

**Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- May 13, 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 7:10 PM.

Call Open Forum to Order

- a. Guests – None present.
- b. Residents Input – Several residents were present and brought forth concerns pertaining to the annual meeting election.

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 following items approved between meetings:
 - 1. Pool Area Pressure Washing – Tex-seis
 - 2. Lifeguard Equipment Replacement – TAE
 - 3. COVID-19 Sanitization Additional Guard Time – TAE
 - 4. New State Required Rules Signage – TAE
 - 5. AED Defibrillator, per New State Requirement – AED123

Approve Minutes of the Previous Meeting

- a. The minutes of the board meeting held April 8, 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 Splash Day was scheduled to be held Saturday, July 3, 2021. API will contact required vendors, James Coney Island, Event Catering Houston and DJ Sherman.
 - 2. Kathryn Barclay Reported the winner of the Townewest HOA Logo Contest as Leslye Fuentes.
 - 3. Kathryn Barclay went on to propose a community wide garage sale to occur in the fall, which could be advertised in local newspapers. Kathryn requested a cost for a banner to further advertise the community wide event.
- d. Beautification Committee –
 - 1. Robert Fuentes reported that the Yard of the Month Contest began with two winners selected for the month of May.
 - 2. Robert Fuentes provided photos of the boulders he suggested to be installed on each of the end cap plant beds in the medians on Townewest Blvd, Texas Moss Rock or Oklahoma Moss Rock. Robert further suggested the option for the Board to purchase boulders directly from the supplier to possibly save on cost. Additionally, the Board would have the option to hand-pick each boulder, which would be added to an order and delivered by the supplier and dropped in specific locations determined by the Board. After discussion, the Board requested that the landscape bids provide an optional cost which did not include boulders provided by the bidding landscape companies.
 - 3. Robert Fuentes provided photos of proposed materials to purchase from Lowe's in order to refurbish the picnic tables and benches at the pool area and Gulfstream Park. Robert Fuentes requested estimates from Tx-seis and Limon Remodeling for the labor to install the products selected.
- e. Pool Committee – Dennis Shea reported that it rained on opening day, preventing a good turn-out for registration. Jose Luis Fuentes Mendoza presented framed posters with the costs of each concession's items listed next to a photo of the corresponding item, which will be posted onsite for easier communication with concessions customers.
- f. Communications Committee – Robert Fuentes reported that Google Translate was an option provided by Prepared Publications to translate the newsletter and website. Robert went on to report that the next newsletter is scheduled to be mailed after Splash Day, at the end of July.

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Treasurer's Report

- a. Cash Balances – Miriam Lewis reported the association's cash balances at \$819,847.70 as of April 30, 2021.
- b. Delinquencies – API reported the collection of 2021 assessments at 90% as of April 30, 2021.
- c. Review Financial Reports – API presented the Board of Directors with reconciled financials for their review.
 1. API reported that Reliant Energy was still being drafted from Amegy Bank despite multiple communications with the provider regarding the request to draft from the NewFirst Bank account. API will continue to work with Reliant in an effort to resolve the matter swiftly.

Management Report

- a. Correspondence Received by Association, Directors, Management – None.
- b. Association Business and Operations
 1. API provided the 2021 Annual Meeting schedule. After discussion, the Board of Directors approved to hold the annual meeting July 8, 2021, 7:00 p.m. at the clubhouse, in person. API announced that there was one position available for a two-year term. Dennis Shea announced that he would provide whether he would run for re-election by email.
 2. COVID-19 Procedures
 - The Board of Directors approved to continue to hold Board meetings by Zoom, until the Annual Meeting election.
 - The Board of Directors approved to defer the discussion of clubhouse rentals until after a Facilities Maintenance Contract was implemented.
 3. Contract Review
 - The Board of Directors reviewed the Facilities Maintenance Contracts and approved to extend the deadline for submission to June 2, 2021 in an effort to bring in more bids for review.
 4. After discussion, the Board of Directors approved for an official letter of request be sent to Fort Bend County MUD #2 which would request a detailed plan for improvement and timeline for the MUD Bond Proposal.
 5. No report.
- c. Clubhouse Report
 1. Improvement Proposals
 - API reported that the tile and grout cleaning would be scheduled as the water to the clubhouse was turned back on.
 - The clubhouse painting project is on hold.

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- API provided a cost for the projector screen to be purchased from Amazon at a cost of \$79.99. After discussion the Board approved for Mickey Lewis to order the projector screen from Amazon in order for Tex-seis to install it. The Board requested that hooks be used so that the screen could be removed and stored during clubhouse rentals.
 - API provided a bid from D&C Contracting for parking lot restriping at the pool area. After discussion, the Board requested that a proposal also be obtained for restriping the parking lot at Gulfstream Park. Further, the Board requested three competitive bids for each area.
2. Work Orders
 - API reported that two cameras which were down were replaced by ADT.
 - The Board approved for Miriam Lewis to use the association's Home Depot Credit Card to purchase a mailbox lock to replace the electrical fuse box cabinet lock, as per a recommendation from a homeowner.
- d. Gulfstream Park Report
1. Improvement Proposals
 - API provided three bids to repair and repaint the park fence. A bid provided by Houston Fence included an option to replace the entire fence with aluminum fencing as the aluminum material is longer lasting and the fence currently installed has been repaired and repainted since its installation in 2003. After discussion, the Board requested additional information as to the manufacturer of the aluminum fence and further requested competitive bids for the same. API provided a cost from Houston fence for the installation of a wooden fence to be installed adjacent to homeowner fencing along the back side of the park area. After discussion the Board declined the estimate.
 - API reported that due to schedule conflicts the onsite meeting Southern Concrete Raising was scheduled for the following week.
 - API reported that the estimate for landscape drainage solution was being revised to only include a drain installation on the southwest corner of the walking trail.
- e. Pool Report
1. The Board of Directors reported that the drinking fountains at the pool area were not working, and that the urinal had low water pressure. API will schedule a work order to Best Plumbing for these items.
- f. Tennis Court Report
1. API reported that two (2) additional proposals were being obtained for the replacement of the existing tennis court lights with LED lights.
- g. Common Area Report
1. Work Orders – No report.

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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.
 - Refer to item c. under Committee Reports for an update pertaining to the entrance landscape improvement.
3. Flag Maintenance –No report.
4. CenterPoint LED Transition – No report.
- h. Landscaping Report – API reported that several plants around the clubhouse seemed to not bounce back after the Winter Storm. API will request a proposal from Land Pro for their replacement.
- 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.

Executive Session

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


- a. Collections
 1. Enforcement Action – No action.
 2. Owners Request – The Board of Directors approved two (2) counter-offers to requests for waiver, denied two (2) requests for waiver and approved one (1) request for waiver.
- b. Deed Restriction Report
 1. Enforcement Action - API reported that three (3) last chance letters and seventeen (17) certified letters were mailed with Jose Luis' Approval. API reported that six (6) work orders were issued for homeowner self-help. The Board approved one (1) account to be sent a final certified letter before a lawsuit is considered. The Board approved two (2) accounts to be turned over to Chip Smith for legal pursuit. The Board approved one (1) ACC application which was a split vote between ACC members. The Board denied one (1) architectural modification, which was completed without prior ACC approval.
 2. Owner Requests – No requests.


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

The next Board meeting is scheduled for June 10, 2021 at 7:00 PM via Zoom.

With no further business to be conducted, the meeting was adjourned by President Robert Fuentes at 10:45 PM.

Date: 8/12/2021

President: 

Secretary: 

Management: 