

**Townwest Homeowner's Association, Inc.  
Board of Directors Meeting Minutes- March 14, 2019**

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

(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 Business Meeting to Order**

**Actions Between Meetings**

- a. Summarize Unannounced Meetings, if any- None
- b. Ratify Actions Approved Between Meetings- The Board ratified the approval of the Easter Eggstravaganza to be held on April 13<sup>th</sup> at 9am at Gulfstream park. The Board ordered 1200 plastic eggs, candy and toy filled, additional Easter baskets for prizes, squishy eggs, as well as smaller toys for \$557.00 plus taxes and shipping. The Board ratified the approval of the clubhouse exterior remodel for new paint and siding, and to remove the wood railings due to rotten wood for \$13,606.60. The Board ratified the change in pool bands and hours. Wrist bands will be at a cost of \$3.00/ea instead of \$5.00/ea. The cost to exchange the bands for trade with last years bands will be \$1.00/ea instead of \$3.00/ea. The cost for replacement will be \$5.00/ea instead of \$10.00/ea. The board also approved to open the pool early on Saturdays at 9am. The Board also ratified the approval of the partitions in the pool restrooms for \$7,793.00 by FIDUS Construction.

**Approve Minutes of Previous Meeting**

The February 14, 2019 meeting minutes were approved as written.

**Committee Reports**

- a. Architectural Control Committee- ACC reported that all was up to date and have been approving regularly.
- b. Social Committee- The Board would like API to get 5 signs for the Easter Eggstravaganza, they also asked that API get pricing for 2 sided printing as well as 1 sided. API will email the Board the different cost and approval will be given by email.
- c. Pool Committee – It was reported the remodel has gone well, the bathrooms are awaiting the partitions which have a processing time of 6 to 7 weeks.

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- d. Landscaping Committee- LandPro will provide bids for landscaping the front area in front of the clubhouse.
- e. Communications Committee – API reported that the cameras will be back up and running next week for the pool houses.
- f. Nominating Committee- No report

**Treasurer's Report**

- a. Cash Balances- API reported cash balances of \$695,767.91 as of 2/28/2019
- b. Delinquencies- 83.98% collected as of 2/28/2019
- c. Review Financial Report- No report

**Management Report**

- a.) Correspondence Received by Association, Directors, Management – No Report
- b.) Association Business and Operations – API reported the annual meeting will be June 13, 2019 at the Clubhouse at 7pm. There will be (2) available positions with three year terms. It was reported that Lisa Dudley and Terri Doyle will not be re-running for the Board.
- c.) Clubhouse Report – API reported MARS Roofing will be starting the clubhouse remodel within the next few days for the new siding and paint. The Board approved to remove the rotten beams on the clubhouse for an additional \$2,630.00. The board also approved the purchase of some new entry mats as well as new ashtrays for the front of the building for a cost of up to \$100/ea.
- d.) Gulfstream Park Report – Concrete repair at Gulfstream Park API is still going to obtain 2 more bids for concrete repair.
- e.) Pool Report- The Board has requested that Trident be in attendance at the next board meeting.
- f.) Common Area Report – API presented a bid for powerwashing the common areas, it was requested that API gets two more bids to compare. The bid presented was by Creigs Technical Services \$650.00 to do the exterior of Gulfstream Park and garage driveway, \$2,340.00 for the parking lot in front of clubhouse as well as sidewalk around clubhouse and common area to the tennis courts.
- g.) Tennis Court Report – No report
- h.) Landscaping Report- The Board has tabled the front entrance monument sign landscaping until the monument sign work is completed. The monument sign has also been tabled until completion of the clubhouse and pool houses.
- i.) Website/Newsletter Report- No Report.
- j.) Patrol Report – No Report.

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**Call Open Forum to Order**

- a. Guests- (10) Guests
- b. Resident's Input- Several residents were present to discuss parking issues within the community, contracts, lights at the tennis courts, bid process, patrol, API Contract, gift cards for yard of the month and Christmas, annual meeting, and volunteers for the Easter eggstravaganza.

**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 (6) waiver requests.
  - 2. Owners Request- (0) Owner request.
- b. Deed Restriction Report
  - 1. Enforcement Action- API reported that (5) work orders had been issued for self-help items (0) items was placed on hold and (22) certified letters were mailed.
  - 2. API also reported (4) 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 April 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 9:11 PM.

Date: 4-11-19

President: [Signature]

Secretary: [Signature]

Management: [Signature]