

**Townwest Homeowner's Association, Inc.**  
**Board of Director's Meeting Agenda**  
**January 14, 2021**

- I.** Call Meeting to Order
- II.** Call Open Forum to Order
  - a) Guests
  - b) Resident's Input
- III.** Call Business Meeting to Order
- IV.** Actions Between Meetings
  - a) Summarize Unannounced Meetings, if any
  - b) Ratify Actions Approved Between Meetings, if any
- V.** Approve Minutes of Previous Meetings
  - a) Board Meeting – December 10, 2021
- VI.** Committee Reports
  - a) Architectural Control Committee – Jose Luis Fuentes Mendoza
  - b) Nominating Committee – Kathryn Barclay
  - c) Social Committee – Kathryn Barclay
    - 1. Townwest Giving Tree
    - 2. Calendar of Events
  - d) Beautification Committee – Robert Fuentes
    - 1. Yard of the Month – Holiday Decorating Contest
  - e) Pool Committee – Dennis Shea & Jose Luis Fuentes Mendoza
  - f) Communications Committee – Robert Fuentes & Jose Luis Fuentes Mendoza
    - 1. Website / Newsletter
- VII.** Treasurer's Report
  - a) Cash Balances
  - b) Delinquencies
  - c) Review Financial Reports
    - 1. Budget 2021
    - 2. Signature Cards
    - 3. Credit Cards

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**VIII.**

Management Report

- a) Correspondence Received by Association, Directors, Management
- b) Association Business and Operations
  1. Contract Review – Terms and Conditions Spreadsheet
    - Bidding Announcements and Procedure
    - Clubhouse Cleaning and Repairs
    - Cameras
  2. MUD Bond Proposal
    - Perimeter Fencing
  3. Community Patrol Review
- c) Clubhouse Report
  1. Improvement Proposals
    - Tile & Grout Cleaning
    - Painting
    - Projector Screen
    - Tree Trimming
  2. Work Orders
    - Cameras
    - Thermostat Box
    - Electrical Fuse Panel Cabinet
- d) Gulfstream Park Report
  1. Improvement Proposals
    - Metal Fencing
    - Sidewalk Repairs
    - Landscape Grading
    - Tree Trimming
    - Cameras
- e) Pool Report
  1. 2021 Pool Access Policy
  2. 2021 Pool Monitor Pay
  3. 2021 Pool Management
  4. 2021 Townwest Tidal Waves Swim Team
  5. Pool Season Extension
- f) Tennis Court Report
  1. Light Repairs
- g) Common Area Report
  1. Work Orders
    1. Entrance Improvements
      - Monument Signs – On Hold
      - Electrical and Water Meter Installation at Clark Towne Monument – On Hold

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- Landscape Improvements
- 2. Flag Maintenance
- 3. Curb Number Painting
- 4. Centerpoint LED Transition
- h) Landscaping Report
- i) Website/Newsletter Report
  - 1. Communications Policy
  - 2. TownSq Integration

**IX. Executive Session**

The Board may convene an Executive Session, as needed, to consider actions involving personnel, litigation, contract negotiations, enforcement actions, attorney communications or other confidential information as allowed under Texas Property Code section 209.0051.

- a) Collections
  - 1. Enforcement Action/Procedures
  - 2. Owner Requests
- b) Deed Restriction Report
  - 1. Enforcement Action/Procedures
  - 2. Owner Requests

**X. Reconvene in Open Session and Report on Actions Approved During Executive Session.**

**XI. Set Date, Time, and Agenda of Next Meeting/Adjournment  
February 11, 2021 at 7:00 PM – Virtual Board Meeting**