

**Townewest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- February 11, 2021**

	Board Members		Management		Guests
	Robert Fuentes President	X	Rachel Rivera, MASC Austin Properties, Inc.	X	Chip Smith, Attorney at Law
X	Kathryn Barclay Vice President			X	Scott Friery Barry M. Wuntch, LLP
X	Miriam Lewis Treasurer			X	Lisa Dudley FBC MUD #2
X	Jose Luis Fuentes Mendoza Secretary			X	Betty Stewart FBC MUD #2
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 Vice President, Kathryn Barclay at 7:10 PM.

Call Open Forum to Order

- a. Guests – Lisa Dudley and Betty Stewart of the Fort Bend County MUD #2 were present to remind all attendees of the Shred Event scheduled for February 20, 2021 between 11 a.m. and 1 p.m.
- b. Residents Input – Several residents were present and brought forth concerns pertaining to the logo contest, financials and the MUD #2 Patrol.

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 reinvestment of a matured \$95,000.00 CD at UBS Bank. The Board also ratified approval of the Shred Event scheduled for February 20, 2021 between 11 a.m. and 1 p.m.

Approve Minutes of the Previous Meeting

- a. The minutes of the board meeting held January 14, 2021 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. Kathryn Barclay reported that the Logo Contest announcement would be included in the upcoming Newsletter. The Board of Directors approved an award of \$100 to the winner of the Logo Contest. Notice of the Logo Contest will also be announced via TownSq notification and email blast.
 - 2. Kathryn Barclay reported that a meeting should be held amongst the Social Committee members in order to determine a plan for the Easter event tentatively scheduled for April 3, 2021. Kathryn Barclay requested that API contact the county to determine whether a permit for an outdoor event was required in light of the pandemic. Kathryn further requested that API assist with hosting such a meeting of Social Committee members by Zoom. API reported that arrangements would need to be discussed with the office manager in order to confirm a date.
- d. Beautification Committee – In Robert Fuentes’ absence, the Board briefly reported that the Yard of the Month contest was scheduled to begin in May.
- e. Pool Committee – There was no report from Jose Luis Fuentes Mendoza, nor Dennis Shea. However, Chip Smith reported that he is on the Townwest Swim Team Board and that the swim team is planning to hold a swim season this year. API reported that they will reach out to the swim team personnel in order to begin discussions of the upcoming pool season.
- f. Communications Committee – After review the Board of Directors approved the first quarter newsletter with revisions.

Treasurer’s Report

- a. Cash Balances – Miriam Lewis reported the association’s cash balances at \$822,585.23 as of January 31, 2021.
- b. Delinquencies – API reported the collection of 2021 assessments at 78.9% as of January 31, 2021.
- c. Review Financial Reports – API presented the Board of Directors with reconciled financials for their review.
 - 1. After discussion the Board approved to not update signature cards for the Amegy Bank account. Further the Board approved to close the Amegy Bank account immediately following confirmation that all ACH drafts from the account were halted and pending disbursed checks were cleared.
 - 2. API reported that Petty Cash cards were received in office and were ready to pick up. However, the Petty Cash card for Jose Luis Fuentes Mendoza reflected his name misspelled, which required a new card to be generated and sent by mail.

3. Scott Friery from Barry Wuntch, LLP was present and provided a presentation of the 2019 Audit. A brief discussion was held between the Board of Directors and Scott Friery, however there were no issues of concern presented which required further discussion.

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 Facilities Maintenance Contract. API presented a proposal from Certified Christmas Lights for the installation of holiday lights and decorations for each monument and the clubhouse. After review, the Board declined the proposal and requested that holiday decoration installation be added to the Facilities Maintenance Contract. Further, the Board requested that power washing of the pool deck and recreation area concrete walkways also be added to the Facilities Maintenance Contract. The Board requested that API obtain pricing for power washers which could be kept in onsite storage for the facilities maintenance contractor's use.
 2. Jose Luis Fuentes Mendoza provided a brief report of the MUD #2 Board meeting he attended in January. He reported that he was informed that the sale of the park bonds which would be used for funding roadway projects was placed on hold due to a pending Fort Bend County Mobility Bond project.
 3. Jose Luis Fuentes Mendoza further reported his discussion with the MUD #2 Board pertaining to the Community Patrol, which included restatement of the number of officers and hours onsite. Of there are problem areas, they should continue to be reported to the MUD #2 Patrol.
 4. API reported that a schedule for the review of Windstream agreements would be set in the coming days.
- c. Clubhouse Report
 1. Improvement Proposals
 - After review, the Board approved for Stanley Steemer to provide tile and grout cleaning services at a cost of \$937.95 plus tax.
 - After discussion the Board of Directors placed the clubhouse painting project on hold.
 - API reported that estimates for the installation of a projector screen would be provided during the March Board meeting.

- API reported that revised proposals were received from Urban Foresters and New Image Trees. A third proposal was pending from Fall Landscape, as Practical Tree Service was no longer in business.
- The Board requested that bids be obtained for striping the parking lots at the Clubhouse and Gulfstream Park.

2. Work Orders

- Kathryn Barclay reported that the fluorescent lights may need to be replaced.
- API reported that there are pending work orders, including the thermostat lock and the lock on the Electrical Fuse Panel Cabinet which require attention from a possible onsite handyman.

d. Gulfstream Park Report

1. Improvement Proposals

- API reported that they reviewed the metal fencing in order to provide the Board with a scope. Upon their review, the entire metal fence required attention as several pickets were bent, broken, or rusted and the gate self-closer and latch required complete replacement. The Board requested that API investigate when the fence was installed in order to determine warranty information.
- API reported that a scope for the sidewalk repair/replacement was being completed for the Board's review.
- API reported that an onsite review of areas to be graded with Land Pro was conducted and a proposal is expected to be received in the coming weeks.
- 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.
- The Board requested that bids be obtained for striping the parking lots at the Clubhouse and Gulfstream Park.
- The Board discussed the feasibility of installing a water bottle filler at Gulfstream park.

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.

- f. Tennis Court Report
 1. API presented a proposal from Wood Electrical for the replacement of four light fixtures at the tennis court area. After review, the Board requested that the estimate be revised to include an option to replace all light fixtures with materials same as existing and a separate option to replace all light fixtures with LED.
 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 – API and Dennis Shea reported that they would meet onsite to shut off and drain the water from the pool restrooms and clubhouse ahead of the predicted winter weather. If they are not able to shut off the water, Best Plumbing would be scheduled to complete the work.
 2. Entrance Improvements
 - The monument sign replacement project was placed on hold.
 - 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 approved to purchase 12 US and 12 Texas flags from Amazon.
 4. CenterPoint LED Transition – No report.
- h. Landscaping Report – The Board approved for Land Pro to winterize the irrigation system ahead of the predicted winter weather.
- 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.
 - 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 thirteen (13) last chance letters and nine (9) certified letters were mailed. API reported that two (2) work orders were issued for homeowner self-help. The Board approved zero (0) accounts to be turned over to Chip Smith's office for deed restriction enforcement.
 - 2. Owner Requests – No requests.
- c. The Board of Directors discussed the camera contract with Chip Smith. After discussion, the Board approved to proceed and carry out the contract, until termination in August this year. The Board approved for API to obtain a proposal to replace the existing inoperable cameras from ADT. The Board of Directors will review and discuss the scope for the replacement of cameras at Gulfstream Park in order for proposals to be obtained.

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 Vice President Kathryn Barclay at 9:40 PM.

Date: 4/26/21
V. President: Kathryn Barclay
Secretary: [Signature]
Management: [Signature]