

**Townewest Homeowner's Association, Inc.  
Board of Directors Meeting Minutes- January 10, 2019**

<b>Board Members</b>		<b>Management</b>		<b>Guests</b>	
<b>X</b>	<b>Robert Goerz, President</b>	<b>X</b>	<b>April Pitarra, MASC Austin Properties, Inc.</b>	<b>X</b>	<b>Chip Smith, Attorney at Law</b>
<b>X</b>	<b>Linda Torres, Vice President</b>				
<b>X</b>	<b>Dennis Shea, Treasurer</b>				
<b>X</b>	<b>Lisa Dudley, Member at Large</b>				
	<b>Terri Doyle, Secretary</b>				

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

**Call Meeting to Order**

Due notice of meeting, and a quorum established, Jack Goerz, the Board President, called the meeting to order at 7:00 PM. The meeting was conducted at 10322 Old Towne Lane, Sugar Land, TX 77498.

**Call Open Forum to Order**

- a. Guests- None
- b. Resident's Input- Several residents were present to discuss general association business with issues relating to Holiday gift cards and contractor approval process.

**Call Business Meeting to Order**

**Actions Between Meetings**

- a. Summarize Unannounced Meetings, if any- None
- b. Ratify Actions Approved Between Meetings- None

**Approve Minutes of Previous Meeting**

The December 6, 2018 meeting minutes were approved as written.

**Committee Reports**

- a. Architectural Control Committee- No Report
- b. Social Committee- Ms. Ronda Brown volunteered to prepare and conduct the Easter Eggstravaganza. The Board requested Ms. Brown to provide plan details and proposed cost associated with the event for Board approval by the next board meeting.
- c. Pool Committee – No report.
- d. Landscaping Committee- No report.
- e. Communications Committee – Lisa Dudley reported the website has been updated and is much easier to navigate. The website will be updated with more information in the coming weeks.

### **Treasurer's Report**

- a. Cash Balances- API reported cash balances of \$628,463.58 as of 12/31/2018
- b. Delinquencies- 96.58% collected as of 12/31/2018
- c. Review Financial Report- Dennis Shea reported the CDs at UBS will be reinvested per the staggered investment strategy.

### **Management Report**

- a.) Correspondence Received by Association, Directors, Management – No Report
- b.) Association Business and Operations – No report
- c.) Clubhouse Report –The Board approved the proposal submitted by Wood Electric to add two dedicated circuits and GFCI protection to the outlet closest to the sink of the clubhouse at a cost of \$1,620.00.
- d.) Gulfstream Park Report – API submitted proposals for sidewalk and concrete repairs. The Board deferred approval and requested API to solicit two (2) additional proposals.
- e.) Pool Report- The Board approved the proposal submitted by Pools by Dallas to replace one of the pool motors for the large pool at a cost of \$2,369.17.
- f.) Common Area Report – A motion was made by Ms. Lisa Dudley to approve the proposal submitted by Fidus Construction the motion was seconded by Linda Torres, the motion passed with Mr. Jack Goerz abstaining his vote. The Board approved the proposal submitted by Fidus Construction to remodel the pool houses and clubhouse. Work approved includes roof replacement of all three buildings for a total of \$17,376.00, siding replacement for the main pool house and large pump room building for \$39,121.00, pool house restroom remodel of \$24,754.00, and to replace metal door and frame replacement for \$2,990.00 on the pump room. The Board also approved the proposal submitted by Fidus Construction to replace the fence in the common area next to the clubhouse at a cost of \$8,625.00. API will send letters to the two homeowners whose fence will be effected along the common area notifying them of the approved work. API also reported all cameras on the three buildings will be removed within the next two weeks to prepare for the new roofs and to prevent damage.
- g.) Tennis Court Report – No report
- h.) Landscaping Report- The Board deferred approval of the proposal submitted by Land Pro for the landscaping renovations of the entrances in the amount of \$14,722.00 for further consideration.
- i.) Website/Newsletter Report- No report
- j.) Patrol Report – No Report

**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 (4) work orders had been issued for self-help items (0) items was placed on hold and (60) certified letters were mailed.
  - 2. API also reported (0) accounts were sent to Chip Smith's office for deed restriction enforcement.
  - 3. Owner Requests- The Board approved (0) extension requests.
  - 4. Owner Hearings- (0) Owner Hearing was scheduled

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

The next Board meeting is scheduled for February 14, 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 8:40 PM.

Date: 2-14-19

President: [Signature]

Secretary: [Signature]

Management: [Signature]