

**Townwest Homeowner's Association, Inc.  
Board of Directors Meeting Minutes- October 14, 2021**

Board Members		Management		Guests	
X	<b>Robert Fuentes President</b>	X	<b>Rachel Rivera, MASC Austin Properties, Inc.</b>	X	<b>Chip Smith, Attorney at Law</b>
X	<b>Kathryn Barclay Vice President</b>				
X	<b>Miriam Lewis Treasurer</b>				
X	<b>Jose Luis Fuentes Mendoza Secretary</b>				
X	<b>Angela Massaro Member at Large</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, Robert Fuentes at 7:05 PM. The meeting was conducted at the clubhouse, 10322 Old Towne Lane, Sugar Land, TX 77498, with the option provided to residents to call in by Zoom.

**Call Open Forum to Order**

- a. Guests – Fort Bend County MUD 2 was present to provide crime stats for the Townwest HOA/Townwest CIA areas. Fort Bend County MUD 2 Patrol will be present at each quarterly meeting for 20 minutes per meeting to provide crime stats reports and discuss any concerns with the Board or homeowners present.
- b. Residents Input – Several residents were present to bring forth concerns related to speeding in the community, the condition of the community streets and sidewalks and inoperable vehicles.

**Call Business Meeting to Order**

**Actions between Meetings**

- a. Summarize Unannounced Meetings – There were no unannounced meetings.
- b. Ratify Actions Approved Between Meetings – There were no actions between meetings.

**Approve Minutes of the Previous Meeting**

- a. The Board of Directors approved the minutes of the board meeting held September 9, 2021.

**Committee Reports**

- a. Architectural Control Committee – Jose Luis Fuentes Mendoza reported that two ACC Guidelines review workshops would be held for homeowners to provide input on any concerns they have pertaining to the ACC Guidelines. The goal is for Jose Luis Fuentes Mendoza, as the ACC Chairman, to take homeowner input into consideration for his proposed amendments to the guidelines for the Boards review and final approval.
- b. Nominating Committee – No report.

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- c. Social Committee –
  - 1. Kathryn Barclay reported that the Townwest Night Out was successful, however the Board discussed and approved that the annual Night Out event be moved one weekend earlier, to the third Saturday in September.
  - 2. Kathryn Barclay reported that 25 signs were ordered for the advertisement of the Halloween Spooktacular event scheduled October 31, 2021. Kathryn went on to report that toys were ordered from Oriental Trading Company.
  - 3. Kathryn Barclay announced that the fall garage sale was scheduled for the second Saturday in November.
- d. Beautification Committee
  - 1. No report.
  - 2. Robert Fuentes reported once again that the Spooky Yard of the Month contest was scheduled for Sunday, October 24, 2021. Judging will be completed by the Board of Directors.
- e. Pool Committee – Miriam Lewis and Jose Lewis Fuentes Mendoza reported that the pool was closed for the season.
- f. Communications Committee
  - 1. Robert Fuentes discussed the next Newsletter, which is scheduled to be delivered in the latter part of October. An announcement to be included in the newsletter is a call for volunteers.

**Treasurer's Report**

- a. Cash Balances – Miriam Lewis reported the association's cash balances at \$574,727.40 as of September 30, 2021. Miriam Lewis went on to report that the Amegy Bank account was closed, with the remaining \$151,156.00 deposited in the UBS bank account to be invested.
- b. Delinquencies – API reported the collection of 2021 assessments at 95.48% as of September 30, 2021.
- c. Review Financial Reports – API presented the Board of Directors with reconciled financials for their review.
  - 1. The Board of Directors approved to increase the assessment rate by \$10 for 2022. The 2022 assessment rate will be \$356.00 with a discounted rate of \$340.00.
  - 2. The Board of Directors deferred approval of the 2022 Budget until a Budget Workshop could be held.

**Old Business**

- a. Clubhouse
  - 1. Painting – API reported that painting the clubhouse was complete.

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2. Little Library – API reported options from the Little Library website and reported that a price was being obtained from Limon Remodeling to build a little library from scratch. The Board of Directors approved to establish a Little Library Committee, to be Chaired by Kathryn Barclay. Kathryn Barclay will be responsible to seek options for the Board’s consideration for the project.
  3. Landscape Replacement – The landscape replacement review was deferred due to pending bids.
  4. Projector Ceiling Mount – The projector installation review was deferred due to the requirement of bids.
- b. Gulfstream Park
1. Trash Can Installation at Parking Lot – API reported that the cost of shipping for the trash can approved by the Board was about \$250.00. The Board declined to proceed with the additional cost. API reported that additional options would be obtained for the Board’s consideration.
  2. Metal Fencing – Deferred to 2022 budget discussion.
  3. Sidewalk Repair – Deferred to 2022 budget discussion.
  4. Drainage – The drainage review was deferred due to pending bids.
  5. Volleyball Court Sand – The volleyball court sand installation was deferred due to pending bids.
- c. Tennis Court
1. Light Repairs – API reported that the light repairs were scheduled to begin on October 18, 2021.
  2. Rules Replacement – No report.
  3. Practice Board Replacement – Deferred to 2022 budget discussion.
- d. Common Area
1. New Landscape Irrigation – The new landscape irrigation review was deferred due to pending bids.
  2. Curb Number Painting – API reported that a newsletter article pertaining to the curb number painting would be included in the upcoming newsletter.
  3. Flag Maintenance – No report.

**New Business**

- a. Correspondence Received by Association, Directors, Management – No report.
- b. Clubhouse
  1. Voter Registration Event – Jose Luis reported that the voter registration event was scheduled for November 15<sup>th</sup>.

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- c. Gulfstream Park
  - 1. Camera Replacement – After review and discussion, the Board of Directors approved A-1 Protection to replace the existing cameras in the garage at Gulfstream Park at a cost of \$2,499.50.
- d. Pool
  - 1. Pool Closure – See Pool Committee Report.
- e. Tennis Curt
  - 1. Gate Replacement – The tennis court gate replacement was deferred to the request for additional bids.
- f. Common Area
  - 1. Monument Sign Refurbishment – The Board discussed the option to have a handyman install stones and a metal sign with the Townwest logo on the existing monument signs to save on cost. Deferred for 2022 budget discussion.
  - 2. Electrical and Water Meter Installation at Clark Towne Monument – Deferred for 2022 budget discussion.
- g. Landscaping
  - 1. Seasonal Color Change and Mulch Installation – The Board declined the estimate provided by Land Pro for the installation of seasonal color and mulch.

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**Executive Session**

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

- a. Collections
  - 1. Enforcement Action – No action.
  - 2. Owners Request – No owner’s requests.
- b. Deed Restriction Report
  - 1. Enforcement Action - The Board of Directors approved two (2) deed restriction violation accounts to be turned over to the attorney for legal pursuit.
  - 2. Owner Requests – No requests.

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

The next meeting is scheduled for November 11, 2021 at 7:00 PM to be held at the clubhouse, 10322 Old Towne Lane, Sugar Land, TX 77498, with the option for all homeowners to attend by Zoom or in person.

With no further business to be conducted, the meeting was adjourned by President Robert Fuentes at 10:45 PM.

**Date:**

11/13/2022

**President:**

Robert Fuentes

**Secretary:**

[Signature]

**Management:**

[Signature]