

**Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- November 12, 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 7:11 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 Holiday Community Event and association financial documents.

Call Business Meeting to Order

Actions between Meetings

- a. Summarize Unannounced Meetings – API reported that a Budget Workshop was held on November 5, 2020 to discuss prior year expenditures and future projects for consideration in order to prepare the Proposed 2021 Budget.
- b. Ratify Actions Approved Between Meetings – The Board of Directors ratified approval to increase pool monitor pay to \$16 per hour for the 2021 season.

Approve Minutes of the Previous Meeting

- a. The minutes of the board meeting held September 10, 2020 were approved as written.
- b. The minutes of the annual meeting held October 15, 2020 were approved as written.
- c. The minutes of the board meeting held October 22, 2020 were approved as written.

Committee Reports

- a. Architectural Control Committee – API reported that Jose Luis Fuentes Mendoza was appointed as the new Architectural Control Committee Chair. API went on to advise Jose that he would be added to the Smartwebs online deed restriction violation system in order to review ACC requests and pending deed restriction matters. There were no additional reports from the committee.
- b. Nominating Committee – API reported that Kathryn Barclay was appointed as the new Nominating Committee Chair. There was no additional reports from the committee.
- c. Social Committee – API reported that Kathryn Barclay was re-appointed as the Social Committee Chair.
 1. Kathryn Barclay reported that the Spooktacular Celebration went well with two hundred twenty-two (222) participants and over 4,000 pieces of candy handed out. Kathryn went on to report that one bag of candy was left over, which was left at the clubhouse for the election workers scheduled to be onsite for the following Tuesday's Election Day. Kathryn continued, thanking the volunteers for their support and API for their donations.
 2. Kathryn Barclay reported that a Holiday event, such as the Pancakes with Santa event held in prior years, 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.
 3. After her report, Kathryn Barclay and a member of the Social Committee, Jackie Schmidt held a discussion regarding their proposal to coordinate a charity gift giving program in which Townewest resident families, in need, could sign up to receive gifts from the community. After discussion, the Board approved for Kathryn to begin the process for coordinating the event. Kathryn states that she would make contact with the Townewest Elementary School counselor in order to determine which children may be a part of family in need.
- d. Beautification Committee – API reported that Robert Fuentes was re-appointed as the Beautification Committee Chair.
 4. Robert Fuentes reported that judging for the Holiday Decorating Contest would commence December 19th and conclude December 20th.
- e. Pool Committee – API reported that Jose Luis Fuentes Mendoza and Dennis Shea were appointed as Pool Committee Co-chairs. Dennis Shea reported that there was an issue with the landscapers using the pool restrooms during the off-season. API reported that the landscape company was called on the issue and instructed that the pool restrooms are not for use during the off-season. API went on to report that laminated “do not use” signs would be posted on the doors of the restrooms as an additional reminder.
- f. Communications Committee – API reported that Robert Fuentes and Jose Luis Fuentes Mendoza were appointed as Communications Committee Co-chairs. Jose Luis reported that Robert has done a great job in updating the association website thus far.

Treasurer's Report

- a. Cash Balances – API reported the association's cash balances as \$526,962.35.
- b. Delinquencies – API reported the collection of 2020 assessments at 95.02%.
- c. Review Financial Reports
 1. API provided a Proposed 2021 Budget as per discussions held during the Budget Workshop. After discussion, approval of the budget was deferred as adjustments were required to accommodate the revised pool season schedule.
 1. API reported that signature cards were executed and would be provided to UBS and New First as soon as possible. API went on to report that copies of the signature cards, with personal information omitted, would be provided to Miriam Lewis for her records as the Treasurer. The Board ratified the decision to close the Amegy bank account. API reported the process to close the Amegy bank account would begin with transferring the operating funds to the Newfirst account, transferring the ACH debit transactions for utilities and the reconciliation of outstanding checks.
 2. API reported that a written motion was received from Jose Luis Fuentes Mendoza and Miriam Lewis for the implementation of an "Audit Committee". Chip Smith reported that only Board members should be members of such a committee due to confidentiality concerns related to homeowner accounts and bank account information. After discussion, the Board of Directors appointed Miriam Lewis as the Audit Committee chair.

