

**Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- November 18, 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	Angela Massaro 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 was called to order by the President, Robert Fuentes at 7:10 PM. The meeting was conducted at the clubhouse, 10322 Old Towne Lane, Sugar Land, TX 77498, with the option provided to residents to call in by Zoom.

Call Open Forum to Order

- a. Guests – None present.
- b. Residents Input – Several residents were present to discuss social events for elderly and children, food drives, community youth outreach, a potential dog park, a snow day event for winter, a concern of people dumping dead animals in the community and trail work needed at Gulfstream Park.

Call Business Meeting to Order

Actions between Meetings

- a. Summarize Unannounced Meetings – There were no unannounced meetings.
- b. Ratify Actions Approved Between Meetings – There were no actions between meetings.

Approve Minutes of the Previous Meeting

- a. The approval of the minutes of the board meeting held October 14, 2021 was deferred.

Committee Reports

- a. Architectural Control Committee – Jose Luis Fuentes Mendoza reported that ACC meetings would be held once a month for the committee and homeowners.
- b. Nominating Committee – No report.

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- c. Social Committee
 - 1. Halloween Spooktacular Event - Kathryn Barclay reported that the Halloween Spooktacular event was successful with 75 – 100 neighbors in attendance. Kathryn Barclay expressed the need for more volunteers for social events in the future. The leftover candy will be used for the Holiday Event in December. Due to several attendees bringing their dogs, Kathryn suggested that a costume contest for dogs be held during next years' event.
 - 2. Fall Garage Sale - Kathryn Barclay reported that several people participated in the fall garage sale, however next year better advertisement tactics will be used.
 - 3. Holiday Event – Kathryn Barclay reported that the Holiday event would be scheduled for Thursday, December 9, 2021, from 6:00 p.m. – 8:00 p.m. Gift bags would be purchased for children in attendance at \$5/bag. Kathryn requested that the facilities maintenance contractor meet onsite with the Board and volunteers on the following Tuesday to install decorations for the holidays.
- d. Beautification Committee
 - 1. Robert Fuentes reported the winners of the Spooky Yard of the Month Contest and announced the upcoming Holiday Decorating Contest.
- e. Pool Committee – No report.
- f. Communications Committee
 - 1. Robert Fuentes discussed the upcoming newsletter and stated that homeowner shout-outs would be incorporated.

Treasurer's Report

- a. Cash Balances – Miriam Lewis reported the association's cash balances at \$537,797.07 as of October 31, 2021.
- b. Delinquencies – API reported the collection of 2021 assessments at 95.76% as of October 31, 2021.
- c. Review Financial Reports – API presented the Board of Directors with reconciled financials for their review.
 - 1. The Board of Directors approved to hold a budget workshop at API on December 16, 2021 at 9:00 a.m.

Old Business

- a. Clubhouse
 - 1. Little Library Committee – No report.
 - 2. Landscape Replacement – The Board of Directors approved Texas All Star to perform the landscape replacement at a cost of \$5,992.90.
 - 3. Projector Ceiling Mount – The Board requested that the scope of the projector ceiling mount be adjusted to include the removal of on ceiling fan to make more room for the projector to be installed.
 - 4. Voter Registration Event – No report.

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b. Gulfstream Park

1. Trash Can Installation at Parking Lot – The Board of Directors declined estimates provided by BYO playground for a parking lot trash can. The Board requested that API continue to seek lesser costs.
2. Drainage – The Board of Directors approved Texas All Star to perform the drainage work as provided within the scope and cost of the landscape replacement at the clubhouse.
3. Volleyball Court Sand – The Board of Directors approved Land Pro to install new sand at the Volleyball court at a cost of \$2,976.88.
4. Camera Replacement – API reported that the camera replacement was scheduled to occur after the removal of the existing cameras by ADT, December 17th.

c. Tennis Court

1. Light Repairs – API reported that the light repairs were complete.
2. Rules Replacement – The Board of Directors requested additional changes to the tennis court rules prior to re-printing.
3. Practice Board Replacement – Deferred to 2022 budget discussion.
4. Gate Replacement – Deferred to 2022 budget discussion.

d. Common Area

1. New Landscape Irrigation – The new landscape irrigation review was deferred due to pending bids.
2. Curb Number Painting – No report.

New Business

a. Correspondence Received by Association, Directors, Management – No report.

b. Clubhouse

1. Kitchen Faucet Repair – The kitchen faucet water pressure was restored by Graham Plumbing.

c. Pool

1. Pool Closure – API reported that the lights near the lap pool were replaced as part of a work order earlier in the year.

d. Multipurpose Court – Deferred to 2022 budget discussion.

e. Common Area

1. Monument Sign Refurbishment – Deferred to 2022 Budget Discussion.
2. Electrical and Water Meter Installation at Clark Towne Monument – Deferred for 2022 budget discussion.

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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 – No owner’s requests.
- b. Deed Restriction Report
 - 1. Enforcement Action - The Board of Directors approved one (1) deed restriction violation accounts to be turned over to the attorney for legal pursuit.
 - 2. Owner Requests – No requests.

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

The next meeting is scheduled for December 16, 2021 at 7:00 PM to be held at the clubhouse, 10322 Old Towne Lane, Sugar Land, TX 77498, with the option for all homeowners to attend by Zoom or in person.

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

Date: 11/13/2022
President: Robert Fuentes
Secretary: [Signature]
Management: [Signature]