

**Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- July 9, 2020**

Board Members		Management		Guests	
X	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				
	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 (2) homeowners present for the teleconference, questions were raised about the opening of the pool, as well as the change of trash service.

Call Business Meeting to Order

Actions Between Meetings

- a. Summarize Unannounced Meetings, if any – None.
- b. Ratify Actions Approved Between Meetings –
 1. The board ratified the vote to close the pool for the 2020 pool season.
 2. The board ratified to cancel all social event until further notice.
 3. The board approved the purchase of a new pool motor for the lap pool for an amount of \$1,211.32 work to be done by Pools by Dallas.
 4. The board ratified and approved the deed restriction and ACC reports from March to June.

Approve Minutes of Previous Meeting

The February 13, 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

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- d. Beautification Committee –
 - 1. Landscape proposals have been deferred for review until August API will send over copies to the board.
 - 2. API will chose the YOM winners for July. Robert Fuentes will follow up with volunteers to chose the YOM winners for August and will let API know of the winners.
- e. Pool Committee – No Report
- f. Communications Committee – Robert Fuentes expressed some concern about the website, API will follow up after the meeting with Robert Fuentes to discuss options for the website and newsletter.

Treasurer's Report

- a. Cash Balances – No Report
- b. Delinquencies – No Report
- c. Review Financial Report - No report.

Management Report

- a.) Correspondence Received by Association, Directors, Management – No Report.
- b.) Association Business and Operations –
 - 1. TownSq App implementation, Robert Fuentes expressed an issue about logging in to TownSq from a phone. API will follow up with TownSq if this has been an issue and how to proceed.
 - 2. The annual meeting June 11, 2020 has been postponed until group gatherings are able to resume. At this time API has attorneys working on ways to possibly conduct the annual meeting with the current restrictions.
 - 3. The Association was notified on June 11, 2020 by Ft. Bend Mud #2 that a new trash company will be taking over the service for the Association. The Ft. Bend Mud #2 has changed services from Waste Management to Texas Pride. If owners have any questions or comments all inquiries need to be directed to Ft. Bend Mud #2.
- c.) Clubhouse Report –
 - 1. API will obtain additional bids for cleaning and sealing the tile and grout at the clubhouse.
 - 2. API will look into the last time the interior of the clubhouse was painted API will then obtain bids to paint the interior. The board has decided to have the interior painted before the grout on the tile floors is cleaned.
- 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 bids to do the work.

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- e.) Pool Report – No Report
- f.) Tennis Court Report – No Report.
- g.) Common Area Report – No Report.
- h.) Landscaping Report – No report.
- 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 (0) payment plans, approved (0) waiver requests, and denied (0) waiver requests.
 - 2. Owners Request - (0) Owner request.
- b. Deed Restriction Report
 - 1. Enforcement Action - API reported that (10) work orders had been issued for self-help items (0) items was placed on hold and (21) certified letters were mailed.
 - 2. The board approved (0) 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 August 13, 2020 at 7:00 PM Via Teleconference.

With no further business to be conducted, the meeting was adjourned by President Jack Goerz at 9:09 PM.

Date: 8/13/20
President: [Signature]
Secretary: [Signature]
Management: [Signature]