

Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- December 10, 2020

| 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 | Angela Connell, MASC Austin Properties, Inc. | | |
| 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 petty cash debit/credit card, pool band policy and the cost of lifeguards.

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 to be ratified.

Approve Minutes of the Previous Meeting

- a. The minutes of the board meeting held November 12, 2020 were approved as written.

Committee Reports

- a. Architectural Control Committee – Jose Luis Fuentes Mendoza reported that there were five (5) applications reviewed by the ACC over the past month.
- b. Nominating Committee – No report.

- c. Social Committee – API reported that Kathryn Barclay was re-appointed as the Social Committee Chair.
 - 1. Kathryn Barclay reported that a Holiday Event would not be held this season as COVID-19 social distancing protocols would not be appropriately met indoors at the clubhouse and the colder weather would not be suitable for an outdoor event.
 - 2. Kathryn Barclay reported that she had not heard from the Townwest Elementary School Counselor regarding the Townwest Giving Tree. Committee Member, Jackie Schmidt reported that there were two families who signed up to receive assistance with holiday gifts through the Townwest Giving Tree, however one family was not sponsored, yet. API stated that they would like to sponsor the family.
 - 3. Kathryn Barclay provided an updated Calendar of Events for the 2021 year for the Board’s review.
- d. Beautification Committee – Robert Fuentes reported that judging for the Holiday Decorating Contest would commence December 19th and conclude December 20th. Robert Fuentes further reported that changes to the community entrances and end cap beds along Townwest Blvd. were being reviewed for improvement. Robert Fuentes also discussed the feedback received from homeowners regarding the quality of holiday decorations throughout the neighborhood and the need for better decorations in the future.
- e. Pool Committee – After discussion the Board approved the revised pool schedule, extending the pool season, as provided by API.
- f. Communications Committee – The Board of Directors discussed the project bidding process and approved, once a scope is completed and approved by the Board of Directors, a call for bids should be posted to the association website and TownSq with a deadline to contact the management company. The service provider should provide their credentials and be provided with the Board approved scope of work in order to submit a bid. The Board went on to discuss the upcoming newsletter, with a goal to be mailed out before the end of January. Topics to publish in the newsletter include, the CenterPoint LED transition, Halloween decoration contest winners, revised pool schedule, 2021 assessments and TownSq access information.

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Treasurer's Report

- a. Cash Balances – Miriam Lewis reported the association's cash balances at \$566,848.99 as of November 30, 2021. API further reported the association's reconciled cash balances totaled \$570,041.76. API explained that the reconciled cash balances included checks which were cut, but had not yet cleared the bank. Miriam Lewis reported that a CD matured within UBS Bank. The Board approved to reinvest the CD that matured on 11/5/2020 for \$61,000.00, plus interests of \$1,575.09, totaling \$62,575.09 into a one (1) year CD. API stated they would contact UBS in order to implement the Board's approval.
- b. Delinquencies – API reported the collection of 2020 assessments at 95.12% as of November 30, 2020.
- c. Review Financial Reports
 1. The Board of Directors approved the 2021 Budget, with the transfer of reserve funds to offset the cost of the extended pool season for the year 2021.
 2. API reported that signature cards were updated for the UBS and NewFirst Banks and that signature cards for the Amegy Bank account were in the process of being updated to add Miriam Lewis and Jose Luis Fuentes Mendoza.
 3. After discussion the Board of Directors approved to add Miriam Lewis to the Home Depot and Sam's Club accounts. Miriam is to receive a credit card for each account. The only current Board member on both accounts is Dennis Shea. No other Board members were approved to be added to the Home Depot and Sam's Club accounts at this time. After further discussion the Board approved to open a Petty Cash account with NewFirst Bank with a limit of \$1,500.00. Board members approved to be cardholders for the NewFirst Petty Cash account were limited to Miriam Lewis, Jose Luis Fuentes Mendoza and Kathryn Barclay.

Management Report

- a. Correspondence Received by Association, Directors, Management – None.
- b. Association Business and Operations
 1. API provided the Board with the Contract Spreadsheet in order to review terms and conditions for current contracts. The Board deferred review to the Executive Session. API went on to report that a detailed scope for the Clubhouse Cleaning Contract would be provided to the Board by email for approval. API further reported that the scope for the Camera Maintenance Contract would be provided for the Board's approval during the January 2021 Board Meeting.