Management Report

- a. Correspondence Received by Association, Directors, Management – None.
- b. Association Business and Operations
 1. API reported that current vendor contracts were under review in order to be organized into an easy access spreadsheet with details on contract terms and conditions. Once complete the spreadsheet will be provided to the Board for their review. API offered to hold a contract workshop to review the spreadsheet with the Board in order for them to consider going out for proposals as needed. The Board discussed the clubhouse cleaning contract and camera contract as priorities for their consideration.

2. API provided an update pertaining to the MUD Bond Proposal, as provided by a MUD #2 Board member. API reported the MUD Bond funds would not be available until the end of the first quarter or beginning of the second quarter. The MUD #2 Board will begin discussions regarding the MUD Bond Proposal after the first of the year. The MUD Board member asked API to remind the Board of the MUD #2 Board meetings, which are held by teleconference on the fourth Tuesday of the month at 8:30 a.m. Robert Fuentes requested further information related to the exact proposed plans for the MUD Bond and a timeline for executing those plans.
 3. API reported that, per the MUD #2 Board of Directors, in order for the TWHOA Board's concerns to be appropriately noted and addressed, an email would need to be sent to the MUD #2 Board's attorney. The concerns would then be placed on the agenda for the next MUD #2 Board meeting, so that they can be formally addressed. API reported that a draft of a written request would be sent to the Board for their review prior to being sent to the MUD #2 attorney. Robert Fuentes added that he obtained a cost for private deputy patrol service from the Sheriff's Department, which was not feasible for the association. As such, Robert stated that the presence of the MUD #2 patrol needed to expand and become more apparent on streets which are affected by the most negative activity, such as cul-de-sacs and dead end streets. A MUD #2 Board member was present and chimed in to state that there are currently nine (9) officers patrolling MUD #2 neighborhoods 100 hours per week. The MUD #2 Board member restated the procedures for bringing concerns to the MUD #2 Board of Directors. The Board went on to discuss how the Board could gain access to crime reports in the community. API reported that a link to a program called Lexis Nexis Community Crime Map could be provided on the community website for anyone to access reports of criminal activity in the community. Additionally, the Board requested that a link to CenterPoint's streetlight outage reporting tool be placed on the website as well.
- c. Clubhouse Report
1. Improvement Proposals
 - API requested any additional details related to the scope of the tile and grout cleaning project. The Board agreed that all rooms in the clubhouse required basic tile and grout cleaning services. API reported that new proposals for tile and grout cleaning would be obtained and provided to the Board for their review.

- API requested any additional details related to the scope of the interior painting project. The Board approved for the scope to include only painting the main room, kitchen, restrooms and all doors. The office and storage should not be included in the scope at this time. API reported that the current interior colors would be provided to the Board in order for them to decide if the interior paint colors should be changed. A color palette change which interested the Board was a light grey or dove color for the walls and a white color for the trim. API reported that new proposals for interior painting would be obtained and provided to the Board for their review.
 - API requested any additional details related to the scope of the projector screen and projector installation. Robert Fuentes stated that he will donate his projector to Townwest HOA. Due to the donation, the Board approved the scope of the project to only include the installation of a ceiling mounted projector screen, which should run adjacent to the southwest wall of the clubhouse. The screen should be installed as close to the northwest wall as possible, without blocking the emergency exit. API reported that new proposals for interior painting would be obtained and provided to the Board for their review.
 - API requested any additional details related to the scope of the tree trimming project. After discussion the Board approved for API to perform a tree evaluation which should include a tree count and photos for the Board's consideration in scope development. The Board requested that Practical Tree Service be included in the bidding process.
2. Work Orders
- The installation of electrical outlets on the back side of the clubhouse, clubhouse monument sign and monument sign at Panhandle as well as the installation of a monument light on the clubhouse monument sign were all included on the same work order. The Board requested that the work order be placed on hold, as the Board is considering improvements to the monuments which may affect the proposed electrical outlets and monument light installation. After discussion, the Board approved for the work order scope to be amended to only include the installation of two outlets on the backside of the clubhouse and the troubleshooting of the electrical outlet located on a front clubhouse post nearest to the pool fence.
 - API reported that the work order to install electrical outlets and a light on the clubhouse monument was placed on hold.
 - API reported that the kitchen sink and disposal was repaired by Best Plumbing. API went on to report that Best Plumbing returned the same day and repaired a leak in the urinal of the men's room at the pool area.

