

**Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- May 16, 2019**

Board Members		Management		Guests	
X	Robert Goerz, President	X	April Pitarra, MASC Austin Properties, Inc.	X	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 7:02 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 April 11, 2019 meeting minutes were approved as written.

Committee Reports

- a. Architectural Control Committee- ACC reported that all applications were up to date.
- b. Social Committee- No Report.
- c. Pool Committee –
 1. Splash Day will be held June 1, 2019 at the Townwest HOA Pool. Splash Day will be from 12pm to 4pm, sno cones, DJ, pizza, and drinks will be provided to those in attendance.
 2. MASC Austin Properties, Inc. will be in attendance for pool wristband registration for the 2019 pool season.
 3. The Board approved the pool monitor contracts submitted for Carol Imwalle and Donna Shea.
- d. Landscaping Committee- Lisa Dudley reported that the yard of the month was in progress. The Board announced volunteers were needed to assist with the yard of the month program. No volunteers came forward at this time.
- e. Communications Committee – Lisa Dudley reported that the website is currently up to date.

Treasurer's Report

- a. Cash Balances- API reported cash balances of \$662,798.73 as of 4/30/2019
- b. Delinquencies- 91.20% collected as of 4/30/2019
- c. Review Financial Report- No report.

Management Report

- a.) Correspondence Received by Association, Directors, Management – No Report
- b.) Association Business and Operations –
 - a. The Board approved the 2019 Insurance renewal with Brady Chapman & Holland for \$28,343.00.
 - b. API presented the nominating committee report with two (2) nominations, Mr. Robert Fuentes and Mrs. Kathryn Barclay. No further nominations had been received. API reported the annual meeting notice was mailed to all owners May 15, 2019.
- c.) Clubhouse Report – API reported that all work at the clubhouse has been completed by MARS Roofing. API reported that the ashtrays that were mounted onto the building would need to be removed and re-located to an area not attached to the clubhouse per the recommendation of the insurance inspector.
- d.) Gulfstream Park Report – The Board deferred the sidewalk/curb repairs at Gulfstream Park for further discussion.
- e.) Pool Report- No report.
- f.) Common Area Report
 - 1. The Board approved the proposal submitted by Creigs Technical Services to power wash the common areas around the clubhouse and Gulfstream Park at a cost of \$2,955.00.
 - 2. The Board deferred power washing the monument signs until all landscaping improvements were completed. The Board also deferred repair of the front entrance monument sign until all projects have been completed at the clubhouse.
- g.) Tennis Court Report – No report
- a.) Landscaping Report- The Board approved the proposal submitted by Land Pro to install a new river rock border, new flowers and plants in the beds and tree rings at the clubhouse and to move the Indian Hawthorne to the side of the clubhouse at a cost of \$4,449.08.
- b.) Website/Newsletter Report- No Report.
- c.) Patrol Report – No Report.

Call Open Forum to Order

- a. Guests- No Report.
- b. Resident's Input- Several residents were present to discuss general association business issues including patrol of the community and speeding issues on W. Bellfort. The Board recommended the owners to contact the office of Andy Meyers to request the installation of flashing speed control sign.

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 (12) waiver requests.
 - 2. Owners Request- (12) Owner request.
- b. Deed Restriction Report
 - 1. Enforcement Action- API reported that (8) work orders had been issued for self-help items (0) items was placed on hold and (179) certified letters were mailed.
 - 2. API also reported (20) accounts were sent 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 June 13, 2019 (annual meeting) 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 8:50 PM.

Date: 7-17-19
President: [Signature]
Secretary: [Signature]
Management: [Signature]