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2. API reported that the next MUD #2 Board meeting is scheduled for January 26, 2021 at 8:30 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. Mickey Lewis and Kathryn Barclay also expressed their interest in attending the MUD #2 Board meeting, however stated that they would confirm during the January Board meeting.
 3. See item 2 for report of the MUD #2 Community Patrol Review.
- c. Clubhouse Report
1. Improvement Proposals
 - API reported that a scope was being prepared for the Tile & Grout Cleaning work.
 - API reported that a scope was being prepared for the clubhouse Painting project.
 - API reported that a scope was being prepared for the Projector Screen installation.
 - API provided a revised, detailed scope for the Tree Trimming project, which included the addition of four (4) trees which were not included in prior scopes, as well as thirty-two (32) large water oaks along Townwest Blvd. The Board approved the revised scope as presented. API will provide the revised scope to current bidders, Urban Foresters, New Image Trees as well as a new bidder, Practical Tree Service.
 2. Work Orders
 - API reported that, unfortunately Wood Electrical started the work order prior to receiving the message regarding the Board's request to hold off until an amended scope of work was approved. API reported that all work was completed, with the exception of the monument light installation at the clubhouse. The Board of Directors was concerned with the circuit load for outlets on the clubhouse as circuits have tripped in the past and requested that API obtain a diagram of which outlets are connected on the same circuits in an effort to more evenly disburse power usage during events in the future.
 - API reported that monument sign light installations were deferred.
 - API reported that there was one camera down which was replaced within the maintenance contract.

d. Gulfstream Park Report

1. Improvement Proposals

- API reported that there were a few areas on the metal fencing which were rusted and in need of repair.
- API provided photos of several areas of sidewalk which required repair. The Board approved for a scope to be posted on TownSq and the associations website to follow the bidding procedure.
- API provided photos of the areas which required grading. The Board approved for API to have the landscaping company provide an estimate to grade the areas pictured.
- 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.
- API reported that there were two cameras which were completely down and in need of replacement. It was undetermined if the cameras would be replaced within the maintenance contract or if the association would be required to pay for the replacements. API further reported that ADT Protection One stated that a new camera system would be the best option as the camera system was last replaced in 2014.

e. Pool Report

1. After discussion the Board approved the 2021 Pool Access Policy as follows: New applicants shall be charged \$3 per pool band. Replacement pool bands would be provided at a charge of \$5 per band. However, an exchange of prior year pool bands for new pool bands would be provided at no cost to the resident.
2. API reported that the 2021 budget included the Board's increase in pay to the pool monitors.
3. No report.
4. API reported that the Board is considering a sponsorship for Townwest HOA resident children to participate in the Townwest Tidal Waves Swim Team. The Board discussed swim lessons and requested further information regarding what could be accommodated by the Townwest Tidal Waves.
5. API provided an updated calendar and spreadsheets which outlined the revised extended pool hours and approximate cost for the same, as requested by the Board during the Budget Workshop. After discussion, the Board approved for extended pool hours as revised.

f. Tennis Court Report

1. API reported an update for the Tennis Court lights would be provided by email.

- g. Common Area Report
 1. Work Orders
 - API reported that the work order to install electrical outlets on the monument at Panhandle was complete.
 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 provided photos of the esplanades along Townewest Blvd. as well as the MUD#2 installed serpentine bed along Belknap. After discussion the Board approved for Robert Fuentes to meet onsite with API and Land Pro in order to develop a scope of work.
 3. Flag Maintenance – API provided two estimates from Kronberg’s for flag supply. After discussion, the Board approved that during the next time flags required replacement, API should order one nylon flag from Kronberg’s. The single flag should be installed alongside a nylon flag purchased from amazon in order to compare the lifespan between the two. API further reported that Kronberg’s provides a flag maintenance service at a cost of \$240.00 per visit plus parts and materials. A schedule for the routine flag maintenance visits could be determined by the Board. After discussion the Board requested that additional options for flag maintenance be sought out.
 4. CenterPoint LED Transition – API reported that they have reached out to CenterPoint, but have not received a response related to the LED streetlight transition for the community. API reported that they will follow up with CenterPoint in order to obtain an update.
- 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 with regard to social media posting was being drafted and would be provided to the Board for their review.
 - b. API provided an updated related to the TownSq integration. The Board requested that a count of registered residents be provided during each meeting.

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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 eleven (10) certified letters were mailed. The Board approved two (2) accounts to be turned over to Chip Smith's office for deed restriction enforcement.
 - 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 reviewed the Contract Terms and Conditions Spreadsheet as provided by API. The Board requested that Chip Smith review the Camera contract in an effort to determine the procedure to terminate the same.

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

The next Board meeting is scheduled for January 14, 2021 at 7:00 PM via Zoom.

With no further business to be conducted, the meeting was adjourned by President Robert Fuentes at 11:00 PM.

Date: Approved 1/14/21

President: [Signature] 3/9/2021

Secretary: [Signature] 3/5/21

Management: [Signature]

