

**Townwest Homeowner's Association, Inc.**  
**Board of Directors Meeting Minutes- October 10, 2019**

Board Members		Management		Guests	
X	<b>Robert Goerz, President</b>	X	<b>April Pitarra, MASC Austin Properties, Inc.</b>	X	<b>Chip Smith, Attorney at Law</b>
X	<b>Robert Fuentes, Vice President</b>	X	<b>Angela Connell, MASC Austin Properties, Inc.</b>	X	<b>Scott Friery, CPA at Barry Wuntch</b>
X	<b>Dennis Shea, Treasurer</b>				
X	<b>Linda Torres, Member at Large</b>				
X	<b>Kathryn Barclay, Secretary</b>				

(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 – Halloween decorating contest 2020 was approved by email with the same guidelines as the Christmas decorating..

**Approve Minutes of Previous Meeting**

The September 12, 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 every 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 6:30 pm with Santa showing up around 7:30pm. Mr. Hal Holmes has volunteered to play Santa for 1 hour free of charge. The committee is considering to pay \$200.00 for an additional hour and will make a decision at the next meeting during which time the committee will also consider:
    - Possible sock drive during the event.
    - Crafting station for the kids for ornaments.

- d. Beautification Committee –
  - 1. Robert Fuentes reported the holiday decorating contest will take place the week of December 13<sup>th</sup>. 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 the November meeting. API will provide a scope of work to the board to assist with the bidding process.
- e. Pool Committee – Dennis Shea reported all is good at the pool at this and it is now time to prepare for winterizing.
- f. Communications Committee –
  - 1. Jack Goerz reported he had not looked at the NNO article but will review it and let the board know of his decision.
  - 2. Robert Fuentes is currently working on a flyer for NNO for the community to be posted on the website and social media.
  - 3. Barlisa needs all articles and corrections for the newsletter by October 11, 2019.

#### **Treasurer's Report**

- a. Cash Balances - API reported cash balances of \$391,227.13 as of 9/30/2019
- b. Delinquencies – No report.
- c. Review Financial Report - No report.
- d. 2018 Audit – API reported the final draft of the audit is complete. A representative from Barry Wuntch office was in attendance to present the audit to the board. The 2018 Audit was approved by the board.
- e. The 2020 Budget was approved with Robert Fuentes and Kathryn Barclay voting against the approval. The budget was approved with allocating the remaining \$1,601.84 to reserve contingency.
- f. The board of directors approved the 2020 annual assessment rate of \$346.00. With a discounted rate of \$330.00 if paid by 12/31/2019 homeowners will receive an early pay discount of \$16.00. Robert Fuentes voted against majority of the board.

#### **Management Report**

- a.) Correspondence Received by Association, Directors, Management – No Report.
- b.) Association Business and Operations –
  - 1. MASC Austin Properties Management contract addendum was approved with Robert Fuentes abstaining his vote.
  - 2. The board agreed to amend future board meeting agendas by moving the open forum to the beginning of the meetings.
- c.) Clubhouse Report – API reported that a review of a cost analysis for the clubhouse has been deferred.
- d.) Gulfstream Park Report –No Report.

- e.) Pool Report – No Report.
- f.) Tennis Court Report – No Report.
- g.) Common Area Report – No Report
- h.) Landscaping Report – API will get bids for tree trimming at the clubhouse/pool area as well as Burney and Panhandle.

**Call Open Forum to Order**

- a. Guests – No Report
- b. Resident’s Input - Several residents were present to discuss general association business and concerns about deed restrictions within the community and vendor contracts.

**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 (6) work orders had been issued for self-help items (1) items was placed on hold and (56) certified letters were mailed.
  - 2. The board approved (6) accounts to be turned over to Chip Smith’s office for deed restriction enforcement.
  - 3. Owner Requests - The Board approved (0) extension requests.
  - 4. Owner Hearings - (1) Owner Hearing was scheduled

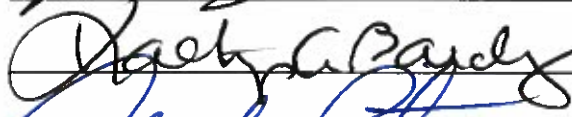
**Set Time, Date, and agenda of Next Meeting/Adjournment**

The next Board meeting is scheduled for November 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 11:00 PM.

**Date:** 1-9-2020

**President:** 

**Secretary:** 

**Management:** 