

**Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- August 13, 2020**

	Board Members		Management		Guests
	Robert Goerz, President	X	April Pitarra, MASC Austin Properties, Inc.	X	Chip Smith, Attorney at Law
X	Robert Fuentes, Vice President				
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 by Teleconference

Call Open Forum to Order

- a. Guests - None
- b. Resident Input – There were (4) homeowners present for the teleconference, questions were raised about the annual meeting, and community trash.

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 July 9, 2020 meeting minutes were approved as written.

Committee Reports

- a. Architectural Control Committee – Dennis Shea reported that all ACC applications are up to date.
- b. Nominating Committee – No report.
- c. Social Committee –
 - 1. All social events are on hold at this time
- d. Beautification Committee –
 - 1. API will choose yard of the month winners for August and September.
 - 2. Halloween yard decorating contest the board will choose 3 winners each winning a \$50.00 gift card.

Townwest Homeowners Association, Inc.
Board of Directors Meeting Minutes
August 13, 2020
Page 2

- e. Pool Committee – No Report
- f. Communications Committee – Robert stated he will contact Monty directly to discuss the website. API did report that we had removed old content and was currently going through the website proofreading.

Treasurer's Report

- a. Cash Balances – \$570,943.17 as of July 31, 2020
- b. Delinquencies – 93.80% collectres as of July 31, 2020
- c. Review Financial Report – API will follow up with accounting and report back to theboard by email about when collection letters were mailed.

Management Report

- a.) Correspondence Received by Association, Directors, Management – No Report.
- b.) Association Business and Operations –
 - 1. The board has asked for a Special Meeting on Thursday August 20, 2020 to discuss the annual meeting.
 - 2. The board has made a decision to only have teleconference board meetings.
- c.) Clubhouse Report –
 - 1. API will obtain additional bids for cleaning and sealing the tile and grout at the clubhouse. As well as additional bids to paint he interior.
- d.) Gulfstream Park Report –
 - 1. API reported that there are some broken metal fence pickets around the park that need to be welded. API will get some additional bids to do the work.
- e.) Pool Report – No Report
- f.) Tennis Court Report – Wood Electric was called out to repair lights out at the tennis court and pool area.
- g.) Common Area Report – No Report.
- h.) Landscaping Report – Board has decided to stay with LandPro under the existing contract.
- i.) Website/ Newsletter Roprt – No report.
- j.) Patrol Report – No report.

Executive Session

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

- a. Collections
 - 1. Enforcement Action - The Board approved (5) payment plans, approved (11) waiver requests, and denied (2) waiver requests.
 - 2. Owners Request - (0) Owner request.
- b. Deed Restriction Report
 - 1. Enforcement Action - API reported that (26) work orders had been issued for self-help items (0) items was placed on hold and (35) certified letters were mailed.
 - 2. The board approved (4) 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 - (0) Owner Hearing was scheduled

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

The next Board meeting is scheduled for September 10, 2020 at 7:00 PM Via Teleconference.

With no further business to be conducted, the meeting was adjourned by Vice President Robert Fuentes at 9:30 PM.

Date: 9/10/20
President: [Signature]
Secretary: [Signature]
Management: [Signature]