

**Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- August 15, 2019**

Board Members		Management		Guests	
X	Robert Goerz, President	X	April Pitarra, MASC Austin Properties, Inc.	X	Chip Smith, Attorney at Law
X	Robert Fuentes, Vice President	X	Angela Connell, MASC Austin Properties, Inc.		
X	Dennis Shea, Treasurer				
X	Linda Torres, Member at Large				
X	Kathryn Barclay, Secretary				

(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, Jack Goerz at 7:06 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 – None

Approve Minutes of Previous Meeting

The July 17, 2019 meeting minutes were approved as written.

Committee Reports

- a. Architectural Control Committee – Dennis Shea reported that all ACC applications are up to date and reviewed weekly.
- b. Nominating Committee – No report.
- c. Social Committee -
 1. National Night out is scheduled for September 21, 2019. The Board voted on and approved the following for the NNO event.
 - Ice cream sundaes will be provided from icecream.com.
 - Bike and electronics engraving to be handled by a volunteer. MASC Austin Properties asked Attorney Chip Smith to produce a waiver releasing the Association from any damages for all participants to sign.
 - Elizabeth Seymour will host pool games for the event.
 - Two bounce houses, API will reserve the bounce houses from Sky High Party rental.
 - Movie: Dark Phoenix rated PG-13. API will provide usage of a blow up screen for the movie.

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- Hot dogs, drinks and chips will be provided, with volunteers providing the grill and cooking the hot dogs. The Board discussed placement of the grill could not be under the awning of the clubhouse. Kathryn Barclay will coordinate a time with Dennis Shea to go to Sam's to purchase needed supplies. API offered to share a shopping list from another hot dog cooking event to Kathryn Barclay for consideration.
 - API will provide the popcorn machine and supplies for the event.
 - API has confirmed (5) lifeguards for the event.
 - \$200 in door prizes will be purchased.
 - Kathryn Barclay will coordinate providing fingerprint kits and the rescue vehicles for the kids to climb inside and look at from the Sherriff's office.
 - Kathryn Barclay will supply props to use for photo ops for the kids and parents.
 - Mickey Lewis will host adult games in the clubhouse for the event.
 - The Board approved to order 6 signs to place around the community for the NNO event.
- d. Beautification Committee – Robert Fuentes reported three yards had been selected for yard of the month. The addresses have been forwarded to be placed on the website and in the next issue of the newsletter. Signs have also been placed in the winning yards.
- e. Pool Committee – Dennis Shea reported that there is still bubbling coming from the deep end of the large pool. API will follow up again with Pools by Dallas to determine the cause and needed action to correct.
- f. Communications Committee –
1. Robert Fuentes briefly discussed the website proposals presented at the previous meeting. Robert Fuentes also reported he had not met with Barlisa regarding adding Spanish options to the website. No further action was taken at this time.
 2. The Board discussed placing a Spanish version of certain articles in the newsletter. API will forward over samples of other Spanish newsletters and articles for review.
 3. Coordinating a Helping Hands/Outreach Program was discussed. API presented an article used by another community to Robert Fuentes regarding this type of program for consideration.

Treasurer's Report

- a. Cash Balances - API reported cash balances of \$458,665.75 as of 7/31/2019
- b. Delinquencies – 95.25% collected as of 7/31/2019
- c. Review Financial Report - No report.
- d. 2018 Audit – API reported the final report of the audit is complete.
- e. API reported the only option available through Amegy for online payments was not cost effective. The Board approved to proceed with establishing an account with Newfirst Bank for online payments. Funds will be transferred monthly into the Amegy operating account.

Management Report

- a.) Correspondence Received by Association, Directors, Management – No Report
- b.) Association Business and Operations –
 - 1. The Board reported that safety services to the community would be offered at the National Night Out event and future community events.
- c.) Clubhouse Report – API reported a cost analysis would be prepared for the clubhouse based on a two year time frame as the clubhouse was not available for a duration in 2019.
- d.) Gulfstream Park Report – After review of the proposals and options presented by API, the Board approved the proposal submitted by Practical Trees in the amount of \$2,623.75 to remove all trees, shrubs and fence, grade the area and to install sod at Gulfstream Park. The sodding of the area will be held until mid-November with a retainer held for the cost.
- e.) Pool Report – API presented a proposal for the installation of an air conditioning system in the women’s and men’s restrooms at the pool. After review, the Board voted to not proceed any further with this project as the cost (\$5,000.00 to \$10,000.00) was more than expected.
- f.) Tennis Court Report - The Board deferred power washing the tennis courts until next month. Robert Fuentes will solicit an additional proposal for consideration as well as API will solicit an additional proposal from Alejandro with Silver Star.
- g.) Common Area Report
 - 1. All front monument sign work has been deferred until the widening of Belknap is completed.
- h.) Landscaping Report – API will provide Robert Fuentes with landscape maintenance specifications in order to request additional proposals for Board review.

Call Open Forum to Order

- a. Guests – No Report
- b. Resident’s Input - Several residents were present to discuss general association business and concerns with Townewest Elementary pick up school traffic and parents loitering and littering on neighboring homes waiting for their children.

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 (1) items was placed on hold and (12) certified letters were mailed.
 - 2. API also reported (0) accounts were approved to Chip Smith's office for deed restriction enforcement.
 - 3. Owner Requests - The Board approved (0) 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 September 12, 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 11:00 PM.

Date:

9/12/19

President:

[Signature]

Secretary:

Hally A. Bandy

Management:

[Signature]