

**Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- January 14, 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				
X	Jose Luis Fuentes Mendoza Secretary				
X	Dennis Shea 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 held by teleconference, was called to order by the President, Robert Fuentes at 7:15 PM.

Call Open Forum to Order

- a. Guests – There were no guests present.
- b. Residents Input – Several residents were present and brought forth concerns pertaining to the holiday decoration installation and the need for volunteers.

Call Business Meeting to Order

Actions between Meetings

- a. Summarize Unannounced Meetings – There were no unannounced meetings.
- b. Ratify Actions Approved Between Meetings – The Board of Directors ratified approval of the cancellation of the clubhouse cleaning contract with Linda Torres.

Approve Minutes of the Previous Meeting

- a. The minutes of the board meeting held December 10, 2020 were approved as written.

Committee Reports

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

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- c. Social Committee –
 - 1. Jacki Schmidt reported a successful first Giving Tree event with 9 children from 3 families provided with donated gifts.
 - 2. Kathryn Barclay reported that a revised Calendar of Events for the 2021 year would be emailed for Board review. Kathryn went on to announce the Townwest HOA Logo Contest, stating that the contest should be announced in the upcoming Newsletter. One winner will be selected among the Board of Directors and provided with a \$100 reward. The winner would be required to sign a form stating their understanding that their winning design would become the association's property to be used as approved by the Board of Directors. The Board went on to discuss whether the developer provided the association with a logo at inception. The Board requested API to investigate their records to determine if that was the case. The Board approved to hold the Logo Contest regardless of API's findings.
- d. Beautification Committee – Robert Fuentes reported a successful Holiday Decorations contest, however Robert requested that further discussion be held in executive session as to the status of deed restriction violation held at the attorney's office.
- e. Pool Committee – No report.
- f. Communications Committee – Jose Luis Fuentes Mendoza reported that a review of the website would be completed to ensure current information is posted. Robert Fuentes reported that the upcoming newsletter would provide residents with Spanish translations of the articles contained within.

Treasurer's Report

- a. Cash Balances – Miriam Lewis reported the association's cash balances at \$566,848.99 as of December 31, 2020. Miriam Lewis reported that a CD matured within UBS Bank in the amount of \$95,000.00. Miriam Lewis recommended reinvestment into a 6-month CD. The Board deferred approval of the reinvestment to be discussed in executive session.
- b. Delinquencies – API reported the collection of 2020 assessments at 95.2% as of December 31, 2020.
- c. Review Financial Reports – API presented the Board of Directors with reconciled financials for their review.
 - 1. API reported that the revised, approved Budget would be provided to the Board by email.
 - 2. API reported that signature card applications from Miriam Lewis and Jose Luis Fuentes Mendoza for the Amegy Bank account were completed and were being sent to Amegy to be processed by the Bank.

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3. API reported that the Home Depot Credit Card was received by mail and ready for pickup by Miriam Lewis. The receipt of the Sam's Card was still pending. API reported that receipt of the credit/debit cards from NewFirst Petty Cash Account was pending the receipt of all Petty Cash card applications from the selected Board members approved to receive the cards.

Management Report

- a. Correspondence Received by Association, Directors, Management – None.
- b. Association Business and Operations
 1. The Board of Directors discussed the scope of work pertaining to the Clubhouse Cleaning Contract. Because portions of the scope include maintenance items, outside the scope of a typical cleaning contract, the Board approved to rename the contract as a Facilities Maintenance Contract. In order to determine whether Holiday Decoration Installation should be included on the scope of work for the Clubhouse Cleaning Contract, the Board approved for API to obtain a cost for Holiday Decoration installation by a professional company.
 2. API provided a reminder that the next MUD #2 Board meeting is scheduled for January 26, 2021 at 9:30 a.m. Jose Luis Fuentes Mendoza stated that he would be in attendance to discuss the status of the MUD Bond Proposal as well as the current route of the MUD #2 Patrol. API reported that the MUD #2 Board requested that any questions be submitted before the meeting via the MUD #2 website and that the agenda for the MUD 2 Board meeting can be found on the MUD #2 website.
 3. See item 2 for report of the MUD #2 Community Patrol Review.
 4. The Board discussed the Windstream phone and internet accounts. Miriam Lewis requested that a review of the billing history be conducted. Miriam Lewis further requested a contract review for Windstream to ensure that the association is receiving the most economical solution for the service they require. API will schedule a review of these items with Miriam Lewis.

c. Clubhouse Report

1. Improvement Proposals

- API reported that proposals for the tile and grout cleaning project would be ready for review during the February Board Meeting.
- API reported that proposals for the clubhouse repainting project would be ready for review during the February Board Meeting.
- API reported that a scope was being prepared for the Projector Screen installation.
- API reported that one proposal, revised to match the scope approved during the December Board meeting, was received. Two proposals are pending and will be available for Board review during the February Board meeting.

