

Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- September 10, 2020

Board Members		Management		Guests	
X	Robert Fuentes President	X	April Pitarra, MASC Austin Properties, Inc.	X	Chip Smith, Attorney at Law
X	Kathryn Barclay Vice President				
X	Miriam Lewis Treasurer				
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 7:00 PM.

Call Open Forum to Order

- a. Guests – There were no guests present.
- b. Residents Input – Several residents were present and brought forth concerns pertaining the pet leash laws and the bidding process for association projects.

Call Business Meeting to Order

Actions Between Meetings

- a. Summarize Unannounced Meetings – None.
- b. Ratify Actions Approved Between Meetings – None.

Approve Minutes of the Previous Meeting

- a. The minutes of the meeting held August 13, 2020 were approved pending the correction of Board member attendance.
- b. The minutes of the meeting held August 20, 2020 were approved as written.
- c. The minutes of the meeting held September 3, 2020 were approved as written.

Committee Reports

- a. Architectural Control Committee – Dennis Shea reported that all ACC requests have been responded to in a timely manner.
- b. Nominating Committee – No report.

- c. Social Committee – Kathryn Barclay provided an update regarding the Spooktacular Celebration and reported that the selection of winners for the Spooktacular Yard of the Month would commence October 23rd – October 25th. Kathryn went on to suggest that the selection of winners for the Holiday Decorations Contest be conducted on December 15th – December 20th.
- d. Beautification Committee – Robert Fuentes reported that the winners of the Yard of the Month contest for September were: 9902 Towne Tower, 14323 Old Village and 14323 Branchwater.
- e. Pool Committee – Dennis Shea reported that all was well with the pool area.
- f. Communications Committee – No report.

Treasurer's Report

- a. Cash Balances – API reported the association's cash balances as \$552,309.69.
- b. Delinquencies – API reported the collection of 2020 assessments at 73.66%.
- c. Review Financial Reports
 - 1. Budget 2021 – Deferred until a Budget Workshop can be held to review 2020 expenditures and 2021 future projects in order to prepare a 2021 Budget for approval during the next Board meeting.
 - 2. Assessments – After discussion, the Board of Directors unanimously approved for the 2021 assessment rate to remain at \$346.00 with a discounted rate of \$330.00.

Management Report

- a. Correspondence Received by Association, Directors, Management – None.
- b. Association Business and Operations – The Board of Directors discussed the annual meeting scheduled for October 15, 2020.
- c. Clubhouse Report
 - 1. Tile & Grout Cleaning – API provided proposals from COIT in the amount of \$1,195.00 and Silver Star Remodeling in the amount of \$1,225.00. API reported that Stanley Steamer had not yet submitted their bid. After discussion the Board approved to table the decision until Stanley Steamer was able to provide their bid.
 - 2. Painting – API provided proposals from D&C Contracting in the amount of \$3,950.00/\$5,730.00 and Mars Roofing in the amount of \$7,330.00/\$8,280.00 for repainting the interior of the clubhouse while keeping the color the same/changing the color, respectively. After discussion, the Board approved to table the decision until a third bid could be obtained.

- d. Gulfstream Park Report – API provided proposals from D&C Contracting in the amount of \$775.00 and Crosswinds Contracting in the amount of \$898.48. Gateman declined to bid. After discussion the Board of Directors approved to table the decision until the scope is clarified and a third bid could be obtained.
- e. Pool Report – No report.
- f. Tennis Court Report – No report.
- g. Common Area Report – API provided electrical utility rates from Reliant Energy, Champion and Texans. After review and discussion, the Board of Directors approved to renew a 36 month contract with Reliant Energy at a rate of \$0.03544/kWh.
- h. Landscaping Report – No report.
- i. Website/Newsletter Report – No report.
- j. Patrol Report – No report.

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

The next Board meeting is scheduled for October 8, 2020 at 7:00 PM Via Teleconference.

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

Date: 11/12/20

President: Robert Fuentes

Secretary: Kathryn Barclay

Management: Rachel [unclear]