

**Townewest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- June 10, 2021**

Board Members		Management		Guests	
X	Robert Fuentes President	X	Rachel Rivera, MASC Austin Properties, Inc.	X	Chip Smith, Attorney at Law
	Kathryn Barclay Vice President			X	David Kocurek Texas Aquatic Enterprises
X	Miriam Lewis Treasurer			X	Duncan Reedyk Texas Aquatic Enterprises
X	Jose Luis Fuentes Mendoza Secretary				
	Dennis Shea Member at Large				

(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 held by teleconference, was called to order by the President, Robert Fuentes at 7:10 PM.

Call Open Forum to Order

- a. Guests – David Kocurek and Duncan Reedyk were present to discuss concerns regarding the enforcement of pool rules by the lifeguards and pool monitors. The Board also discussed recent law changes pertaining to the age a minor patron is allowed to enter the pool area without adult accompaniment. After discussion, the board approved to amend the Townewest HOA pool rules to comply with the state rule which stipulates the age limit of 14 years old.
- b. Residents Input – Several residents were present and brought forth concerns pertaining to the annual meeting election and the condition of the streets in Townewest HOA.

Call Business Meeting to Order

Actions between Meetings

- a. Summarize Unannounced Meetings – An emergency executive meeting was reported to have been held on June 1, 2021 to discuss an incident which occurred at the pool area.
- b. Ratify Actions Approved Between Meetings – The Board of Directors ratified approval of the bench and picnic table refurbishment for the furniture at Gulfstream Park and the pool area.

Approve Minutes of the Previous Meeting

- a. The approval of the minutes of the board meeting held May 13, 2021, and the emergency executive meeting held June 1, 2021 was deferred.

Committee Reports

- a. Architectural Control Committee – Jose Luis Fuentes Mendoza reported that he is drafting a revised ACC form for the Board's review and approval.

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- b. Nominating Committee – API reported that Angela Massaro and Goran Mandich have entered their names as candidates for the upcoming 2021 election.
- c. Social Committee –
 - 1. In Kathryn Barclay’s absence, Robert Fuentes reported that Splash Day was scheduled for Saturday, July 3, 2021. API reported that James Coney Island and Event Catering Houston were confirmed as available for the day and provided costs associated with their services. The Board approved to defer approval of the estimates in order to allow Dennis Shea to review and provide his input.
- d. Beautification Committee –
 - 1. Robert Fuentes reported that the Yard of the Month Contest began with two winners selected for the month of June.
 - 2. API reported that revised estimates with boulders removed from the scope of the Townwest Blvd. Improvement proposal were received by two of the landscapers and the third was expected soon.
 - 3. Robert Fuentes reported that the bench and picnic table refurbishment was complete.
- e. Pool Committee – No report.
- f. Communications Committee – Robert Fuentes requested copies of the deed restrictions so that they could be translated into Spanish for the community. API reported that they would send him the Declarations for his review.

Treasurer’s Report

- a. Cash Balances – Miriam Lewis reported the association’s cash balances at \$892,647.76 as of May 31, 2021.
- b. Delinquencies – API reported the collection of 2021 assessments at 93.6% as of May 31, 2021.
- c. Review Financial Reports – API presented the Board of Directors with reconciled financials for their review.
 - 1. API reported that Reliant Energy was no longer being drafted from the Amegy Bank Account and that a letter to Amegy to close the account would be drafted for signature by the Board.

Management Report

- a. Correspondence Received by Association, Directors, Management – None.
- b. Association Business and Operations
 - 1. The Board briefly discussed the upcoming annual meeting.
 - 2. COVID-19 Procedures
 - The Board of Directors approved to continue to hold Board meetings by Zoom, until the Annual Meeting election.

