

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

Board Members		Management		Guests	
X	Robert Goerz, President	X	April Pitarra, MASC Austin Properties, Inc.	X	Chip Smith, Attorney at Law
	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 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
 1. The board ratified the irrigation improvements at Gulfstream Park for an additional irrigation line to be added to the left of the garage. This was done by Land Pro for the cost of \$1,200.00
 2. The ratification of the action to not approve to provide an additional key to MUD #2 for Lisa Dudley. The board approved to provide MUD #2 a key for Lisa Dudley.
 3. The board ratified and approved to go with Prepared Publications for website and newsletter services. The newsletter will be at a cost of \$1,200.00 per issue with quarterly issues. The website cost will be \$5,700.00 a year.
 4. The board ratified the approval of \$200.00 in outdoor Christmas decorations purchased by the Social Committee.

Approve Minutes of Previous Meeting

The November 14, 2019 meeting minutes were approved with changes.

Committee Reports

- a. Architectural Control Committee – Dennis Shea reported that all ACC applications are up to date and reviewed every Monday and Friday.
- b. Nominating Committee – No report.
- c. Social Committee –
 1. The Christmas event was a success with 137 Townwest HOA attendees. 80 gift bags were given out, any additional candy was donated to MUD #2 Patrol.
 2. The Easter event has been scheduled for April 4th with a rain day being April 11th.

- d. Beautification Committee –
 - 1. Landscape proposals have been deferred for review.
- e. Pool Committee – No report.
- f. Communications Committee – No report.

Treasurer's Report

- a. Cash Balances - API reported cash balances of \$585,056.56 as of 12/31/2019
- b. Delinquencies – 96.61% as of 12/31/2019.
- c. Review Financial Report - No report.

Management Report

- a.) Correspondence Received by Association, Directors, Management – No Report.
- b.) Association Business and Operations – No report.
- c.) Clubhouse Report –
 - 1. API will obtain bids for cleaning and sealing the tile and grout at the clubhouse.
 - 2. The hole in the siding on the back of the clubhouse has been tabled awaiting more bids.
- d.) Gulfstream Park Report –
 - 1. API will obtain 2 more bids for playground mulch, the board will vote by email once bids are obtained.
- e.) Pool Report – API will obtain 3 bids for sun shade options for the baby pool.
- f.) Tennis Court Report – Silverstar remodeling will be removing the graffiti from the Tennis Courts.
- g.) Common Area Report – The board is not interested in any sort of LED light conversion at this time. They will await until Centerpoint switches the lights to LED at their cost.
- h.) Landscaping Report – No report.
- i.) Website/ Newsletter Report – No report.
- j.) Patrol Report – No report.

Call Open Forum to Order

- a. Guests – No Report
- b. Resident's Input - Several residents were present to discuss fireworks, and deed restrictions.

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 (3) work orders had been issued for self-help items (0) items was placed on hold and (8) certified letters were mailed.
 - 2. The board approved (2) accounts to be turned over to Chip Smith's office for deed restriction enforcement.
 - 3. Owner Requests - The Board approved (1) 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 February 13, 2020 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 9:20 PM.

Date: 2-13-2020

President: [Signature]

Secretary: [Signature]

Management: [Signature]