

**Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- January 13, 2022**

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 7:20 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 – Fort Bend County MUD #2 Board members, Lisa Dudley and Pam Kelley were present to provide updates related to the drainage and water plant expansion, sidewalk repair project and the upcoming MUD/HOA meeting.
- b. Residents Input – Several residents were present to discuss group homes, the 2022 pool season and trash collection issues in the community.

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 Board of Directors approved the minutes of the Board meeting held October 14, 2021
- b. The Board of Directors approved the minutes of the Board meeting held November 18, 2021.

Committee Reports

- a. Architectural Control Committee – Jose Luis Fuentes Mendoza reported that the Architectural Guidelines were still under review by the Committee.
- b. Nominating Committee – No report.

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- c. Social Committee
 - 1. Holiday Event – On behalf of Kathryn Barclay, Robert Fuentes reported that the Holiday Event with Santa went well. Robert went on to report that the next community event would be Easter themed, in the spring.
- d. Beautification Committee
 - 1. Robert Fuentes reported the winners of the Holiday Decorations Contest could be found on the community website and TownSq. Robert went on to report that the Board intended to change landscape companies in the future. Robert Fuentes reported that the monument sign improvements would be placed on hold until after infrastructure construction from Fort Bend Road and Bridge.
- e. Pool Committee – Miriam Lewis and Jose Luis Fuentes Mendoza reported that concessions sales would continue for the 2022 pool season. The committee approved the 2022 pool schedule and requested that API obtain proposals for the 2022 lifeguard contract. Lastly, Miriam Lewis and Jose Luis Fuentes Mendoza announced that the committee would be holding interviews for Pool Monitors for the upcoming swim season.
- f. Communications Committee
 - 1. Robert Fuentes discussed the next newsletter and recently updated website information.

Treasurer's Report

- a. Cash Balances – Miriam Lewis reported the association's cash balances at \$774,094.51 as of December 31, 2021.
- b. Delinquencies – API reported the collection of 2021 assessments at 96.53% as of December 31, 2021.
- c. Review Financial Reports – API presented the Board of Directors with reconciled financials for their review.
 - 1. The Board of Directors approved the Proposed 2022 Budget.

Old Business

- a. Clubhouse
 - 1. Landscape Replacement – API reported that the landscape replacement project was complete.
 - 2. Projector Ceiling Mount – The Board of Directors requested that the scope of the projector ceiling mounting be adjusted again to include the removal of all ceiling fans and the installation of two new ceiling fans, to be selected by Robert Fuentes and ordered by Mickey Lewis.
- b. Gulfstream Park
 - 1. Drainage – API reported that the drainage project was complete.
 - 2. Volleyball Court Sand – API reported that the volleyball court sand replenishment was complete.

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3. Camera Replacement – API reported that the camera replacement project was complete.
- c. Tennis Court
 1. Rules Replacement – API reported that the tennis court rules were installed as directed by the Board, with all old signage being removed.
 2. Practice Board Replacement – The Board of Directors deferred the practice board replacement project.
 3. Gate Replacement – No report.
 - d. Common Area
 1. New Landscape Irrigation – No report.

New Business

- a. Correspondence Received by Association, Directors, Management – No report.
 - b. Clubhouse
 1. The Board reported that the toilet in the men’s room was leaking. API will contact Graham Plumbing to schedule a work order the following day.
 - c. Pool – No report.
 - d. Multipurpose Court – The Board reported that the lights for the sport court were inoperable. API reported that Wood Electrical would be sent a work order to repair the lights.
 - e. Common Area
 1. Robert Fuentes restated that the Board continued to discuss the installation of a dog park behind the clubhouse, which would use old tires and repurposed fencing from Gulfstream Park.
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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.
- c. The Board of Directors approved the minutes of the Executive Board meeting held December 21, 2021.
- d. The Board of Directors approved for McKenna Contracting to install a shade cover over the baby pool at a cost of \$14,000.00.
- e. The Board of Directors approved to offer MUD #2 the dates of February 1st or February 8th at 7:00 p.m. for a MUD/HOA meeting.
- f. The Board of Directors approved for API to send a copy of the Pool Monitor Agreement to Chip Smith for his review.
- g. The directives of the Board for the remaining directives for the duration of the property management contract of MASC Austin Properties to include the following projects:
 - 1. Kiddie Pool Shade Structure
 - 2. Lifeguard Contract
 - 3. Pool Season Preparation
 - 4. Fort Bend County Road and Bridge – Median Adjustment at Townwest Blvd. Entrance
 - 5. Facilities Maintenance Contract

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

The next meeting is scheduled for February 10, 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 10:00 PM.

Date: 2/10/2022

President: [Signature]

Secretary: [Signature]

Management: [Signature]