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- API reported that the camera replacement at the clubhouse was not complete and an update would be provided the following day.
- d. Gulfstream Park Report
1. Improvement Proposals
 - After discussion, API reported that the metal fence repair project would be reviewed to ensure that the project was completed.
 - API reported that an evaluation of affected sidewalk “squares” and adjacent grading improvement requirements would be completed at the time of the tree evaluation. A scope will be provided for the Board’s review.
 - API reported that a tree evaluation would be completed for the Gulfstream park area as well as the clubhouse area.
 - API reported that the camera system was repaired and all cameras were viewable on the DVR system. The Board requested that API obtain the credentials in order to access the cameras remotely.
- e. Pool Report
1. API reported that the Board is considering adjustments to their pool access policy.
 2. The Board of Directors ratified approval to increase pool monitor pay to \$16 per hour for the 2021 season.
 3. Discussion related to pool management was deferred to the executive session.
 4. API reported that the Board is considering a sponsorship for Townwest HOA resident children to participate in the Townwest Tidal Waves Swim Team.
 5. API provided a calendar and spreadsheets which outlined the 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 to include weekends in May, weekends in September and the first weekend in October, in addition to their regular pool season. Because the pool hours were adjusted, the 2021 budget would need to be revised to reflect the Board’s approval. The Board requested that thorough pool patron attendance logs be kept in order to determine if the extended hours were feasible for future pool seasons.
- f. Tennis Court Report
1. API reported the work order to adjust the times at the tennis court was complete. Robert Fuentes reported that there was one light in need of repair as it was inoperable.

g. Common Area Report

1. Work Orders

- API reported that the work order to install electrical outlets on the monument at Panhandle was placed on hold.
- API reported that a light installation on the monument at Panhandle was not required, as there is a monument light installed and operable at present.

2. Entrance Improvements

- API requested any additional details related to the scope of the monument sign improvement project. After discussion the Board approved for the scope to include the replacement of all monument signs with a theme to harmonize with the existing theme in Townwest. The Board discussed the option to create a logo which could be used on the new monuments.
- After discussion, the Board approved to place the electrical meter and water meter installation at the monument on Clark Towne on hold until the monument sign improvement was further developed.
- API requested any additional details related to the scope of the entrance landscape improvement project. After discussion, API reported that photos would be taken of all entrances for better planning and discussion. The Board approved for the landscape inspiration to be taken from the MUD #2 installed, serpentine bed located on Belknap.

3. Flag Maintenance – Kathryn Barclay discussed the number of flag poles and the possibility of removing all flagpoles, except for the clubhouse flagpoles to cut down on cost. After discussion the Board approved to keep all flagpoles and reevaluate at the time of the monument sign improvement. There are four (4) flagpoles with four (4) U.S. and three (3) Texas flags among them. The clubhouse has only a U.S. flag at present. The Board approved to install additional clips on the clubhouse flagpole in order to fly both the U.S. and Texas flag on this pole. The Board discussed purchasing quality flags which could withstand the windy areas where some flags. After discussion, the Board approved for API to obtain costs from a company for the monitoring and replacement of common area US and TX flags. The Board further approved for Mickey Lewis to obtain prices for replacement flags from Amazon, while API obtains prices for the same from Kronberg’s Banners and Flags.

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 – No report.

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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.

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 denied one (1) waiver requests.
- b. Deed Restriction Report
 - 1. Enforcement Action - API reported that eleven (11) certified letters were mailed. The Board approved three (3) accounts to be turned over to Chip Smith's office for deed restriction enforcement.
 - 2. Owner Requests - The Board approved one (1) extension request.
- c. A formal motion to terminate Dennis Shea's contract for pool management was presented by Jose Luis Fuentes Mendoza and Miriam Lewis. After discussion, Dennis Shea was removed from the meeting and was not present during the discussion or vote. Robert Fuentes called for a motion to decline said motion. Kathryn Barclay seconded the motion. Miriam Lewis voted to decline the motion. With a majority vote, the motion was declined with Jose Luis Fuentes Mendoza abstaining. The contract for Dennis Shea for pool management will not be terminated. The Board discussed increasing the pool management pay in accordance with the extended pool hours.

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

The next Board meeting is scheduled for December 10, 2020 at 7:00 PM via Teleconference.

With no further business to be conducted, the meeting was adjourned by President Robert Fuentes at 11:30 PM.

Date: Approved 12/10/21
President: [Signature] 3/9/2021
Secretary: [Signature] 3/8/21
Management: [Signature]

