7:00 PM at 10322 Old Towne Lane, Sugar Land, TX 77498.

With no further business to be conducted, the meeting was adjourned by President Jack Goerz at 9:17 PM.

Date:  10-10-19
President: 
Secretary: Kathy A. Bauer
Management: April Putane