

**Townwest Community Improvement Association, Inc.**  
**Board of Directors Meeting Minutes- August 14, 2018**

In attendance:

	Board Members		Management		Guests
X	Deyla Robles, President	X	April Pitarra - MASC		
X	John Ceker, Vice-President				
X	Cesar Lopez - Secretary				
X	Jackie Yack- Treasurer				
X	Dominga Mejia, Member at Large				

(Please check mark to the left of individuals who are present)

**Call Meeting to Order:**

Due notice of meeting and quorum established, Open Forum was called to order by President, Deyla Robles at 7:02 P.M. The meeting was conducted at the James West Community Center located at 14023 West Belfort, Sugar Land, TX 77498.

**Call Open Forum to Order**

- A) Guests- None Present
- B) Residents Input – Homeowners in attendance asked if the Board had found a new management company and the status. The homeowners also brought up the Firestation and what needed to be done in order to make it a community center.

**Call Business Meeting to Order**

**Actions Between Meetings**

- A) Summarize Unannounced Meeting, if any - None
- B) Ratify Actions approved between meetings, if any – None.

**Approve Minutes of Previous Meeting**

The Board approved the July 10, 2018 minutes as written

**Committee Reports**

- a. Nominating Committee- No Report
- b. Architectural Control Committee- The ACC committee reported that there was (1) application for a new roof.
- c. Helping Hands Committee- No Report
- d. Welcoming Committee- No Report
- e. Newsletter/Website Committee- No report
- f. Center Committee- No Report
- g. Lights/Signs Committee- Volunteer Lisa Dudley reported that she had made two reports to centerpoint for outages.
- h. Playground/Park/Pool Committee- John Ceker reported that they are looking for volunteers to spread the mulch in the park.

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**Treasurer's Report -**

- a. Cash Balance – API reported total cash balances were \$289,565.80 as of 7/31/2018.
- b. Delinquencies – API reported approximately 91.50 % of the 2018 assessment had been collected as of 7/31/2018.
- c. Financial Reports- API reported to the board that it is time to start considering the 2019 budget and large projects the board may want to consider for the next year.

**Management Report –**

- a. Correspondence received by Association, Directors, Management –No Report.
- b. Association Business and Operations – No report
- c. Landscape Report- The board stated they are still looking at bids to trim the leaning tree behind the firestation as well as the tree to the left of it that is overhanging the homeowners property. The board denied the proposal from Land Pro to remove the leaning tree and trim the other for \$1,759.06
- d. Pool Report – The board approved the Tahar group for \$1,700.00 to fix the light in the parking lot that has some corroded out conduit underground and is causing an electrical current to the pool lights.
- e. Park Report- API reported that there is a broken bench in the park, the board stated that they are still looking at bids, and hoping to get someone to fix it by welding it.
- f. Common Area Maintenance Report- No Report.
- g. Community Center Report- API will reach out to Tahar group to fix the AC in the Firestation and the lights.
- h. Newsletter Report – No Report.
- i. Website Report- No Report.
- j. Community Sponsored Events- The board agreed to hold a National Night Out event on Sept. 22 from 6pm to 9pm. The board discussed having someone serve tacos, as well as having the pool open and possible moon walk, they discussed a possible raffle and bingo as well. The board stated they will discuss their options.

**Executive Session**

**Reconvene in Open Session and Report on Actions 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 (1) work orders had been issued for self-help items (1) items was placed on hold and (11) certified letters were mailed. The Board approved (1) properties be sent to Attorney.
  2. Owner Requests- the Board denied (0) owner requests.
  3. Owner Hearings- None.

**Set Date, Time and Agenda of Next Meeting / Adjournment**

The next Board of Director's Meeting is scheduled for Tuesday, September 11, 2018 at 7:00 P. M. located at the James West Community Center at 14023 West Bellfort, Sugar Land, TX 77498.

Being no further business, the meeting was adjourned by the President, Deyla Robles at 8:55 P. M.

Date: 09/11/18  
Deyla Robles, President  
[Signature], Secretary  
[Signature], Management