2. Work Orders

- API reported pending work orders including the thermostat lock and the lock on the Electrical Fuse Panel Cabinet. The Board approved to determine a scope for an onsite maintenance man or handyman to complete these small jobs. API will develop a scope and present it to the Board during the February Board meeting.

d. Gulfstream Park Report

1. Improvement Proposals

- API reported that a scope for the metal fencing repair would be prepared for the Board's review and approval during the February Board meeting in order to follow bidding procedure.
- API reported that a scope for the sidewalk repair/replacement would be prepared for the Board's review and approval during the February Board meeting in order to follow bidding procedure.
- API reported that an onsite review of areas to be graded with Land Pro is to be conducted and a proposal prepared for the Board's review during the February Board meeting.
- Refer to the fourth bullet under item c.1 for an update on the Tree Trimming Project, inclusive of the recreation area and Gulfstream Park.
- The Board deferred discussion of the camera contract to the executive session.

e. Pool Report

1. The Board of Directors discussed the upcoming pool season. API reported that a lifeguard company review was being conducted by the managers of API for the 2021 pool season.

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f. Tennis Court Report

1. API reported that the Board was provided with instructions to adjust the timers for the tennis court lights to avoid the cost of an electrician being called to complete this task in the future. API further reported that there were two tennis court lights completely out and two tennis court lights that were very dim and required replacement. All lights indicated are to be included on a proposal being prepared by Wood Electrical.
2. The Board went on to discuss the state of the tennis court fencing, as it was being affected by residents and their guests playing soccer inside the fenced area. The Board discussed options to install a soccer net or barrier to keep the soccer balls from escaping the designated open soccer area.

g. Common Area Report

1. Work Orders – No report.
 2. Entrance Improvements
 - API reported that the monument sign replacement project was placed on hold.
 - API reported that the electrical meter and water meter installation at the monument on Clark Towne was placed on hold.
 - API reported that an onsite meeting with Land Pro and Robert Fuentes will be scheduled to review the landscape improvements required at the entrances and along Townwest Blvd.
 3. Flag Maintenance – The Board of Directors reported that it was time for some flags to be replaced. The Board approved to purchase flags from sources other than Kronberg's. The Board requested that a flag replacement requirement be added to the scope for the onsite maintenance man contract scope.
 4. CenterPoint LED Transition – API reported the response received from CenterPoint regarding the LED transition. In order for Townwest HOA to be placed on the schedule for the conversion, the Board would need to approve the agreement which provides that costs for the installation would be billed to the association. CenterPoint is not able to determine or provide an exact amount as the cost is based on materials needed to complete the conversion. The Board deferred approval of the agreement until a more concrete cost could be determined and provided by CenterPoint.
- h. Landscaping Report –** API reported that the vacuum breakers were winterized ahead of the freezing weather predicted. The Board requested that a history of winterizing the irrigation system be provided for their review.
- i. Website/Newsletter Report**
- a. API reported that a communications policy regarding social media posting was being drafted and would be provided to the Board for their review during the February Board meeting.
 - b. API provided an update related to the TownSq integration.

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Executive Session

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

- a. Collections
 - 1. Enforcement Action – No action.
 - 2. Owners Request – There were no owners requests.
- b. Deed Restriction Report
 - 1. Enforcement Action - API reported that five (5) certified letters were mailed. The Board approved zero (0) accounts to be turned over to Chip Smith's office for deed restriction enforcement. The Board of Directors approved for Jose Luis Fuentes Mendoza to review and approve Certified DRV letters prior to distribution.
 - 2. Owner Requests – No requests.
 - 3. In an effort to save time during Board meetings, the Board approved for Jose Luis Fuentes Mendoza to review ACC unapproved items between meetings and provide a response on the Board's behalf.
- c. The Board of Directors discussed the camera contract with Chip Smith. The Board requested that Chip Smith review the Camera contract from the perspective of ADT's failure to maintain equipment in an effort terminate the contract.
- d. After review of the final invoice from Linda Torres, the Board of Directors approved to adjust the final amount paid to Linda based on the work performed.
- e. The Board of Directors requested that Miriam Lewis provide a recommendation from UBS for reinvestment of the CD matured in the amount of \$95,000.00.

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

The next Board meeting is scheduled for February 11, 2021 at 7:00 PM via Zoom.

With no further business to be conducted, the meeting was adjourned by President Robert Fuentes at 10:30 PM.

Date: Approved 2/11/21

President: [Signature] 3/9/2021

Secretary: [Signature] 3/8/21

Management: [Signature]

