

**Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- July 22, 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 – There were no guests present.
- b. Residents Input – Several residents were physically present and brought forth concerns pertaining to the annual meeting election, community events and deed restriction violations.

Call Business Meeting to Order

- a. Election of Officer Positions – The Board of Directors elected officers as follows:
 - President – Robert Fuentes
 - Vice President – Kathryn Barclay
 - Secretary – Jose Luis Fuentes Mendoza
 - Treasurer – Miriam Lewis
 - Member at Large – Angela Massaro

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 landscape improvements to Townwest Blvd. at a cost of \$26,569.96, as provided by Land Pro. The Board of Directors ratified approval of the lifeguard chair replacement at a cost of \$2,600.00 as provided by Texas Aquatic Enterprises.

Approve Minutes of the Previous Meeting

- a. The approvals of the minutes of the board meeting held May 13, 2021, the emergency executive meeting held June 1, 2021, the board meeting held June 10, 2021 and the annual meeting held July 8, 2021 were deferred.

Committee Reports

- a. Architectural Control Committee – Jose Luis Fuentes Mendoza was appointed as the Architectural Control Committee Chair. The Board discussed the recent 87th Legislative Session pertaining to the requirement of no Board members being permitted on the Architectural Control Committee. Chip Smith reported Jose Luis Fuentes Mendoza would be able to serve on the committee for the duration of his term. Two residents present volunteered to serve on the committee, which the ACC and Board approved. Jose Luis Fuentes Mendoza presented a draft of a new ACC application for Board review and approval. Attorney Chip Smith provided recommendations to edit the document. After discussion, Jose Luis Fuentes Mendoza was instructed to edit the document according to Chip’s recommendations and present to the Board for further review and approval.
- b. Nominating Committee – Angela Massaro was appointed as the Nominating Committee Chairman.
- c. Social Committee – Kathryn Barclay was re-appointed as the Social Committee Chairman.
 1. Kathryn Barclay reported that Splash Day was rescheduled to July 31, 2021. Kathryn announced the upcoming National Night Out and Fall Garage Sale Events, tentatively scheduled for September 25, 2021 and November 13, 2021, respectively. Kathryn requested an estimate for a banner to advertise the community-wide Fall Garage Sale.
- d. Beautification Committee – Robert Fuentes was appointed as the Beautification Committee Chairman.
 1. Robert Fuentes reported that the Yard of the Month Contest continued with two winners selected for the month of July.
- e. Pool Committee – Jose Luis Fuentes Mendoza and Miriam Lewis were appointed as the Pool Committee co-chairs.
- f. Communications Committee – Robert Fuentes and Jose Luis Fuentes Mendoza were appointed as the Communications Committee co-chairs. Robert Fuentes reported that the newsletter was mailed to all residents, with Spanish translations included.

Treasurer’s Report

- a. Cash Balances – Miriam Lewis reported the association’s cash balances at \$733,513.06 as of June 30, 2021.
- b. Delinquencies – API reported the collection of 2021 assessments at 93.79% as of June 30, 2021.
- c. Review Financial Reports – API presented the Board of Directors with reconciled financials for their review.
 1. API reported that the letter to Amegy to close the account was drafted for signature by the Board.

Management Report

- a. Correspondence Received by Association, Directors, Management – None.
- b. Association Business and Operations
 1. The Board briefly discussed the recent annual meeting and requested the presence of the MUD2 Patrol during future annual meetings.
 2. COVID-19 Procedures
 - The Board of Directors approved the revised clubhouse usage agreement, contingent upon the removal of the cost for a resident to use the association's electricity for an inflatable moonwalk.
 3. Contract Review
 - The Board of Directors approved the contract drafted by Attorney Chip Smith for the Facilities Maintenance Contract. API reported that the contract would be fully executed and filed with other current contracts.
 - The Board of Directors discussed the current camera maintenance contract with ADT, as API reported that a cancellation letter must be provided to ADT by August 16, 2021, if the Board wishes not to proceed with a renewal. The Board of Directors deferred their decision and requested information as to the cost of purchasing and maintaining their own camera system.
 4. API reported that a letter to Fort Bend County MUD #2 requesting a detailed plan for improvement and timeline for the MUD Bond Proposal was being drafted for the Board's review.
 5. No report.
- c. Clubhouse Report
 1. Improvement Proposals
 - The clubhouse painting project was removed from the hold position between meetings, per the Board's request. API presented three (3) proposals for the Board's review. After review, the Board eliminated Mars Roofing from consideration due to cost. The Board requested that Limon Remodeling and Streamline Painting remove the storage room from their bids and that Limon Remodeling provide a revised estimate for two coats of paint, rather than the proposed three coats, in order to match the proposal from Streamline.
 - The Board of Directors approved to purchase a projector ceiling mount from Amazon, in white. API is to send a link to Miriam Lewis in order for her to place the order.
 2. Work Orders
 - API reported that the work order to Tex-seis to replace the locks on the electrical fuse panel cabinet was complete. The keys were placed on the key ring located in the lockbox on the pool gate.

