

Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- November 14, 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		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 7:00 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 October 10, 2019 meeting minutes were approved with changes.

Committee Reports

- a. Architectural Control Committee – Dennis Shea reported that all ACC applications are up to date and reviewed every Monday and Friday.
- b. Nominating Committee – No report.
- c. Social Committee -
 1. The Christmas Event is scheduled for Thursday December 19, 2019. Kathryn Barclay reported that they the committee would like to start the event around 6:00 pm with Santa showing up around 6:30pm to 8:30pm for a cost of \$100.00. The board has approved the following for the Christmas event;
 - Cookie Decorating station with icing.
 - Crafting station for the kids for ornaments.
 - Reindeer candy canes.
 - Santa gift bags
 - Hot chocolate, and chocolate milk
 - Light snacks will be served such as cookies
 - Door prizes will be given away

- d. Beautification Committee –
 - 1. Robert Fuentes reported the holiday decorating contest will take place the week of December 22nd. There will be three homes chosen to receive gift cards. The board has agreed to allow any home that has a stage 1 violation letter to be eligible for the decorating contest. However, any home with a stage 2 or greater violation letter will not be eligible.
 - 2. Landscape proposals have been deferred for review until the January meeting. The board approved the scope of work provided by API.
- e. Pool Committee – Dennis Shea reported all is good at the pool at this time and that pool has been winterized.
- f. Communications Committee – Robert Fuentes made a motion to change Website and newsletter provider to Prepared Publications. The motion was not carried due to lack of information regarding the proposed company. The board requested that API obtain a bid for these services and an email vote will occur once information is provided.

Treasurer's Report

- a. Cash Balances - API reported cash balances of \$355,292.91 as of 10/31/2019
- b. Delinquencies – 96.61% as of 10/31/2019.
- c. Review Financial Report - No report.

Management Report

- a.) Correspondence Received by Association, Directors, Management – No Report.
- b.) Association Business and Operations –
 - 1. MASC Austin Properties Management reported on the new software conversion that will be taking place after the first of the year.
- c.) Clubhouse Report – API reported that a review of a cost analysis for the clubhouse has been deferred.
- d.) Gulfstream Park Report –
 - 1. API reported about concrete work still needing to be done at Gulfstream park. This is for all concrete walkways that are broken. At this time the board has tabled this until Kathryn has had a chance to walk the property.
 - 2. API reported on the mulch in the playground areas that it is time for a top off. The board has requested how much mulch is needed as well as more information pertaining to the State guidelines for playgrounds and ground cover. API will obtain all information for the next meeting.
 - 3. The board approved the bid for Practical Tree to plant the sod at the garage at Gulfstream and trim the trees at the clubhouse area over in front of the pool. The cost of the work will be \$950.00 for the trimming of the trees and \$1,200.00 for the sod work.

- e.) Pool Report – No Report.
- f.) Tennis Court Report – No Report.
- g.) Common Area Report – No Report
- h.) Landscaping Report – No report.

Call Open Forum to Order

- a. Guests – No Report
- b. Resident’s Input - Several residents were present to discuss gift cards, API contract, cameras at the park, children out past curfew, school buses cutting through the community, and lights in the park and throughout community.

Executive Session

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

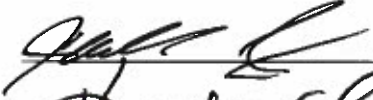
- a. Collections
 - 1. Enforcement Action - The Board approved (0) payment plans, approved (0) waiver requests, and denied (1) waiver requests.
 - 2. Owners Request - (0) Owner request.
- b. Deed Restriction Report
 - 1. Enforcement Action - API reported that (3) work orders had been issued for self-help items (1) items was placed on hold and (11) certified letters were mailed.
 - 2. The board approved (2) accounts to be turned over to Chip Smith’s office for deed restriction enforcement.
 - 3. Owner Requests - The Board approved (2) 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 January 9, 2020 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: 1-9-2020

President: 

Secretary: 

Management: 