

**Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- April 11, 2019**

Board Members		Management		Guests
X	Robert Goerz, President	X	April Pitarra, MASC Austin Properties, Inc.	Chip Smith, Attorney at Law
X	Linda Torres, Vice President			
X	Dennis Shea, Treasurer			
X	Lisa Dudley, Member at Large			
	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 7:00 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 March 14, 2019 meeting minutes were approved as written.

Committee Reports

- a. Architectural Control Committee- ACC reported that all was up to date and have been approving regularly.
- b. Social Committee- The Easter Eggstravaganza will be Saturday at 9am at Gulfstream Park. There are a few homeowners that have volunteered to help with the event. There are currently 5 signs that the Association has to place at the entrances.
- c. Pool Committee – Splash Day will be June 1, 2019. Splash Day will be from 12pm to 4pm, sno cones, DJ, pizza, and drinks will be provided to those in attendance. Pool tags for 2019 will be available for trade in or purchase at the pool during this time.
- d. Landscaping Committee- Clubhouse landscaping tabled until another meeting with Traci at LandPro. Yard of the Month begins in May, the Board asked the homeowners if there was anyone interested in volunteering for a yard of the month committee to help ride around and look at homes.
- e. Communications Committee – Lisa Dudley reported that the solicitation for the annual meeting had been posted to the website, a posting was made on the website about looking for homeowners to volunteer for yard of the month. It was also reported that the newsletter is set to go out the week of April 24th.
- f. Nominating Committee- Dennis Shae has been appointed as the nominating committee chair.

Townwest Homeowners Association, Inc.
Board of Directors Meeting Minutes
April 11, 2019
Page 2

Treasurer's Report

- a. Cash Balances- API reported cash balances of \$663,101.70 as of 3/31/2019
- b. Delinquencies- 86.89% collected as of 3/31/2019
- c. Review Financial Report- The Board approved the 2018 tax return for the association.

Management Report

- a.) Correspondence Received by Association, Directors, Management – No Report
- b.) Association Business and Operations – API reported the annual meeting will be June 13, 2019 at the Clubhouse at 7pm. There will be (2) available positions with three year terms. It was reported that Lisa Dudley and Terri Doyle will not be re-running for the Board.
- c.) Clubhouse Report – API reported that Tracie with LandPro was at the meeting and the board has tabled the bids until next month, Tracie will try and make it to next months meeting.
- d.) Gulfstream Park Report – Concrete repair at Gulfstream Park API is going to obtain 1 more bid for concrete repair, still currently tabled until other projects are completed.
- e.) Pool Report- The Board has approved the Pool Lifeguard contract with Trident for \$32,077.50 for the 2019 season. The board also approved the pool monitor contracts for Donna Shea and Carol Imwalle and to continue paying an hourly rate of \$14.80. Dennis Shea abstained from all voting for the pool monitor contracts. Dennis Shea has instructed API to order lifeguard umbrellas that will last through the summer.
- f.) Common Area Report – The board has decided to table the decision on powerwashing for the common areas until the next meeting. The powerwashing of the monument signs is tabled until the sign gets refaced.
- g.) Tennis Court Report – No report
- h.) Landscaping Report- The Board has tabled the front entrance monument sign landscaping until the monument sign work is completed. The monument sign has also been tabled until completion of the clubhouse and pool houses. The landscaping for the clubhouse has been tabled until the next meeting.
- i.) Website/Newsletter Report- No Report.
- j.) Patrol Report – No Report.

Townwest Homeowners Association, Inc.
Board of Directors Meeting Minutes
April 11, 2019
Page 3

Call Open Forum to Order

- a. Guests- (6) Guests
- b. Resident's Input- Several residents were present to discuss the printer in the clubhouse office, 2019 pool bands, and deed restrictions.

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 (3) waiver requests.
 - 2. Owners Request- (0) Owner request.
- b. Deed Restriction Report
 - 1. Enforcement Action- API reported that (2) work orders had been issued for self-help items (0) items was placed on hold and (27) certified letters were mailed.
 - 2. API also reported (3) accounts were sent 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 May 9, 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 9:00 PM.

Date: 5-16-19

President: [Signature]

Secretary: [Signature]

Management: [Signature]