d. Gulfstream Park Report

1. Improvement Proposals

- API reported that additional bids for the iron fence replacement with aluminum fence were being obtained.
- API reported that additional bids for sidewalk repair and replacement were being obtained.
- 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.
- API presented the estimate from Limon Remodeling for the straightening of the volleyball net posts. After discussion, the Board requested two additional bids. API reported that an estimate for the sand replenishment at the volleyball court was being obtained from Land Pro. The Board requested two additional bids for the same.
- API reported that additional pricing would be obtained to purchase a trash can from a supplier and have it installed by Limon Remodeling.
- API reported that the installation of a drinking fountain at Gulfstream Park would require submission of plans to Municipal District Services and would require the installation of a backflow device. API reported that additional information was being obtained.

e. Pool Report

1. Work Orders

- API presented three estimates for the replacement of the second lifeguard chair, provided by Texas Aquatic Enterprises, Water Safety Products and Tailwind Furniture. The Board of Directors approved to purchase a tall lifeguard chair from Tailwind Furniture at a cost of \$1,918.00. The Board of Directors also approved to issue a work order to Limon Remodeling for the removal of the existing chair and the installation of the new chair, once delivered, at a cost of \$350.00.
- The Board of Directors went on to discuss the lock repair needed on the second gate of the pool entrance. API reported that Limon Remodeling rebuilt the lock, but that they experienced the need to be delicate with the lock in order to use it properly. The pool committee reported that the lock was working fine.
- After discussion, the Board of Directors approved the drinking fountain replacement provided by Best Plumbing at a cost of \$3,324.10.

2. API reported that all Splash Day vendors were scheduled in accordance with the approved proposals.

f. Tennis Court Report

1. API reported that an onsite meeting was being scheduled for the review of the tennis court lights.

2. API reported that a revised version of the tennis court rules was being drafted, however the pool rules also needed to be revised as they are all included on the same recorded document. API reported that revised versions would be provided for the Board's review during the next Board meeting.
 3. API provided an estimate for the replacement of the practice board at the tennis court provided by Classic Sports. The Board requested two additional bids for the same. The Board additionally requested an estimate for windscreens with the association's logo printed on them for installation at the tennis courts.
 4. API presented an estimate for Jack's Lock and Safe to install two deadbolts on the tennis court gate. One deadbolt would be for homeowner use and the other would be for the use of Board members or authorized personnel with master keys. After discussion, the Board approved the estimate provided by Jack's Lock and Safe. API reported that additional estimates would need to be obtained for the installation of a spring closer before the lock system is installed.
- g. Common Area Report
1. Work Orders – No report.
 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 Townwest Blvd. landscape improvement.
 3. Curb Number Painting – The Board approved for API to reach out to the curb number painting company working in the neighborhood and request a reduction in cost for Townwest HOA residents wishing to have their curb numbers repainted. Townwest HOA will promote the special pricing in their communications to the community if granted.
 4. CenterPoint LED Transition – No report.
 5. Robert Fuentes presented a proposal to install a Bark Park for the Board's consideration. After discussion, the Board approved to consider including funds for this accomplishment in the 2022 Budget.
- h. Landscaping Report – API reported that they met onsite with Land Pro to address the landscaping which has failed due to winter storm Uri, however reported that the estimate was being revised as the scope did not encompass what was requested.
- i. Website/Newsletter Report
- a. No report.
 - b. API provided an update related to the TownSq integration.

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Executive Session

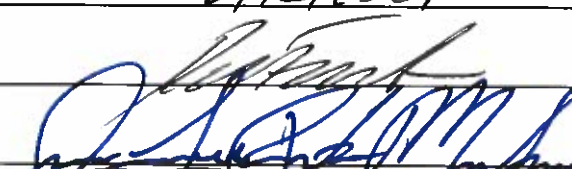


Reconvene in Open Session and Report on Action Approved During Executive Session

- a. Collections
 - 1. Enforcement Action – No action.
 - 2. Owners Request – The Board of Directors denied seven (7) requests for waiver and approved three (3) counter-offer to a request for waiver.
- b. Deed Restriction Report
 - 1. Enforcement Action - API reported that four (4) last chance letters and nineteen (19) certified letters were mailed with Jose Luis' Approval. API reported that nine (9) work orders were issued for homeowner self-help.
 - 2. Owner Requests – No requests.
- c. The Board of Directors discussed current members of the ACC and approved for them to remain on the committee.

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

The next meeting is scheduled for August 12, 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 11:00 PM.

Date: _____ 8/12/2021 _____
President: _____  _____
Secretary: _____  _____
Management: _____  _____