

Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- February 14, 2019

Board Members		Management		Guests	
<input checked="" type="checkbox"/>	Robert Goerz, President	<input checked="" type="checkbox"/>	April Pitarra, MASC Austin Properties, Inc.	<input checked="" type="checkbox"/>	Chip Smith, Attorney at Law
<input checked="" type="checkbox"/>	Linda Torres, Vice President				
<input checked="" type="checkbox"/>	Dennis Shea, Treasurer				
	Lisa Dudley, Member at Large				
<input checked="" type="checkbox"/>	Terri Doyle, Secretary				

(Please check mark to the left of individuals who are present)

Call Meeting to Order

Due notice of meeting, and a quorum established, Jack Goerz, the Board President, called the meeting to order at 7:03 PM. The meeting was conducted at 10322 Old Towne Lane, Sugar Land, TX 77498.

Call Business Meeting to Order

Actions Between Meetings

- a. Summarize Unannounced Meetings, if any- None
- b. Ratify Actions Approved Between Meetings- The board ratified the approval of the concrete repair in front of the clubhouse. The repair was a result of a water leak on the main line due to the tree roots. The cost of the repair is \$3,900.00 for the full 260sq ft of sidewalk replacement.

Approve Minutes of Previous Meeting

The January 10, 2019 meeting minutes were approved as written.

Committee Reports

- a. Architectural Control Committee- No Report
- b. Social Committee- Ms. Ronda Brown whom has declined to be the committee chair at this time. The board has deferred this event to see if the board is able to still plan the event with enough time. API will help with any arrangements that may need to be made.
- c. Pool Committee – No report.
- d. Landscaping Committee- No report.
- e. Communications Committee – No Report.

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Treasurer's Report

- a. Cash Balances- API reported cash balances of \$889,615.36 as of 1/31/2019
- b. Delinquencies- 80.13% collected as of 1/31/2019
- c. Review Financial Report- No report

Management Report

- a.) Correspondence Received by Association, Directors, Management – No Report
- b.) Association Business and Operations – No report
- c.) Clubhouse Report – No report
- d.) Gulfstream Park Report – API submitted proposals for sidewalk and concrete repairs. The Board deferred approval and requested API to solicit two (2) additional proposals.
- e.) Pool Report- The Board deferred the approval of the 2019 Pool season awaiting further review. The board voted to increase the cost for swimteam to use the facilities to \$1,800.00 for the season. Chip Smith will adjust the contract and API will send it over to the swimteam for signature.
- f.) Common Area Report – API will get with Mars roofing to adjust a few line items on the bid for the exterior of the clubhouse, will present to the board once bid is corrected. The main entrance monument sign has been tabled until landscaping is done, and another two bids are obtained for comparison by API.
- g.) Tennis Court Report – No report
- h.) Landscaping Report- The Board deferred approval of the proposal submitted by Land Pro for the landscaping renovations of the entrances in the amount of \$14,722.00 for further consideration.
- i.) Website/Newsletter Report- Website has been updated with a new look and layout.
- j.) Patrol Report – Patrol is going well, it was reported there has been minimal crime and breakins for the area. Patrol will continue to help with inoperable vehicles parked on the streets.

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Call Open Forum to Order

- a. Guests- (11) Guests
- b. Resident's Input- Several residents were present to discuss parking issues within the community, vendor bid process, management company contract, bids for a new cleaning contract.

Executive Session

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

- a. Collections
 - 1. Enforcement Action- The Board approved (0) payment plans, approved (0) waiver requests, and denied (0) waiver requests.
 - 2. Owners Request- (0) Owner request.
- b. Deed Restriction Report
 - 1. Enforcement Action- API reported that (4) work orders had been issued for self-help items (0) items was placed on hold and (50) certified letters were mailed.
 - 2. API also reported (4) accounts were sent to Chip Smith's office for deed restriction enforcement.
 - 3. Owner Requests- The Board approved (6) extension requests.
 - 4. Owner Hearings- (0) Owner Hearing was scheduled

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

The next Board meeting is scheduled for March 14, 2019 at 7:00 PM at 10322 Old Towne Lane, Sugar Land, TX 77498.

With no further business to be conducted, the meeting was adjourned by President Jack Goerz at 8:30 PM.

Date: 3/14/2019

President: [Signature]

Secretary: [Signature]

Management: [Signature]