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- The Board of Directors approved to lower the cost of the clubhouse rental fee from \$225 to \$200.00. API reported that the contract would be revised accordingly.
3. Contract Review
 - The Board of Directors reviewed the Facilities Maintenance Contracts and approved Monsterrat Torres as the new Facilities Maintenance Contract service provider.
 4. API reported that a letter to Fort Bend County MUD #2 requesting a detailed plan for improvement and timeline for the MUD Bond Proposal was being drafted for the Board's review.
 5. No report.
- c. Clubhouse Report
1. Improvement Proposals
 - API reported that the tile and grout cleaning was completed.
 - The clubhouse painting project remains on hold and was approved to be placed on a bucket list for the association.
 - API reported that the projector screen was installed by Tex-seis successfully.
 - API provided a proposals for parking lot restriping from D&C Contracting, Pavecon and Limon Remodeling. It was noted that D&C and Pavecon would only pressure wash the lines where the stripes were to go. Limon Remodeling included pressure washing the entire parking lot. After discussion the Board approved Limon Remodeling to restripe the pool area and Gulfstream Parking lots.
 - API provided proposals from Limon Remodeling and Tex-seis for pressure washing the sidewalks at Gulfstream park, the clubhouse and exterior of the clubhouse. After discussion, the Board approved for Limon Remodeling to perform the work.
 - The Board of Directors reported that one set of double paned windows was in need of replacement as moisture seeped in between the panes. API reported that the installer would be sought out in order to check warranty and have them replaced.
 2. Work Orders
 - API reported that ADT would be scheduled to adjust the camera angles onsite and assist with the remote camera viewing.
 - API reported that a work order would be issued to Tex-seis to replace the locks on the electrical fuse panel cabinet, once mailbox locks were purchased.

d. Gulfstream Park Report

1. Improvement Proposals

- API reported that additional bids for the iron fence replacement with aluminum fence were being obtained.
- API provided a detailed estimate from Southern Concrete Raising for the repair and replacement of sidewalks in Gulfstream Park. After discussion the Board requested two additional bids.
- API reported that the estimate for landscape drainage solution was being revised to only include a drain installation on the southwest corner of the walking trail.
- The Board of Directors requested an estimate from Limon Remodeling for straightening the volleyball net posts and an estimate from Land Pro to freshen up the sand on the court.
- API presented a proposal from Crosswinds which provided an estimate of \$900 for a trash can installation. API reported that additional pricing would be obtained to purchase a trash can from a supplier and have it installed by Limon Remodeling.
- See item d. 3.
- See item c. 1.
- See item c. 1.

e. Pool Report

1. The Board discussed the broken footboard on one of the lifeguard chairs. API reported that TAE was scheduled to repair the footboard the following week.
2. See item d. 3.
3. See item c. 1.
4. See item c. 1.

f. Tennis Court Report

1. API reported that two (2) additional proposals were being obtained for the replacement of the existing tennis court lights with LED lights.
2. API presented photos of the existing signs at the Tennis Courts as well as the wording provided in the filed and recorded tennis court rules. API reported that the signs onsite did not match the filed and recorded version of the rules and that the rules would be revised to properly convey what the Board intends for the tennis court. API will present the revised version for the Board's review and approval and have the amended version filed and recorded.
3. API reported that power washing the tennis courts was complete.

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4. The Board of Directors discussed restricting access to the tennis courts and requested estimates to install two deadbolt locks on the courts. One should be used for homeowners, and another should be used for only the Board and management company in the case that the courts would need to be closed temporarily.
- g. Common Area Report
1. Work Orders – No report.
 2. Entrance Improvements
 - The monument sign replacement project was placed on hold.
 - The electrical meter and water meter installation at the monument on Clark Towne was placed on hold.
 - Refer to item c. under Committee Reports for an update pertaining to the Townwest Blvd. landscape improvement.
 3. CenterPoint LED Transition – No report.
- h. Landscaping Report – API will meet onsite with Land Pro to address the landscaping which has failed due to winter storm Uri.
- i. Website/Newsletter Report
- a. No report.
 - b. API provided an update related to the TownSq integration.

Executive Session

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

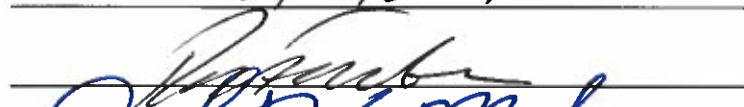

- a. Collections
 1. Enforcement Action – No action.
 2. Owners Request – The Board of Directors approved one (1) counter-offer to a request for waiver.
- b. Deed Restriction Report
 1. Enforcement Action - API reported that five (5) last chance letters and twenty-four (24) certified letters were mailed with Jose Luis' Approval. API reported that eleven (11) work orders were issued for homeowner self-help. The Board requested one (1) certified letter to be mailed pertaining to an architectural modification, which was completed without prior ACC approval.
 2. Owner Requests – No requests.

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

The next meeting is the annual meeting which is scheduled for July 8, 2021 at 7:00 PM to be held at the clubhouse, 10322 Old Towne Lane, Sugar Land, TX 77498.

With no further business to be conducted, the meeting was adjourned by President Robert Fuentes at 10:00 PM.

Date: 8/12/2021
President: 
Secretary: 
Management: 