

**Townewest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- July 17, 2019**

Board Members		Management		Guests	
X	Robert Goerz, President	X	April Pitarra, MASC Austin Properties, Inc.	X	Chip Smith, Attorney at Law
X	Robert Fuentes, Vice President	X	Angela Connell, MASC Austin Properties, Inc.		
X	Dennis Shea, Treasurer				
X	Linda Torres, Member at Large				
X	Kathryn Barclay, Secretary				

(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 was called to order by the President, Jack Goerz at 7:01 PM. The meeting was conducted at 10322 Old Towne Lane, Sugar Land, TX 77498.

Call Business Meeting to Order

Election of Officers was conducted as follows; President – Jack Goerz, Vice-President – Robert Fuentes, Secretary – Kathryn Barclay, Treasurer – Dennis Shea, At Large – Linda Torres.

Actions Between Meetings

- a. Summarize Unannounced Meetings, if any - None
- b. Ratify Actions Approved Between Meetings - The Board ratified the approval of clubhouse irrigation repairs by LandPro in the amount of \$4,895.00.

Approve Minutes of Previous Meeting

The May 16, 2019 meeting minutes were approved as written.
The June 13, 2019 Annual Meeting minutes were approved as written.

Committee Reports

- a. Architectural Control Committee - API reported that all new ACC members will receive a demo by email to begin using the Smartwebs program to process ACC applications. Current members include Dennis Shea and Linda Torres.
- b. Nominating Committee - Kathryn Barclay was appointed as the Nominating Committee Chair for the 2020 elections.
- c. Social Committee - Kathryn Barclay was appointed as the Social Committee Chair.
 1. National Night out is scheduled for September 21, 2019. Kathryn Barclay will gather information for the National Night Out event to provide to the Board at the next meeting for review and approval. API offered to assist with event vendors for consideration and/or planning.
- d. Landscaping Committee - Robert Fuentes was appointed as the Landscaping Committee Chair.

1. The Board has approved to place stickers on the back of all Yard of the Month signs which states the award letter and gift card would be mailed upon the pickup of the sign as several signs have not been returned in the past. The Board has also approved to order 3 additional signs to replace the signs that have been lost or stolen. Photos of Yard of the Month winning yards will be placed on the website.
 2. API presented a gift card inventory report reflecting the purchase of the cards, the recipients, and the remaining cards in inventory for the years 2018/2019 in response to resident's inquiries. The Board was satisfied with report and handling of the gift cards.
- e. Communications Committee – Mr. Robert Fuentes was appointed as Communications Committee Chair.
1. MASC Austin Properties, Inc. will forward the current newsletter draft for review.
 2. The Board discussed placing a Spanish version of certain articles in the newsletter.
 3. Coordinating a Helping Hands/Outreach Program was discussed. API will forward an article used by another community to Mr. Fuentes regarding this type of program for consideration.

Treasurer's Report

- a. Cash Balances - API reported cash balances of \$505,363.00 as of 6/30/2019
- b. Delinquencies - 94.66% collected as of 6/30/2019
- c. Review Financial Report - No report.
- d. 2018 Audit – API reported the final report of the audit is pending. The Board requested a representative from Barry Wuntch, LLP. attend a meeting to present the report upon completion.
- e. API reported the current online payment option at Amegy Bank will be discontinued. API recommended establishing an account with Newfirst Bank for online payments with monies transferred monthly into the association's Amegy checking account. The Board requested API to verify if any other options were available through Amegy before making a decision.

Management Report

- a.) Correspondence Received by Association, Directors, Management – No Report
- b.) Association Business and Operations –
 1. The Board and API briefly discussed sidewalk maintenance responsibility. Sidewalks are the responsibility of the homeowner. If there is damage created by utility facilities, it is recommended to contact the appropriate utility company for inspection and possible repair/replacement. The Board discussed placing an article in the newsletter regarding this issue.

2. The Board discussed the association's contract bidding process. API provided copies of all current contracts for review. The Board will inform API of any contracts to be sent out for additional proposals
 3. The Board discussed additional options to provide the community with safety services. Mr. Fuentes recommended some options could include bike engraving and fingerprinting of children in the community.
- c.) Clubhouse Report – API reported a cost analysis would be prepared for the clubhouse based on a two year time frame as the clubhouse was not available for a duration in 2019.
 - d.) Gulfstream Park Report – API reported the area to the left of the garage (approximately 100ft) at Gulfstream Park is overgrown and needs to be addressed. API presented a proposal from Land Pro Landscaping for the trimming of trees in shrubbery in the area at a cost of \$3,247.50. The Board requested API to obtain additional proposals for the removal of the trees, grading the land properly and applying grass seed in the area.
 - e.) Pool Report – Ms. Barclay requested the API to solicit a proposal for the installation of an air conditioning unit in the pool restrooms due to poor air circulation. API will contact Howell Air Conditioning for a recommendation and proposal.
 - f.) Tennis Court Report - The Board approved the proposal submitted by Silver Star Remodeling in the amount of \$1,270 to remove a section of the fence on the tennis court that is constantly being damaged by the soccer players.
 - g.) Common Area Report
 1. API presented a proposal submitted by Signworx to upgrade the front entrance monument sign at Belknap and Townwest Blvd. in the amount of \$8,270.30. The Board deferred consideration of the proposal pending the widening of Belknap that is currently being planned.
 - h.) Landscaping Report - The Board requested API to provide a copy of the landscaping map for the community.

Call Open Forum to Order

- a. Guests - Officer Brian Dasher was present to provide the area patrol report. Officer Dasher informed the residents in attendance about raidsonline.com for up to date information on crime in the area.
- b. Ms. Lisa Dudley reported a meeting was to be held on July 18th at the clubhouse for input from the district for the Fort Bend County #2 Recreational Facilities Bond.
- c. Resident's Input - Several residents were present to discuss general association business. One resident presented proposals for a new association website and newsletter options. The Board will review for consideration.

Executive Session

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

- a. Collections
 - 1. Enforcement Action - The Board approved (1) payment plans, approved (0) waiver requests, and denied (1) waiver requests.
 - 2. Owners Request - (0) Owner request.
- b. Deed Restriction Report
 - 1. Enforcement Action - API reported that (16) work orders had been issued for self-help items (0) items was placed on hold and (19) 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 (5) 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 August 15, 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 10:25 PM.

Date: 8-15-19

President: [Signature]

Secretary: [Signature]

Management: [Signature]