

**Townewest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- March 11, 2021**

Board Members		Management		Guests	
X	Robert Fuentes President	X	Rachel Rivera, MASC Austin Properties, Inc.	X	Chip Smith, Attorney at Law
X	Kathryn Barclay Vice President			X	Lisa Dudley FBC MUD #2
X	Miriam Lewis Treasurer			X	Betty Stewart FBC MUD #2
X	Jose Luis Fuentes Mendoza Secretary				
X	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 7:15 PM.

Call Open Forum to Order

- a. Guests – Lisa Dudley and Betty Stewart of the Fort Bend County MUD #2 were present to provide an update regarding water adjustments following winter storm Uri and an update regarding the approval of the MUD Bonds; to notify everyone present that they can now sign up to receive text message notifications from MUD #2, to discuss rain barrels and discuss the 2022 MUD #2 elections.
- b. Residents Input – Several residents were present and brought forth concerns pertaining to the frequency of updating the marquee sign at the clubhouse, deed restriction violations, financials and the recent newsletter regarding its translation to Spanish.

Call Business Meeting to Order

Actions between Meetings

- a. Summarize Unannounced Meetings – There were no unannounced meetings.
- b. Ratify Actions Approved Between Meetings – None.

Approve Minutes of the Previous Meeting

- a. The minutes of the board meeting held February 11, 2021 were approved as written.

Committee Reports

- a. Architectural Control Committee – No report.
- b. Nominating Committee – No report.

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- c. Social Committee –
 - 1. Kathryn Barclay reported that the Logo Contest had been announced with a deadline of March 31, 2021.
 - 2. Kathryn Barclay reported that a meeting was held amongst the Social Committee members in order to determine a plan for the Easter event scheduled for April 3, 2021. Kathryn deferred the report of the meeting to Social Committee Member, Jacki Schmidt. Jacki Schmidt reported several options discussed such as holding a scavenger hunt throughout the neighborhood to encourage proper social distancing. After discussion the Board approved for a scavenger hunt to be held and restricted to the recreation area at 10322 Old Towne Lane.
- d. Beautification Committee – Robert Fuentes reported that the Yard of the Month Contest would begin in May. Robert further reported that an estimate is to be received from Land Pro for the improvement of Townwest Blvd. which will include boulders at each end cap. The Board also discussed the removal of all flag poles, with the exception of the flagpole at the clubhouse. After discussion, the Board deferred their decision.
- e. Pool Committee – The Board deferred approval of COVID-19 protocols for pool opening to the April Board meeting. Dennis Shea proposed that Splash Day be held June 5th and requested approval to purchase two coolers for the association. After discussion, the Board approved Splash Day to be held June 5, 2021 and approved the purchase of the coolers. Dennis Shea requested that API obtain an estimate from James Coney Island for hot dog catering.
- f. Communications Committee – No report.

Treasurer's Report

- a. Cash Balances – Miriam Lewis reported the association's cash balances at \$841,299.46 as of February 28, 2021.
- b. Delinquencies – API reported the collection of 2021 assessments at 84.12% as of February 28, 2021.
- c. Review Financial Reports – API presented the Board of Directors with reconciled financials for their review.
 - 1. No report.
 - 2. API reported that Petty Cash cards were collected by Mickey Lewis and Jose Luis Fuentes Mendoza.

Management Report

- a. Correspondence Received by Association, Directors, Management – None.
- b. Association Business and Operations
 1. The Board of Directors approved the facilities maintenance contract as revised to be posted to the website and TownSq. The Board approved for API to issue a work order to have the A/C box replaced. API reported that the Board could save approximately \$17/month and also receive better internet speeds with a new Windstream agreement for the clubhouse. After discussion the Board approved for API to initiate the agreement.
 2. No report.
 3. No report.
- c. Clubhouse Report
 1. Improvement Proposals
 - API reported that the tile and grout cleaning could not be completed until the water is turned back on by Best Plumbing, following Winter Storm Uri.
 - The clubhouse painting project is on hold.
 - API reported that estimates for the installation of a projector screen were being obtained.
 - API reported that proposals for tree trimming would be sent for email Board approval early the following week.
 - The Board requested that bids be obtained for striping the parking lots at the Clubhouse and Gulfstream Park.
 2. Work Orders
 - The fluorescent lights inside the clubhouse need to be replaced and should be included in the work order for lock replacement.
 - The Board approved for API to send pending work orders to a recommended vendor, including the thermostat lock, the lock on the Electrical Fuse Panel Cabinet and the locks on the refrigerators at the pool area.
- d. Gulfstream Park Report
 1. Improvement Proposals
 - API reported that further information was being obtained regarding the metal fence at Gulf Stream park.

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- API reported that a scope for the sidewalk repair/replacement was being completed for the Board's review.
 - API presented a proposal to grade and install French drains to mitigate water retention in several areas. After discussion, the Board deferred their decision.
 - Refer to the fourth bullet under item c.1 for an update on the Tree Trimming Project, inclusive of the recreation area and Gulfstream Park.
 - The Board deferred discussion of the camera contract to the executive session.
 - The Board requested that bids be obtained for striping the parking lots at the Clubhouse and Gulfstream Park.
 - No report.
- e. Pool Report
1. The Board of Directors discussed the upcoming pool season. API reported that lifeguard proposals were being obtained for the Board's review. API reported that the pool schedule was sent to the Tidal Waves Swim Team. The TWST is expected to submit their swim schedule and any COVID-19 protocols they intend to implement.
- f. Tennis Court Report
1. API reported that a revised proposal was being obtained from Wood Electrical per the Board's request to compare the replacement of all fixtures with LED vs. Metal Halide.
 2. The Board went on to discuss the state of the tennis court fencing, as it was being affected by residents and their guests playing soccer inside the fenced area. The Board discussed options to install a soccer net or barrier to keep the soccer balls from escaping the designated open soccer area.
- 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 entrance landscape improvement.
 3. Flag Maintenance –No report.
 4. CenterPoint LED Transition – No report.
- h. Landscaping Report – No report.
- i. Website/Newsletter Report
- a. API reported that a communications policy regarding social media posting was being drafted and would be provided to the Board for their review.
 - b. API provided an update related to the TownSq integration.

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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 – There were no owners requests.
- b. Deed Restriction Report
 - 1. Enforcement Action - API reported that zero (0) last chance letters and one (1) certified letter was mailed with Jose Luis' Approval. API reported that zero (0) work orders were issued for homeowner self-help The Board approved zero (0) accounts to be turned over to Chip Smith's office for deed restriction enforcement.
 - 2. Owner Requests – No requests.

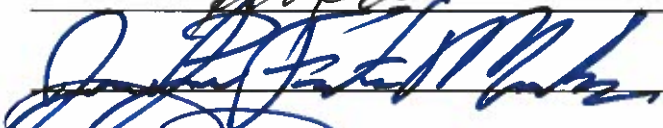
Set Time, Date, and agenda of Next Meeting/Adjournment

The next Board meeting is scheduled for March 11, 2021 at 7:00 PM via Zoom.

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

Date:  4/26/2021

President: 

Secretary: 

Management: 