

**Townwest Community Improvement Association, Inc.
Board of Directors Meeting Minutes- April 11, 2017**

In attendance:

Board Members		Management		Guests	
X	Anthony Duran, President	X	April Pitarra		
X	Deyla Robles, Vice-President	X	Angela Connell		
X	Arne Danove, Secretary				
	Mario Maciel, Treasurer				
	Dan Malone, 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, Anthony Duran at 7:00 P.M. The meeting was conducted at the James West Community Center located at 14023 West Bellfort, Sugar Land, TX 77498.

Call Open Forum to Order

None present.

Call Business Meeting to Order

Actions Between Meetings

The Board ratified the emergency approval to remove a falling dead tree located in the common area at the cost of \$1500.00.

Approve Minutes of Previous Meeting

The Board approved the minutes of the February 14, 2017 and March 14, 2017 meetings as written.

Committee Reports

- a. Nominating Committee- The annual meeting timeline was placed in the newsletter.
- b. Architectural Control Committee- There were two (2) ACC applications submitted and approved.
- c. Helping Hands Committee- No Report.
- d. Welcoming Committee- Two (2) new homeowner changes were provided by API.
- e. Newsletter/Website Committee- Newsletters were hand delivered two weeks prior to all residents residing within the neighborhood. API will mail all off property newsletters.
- f. Center Committee- There will be no new projects at the community center for the remainder of 2017.
- g. Lights/Signs Committee- Arne Danove reported all streetlights were working.
- h. Playground/Park/Pool Committee- Any work at the Park and track has been postponed until further notice. The swimming pool is scheduled to be re-plastered with new tile and coping installed by Pools by Dallas prior to pool opening.

Townwest Community Improvement Association, Inc.
Board of Directors Meeting Minutes
April 11, 2017
Page -2-

Treasurer's Report -

- a. Cash Balance – API reported total cash balances were \$318,076.64 as of 3/31/2017.
- b. Delinquencies – API reported approximately 86.54 % of the 2017 assessment had been collected as of 3/31/2017. API reported that reminder statements had been mailed to owners that have not paid the 2017 assessments.
- c. Financial Reports- No report.

Management Report –

- a. Correspondence received by Association, Directors, Management – No report.
- b. Association Business and Operations –API reported that the previously reported loose dogs roaming in the neighborhood were caught and taken to animal control, where the owner was notified. The dogs have since not been an issue.
- c. Landscape Report- The board deferred approval of the proposal to trim the palm trees at the pool stating that they may have someone that can trim the Palm trees for less. Tony Duran will provide an update on the new proposal.
- d. Pool Report
 1. Maintenance/ Lifeguard Proposals – After discussion, the Board approved to contract Southwest Pools to provide lifeguard service for the 2017 pool season for \$14,859.00.
 2. Pool Re-Plaster Proposals – The Board approved the proposal submitted by Pools by Dallas to re-plaster, replace tile and coping at a cost of \$34,619.32 with Arne Danove abstaining. API will send a request to MUD #2 to request a discount in water charges when filling the pool.
Pool Maintenance – The Board approved the proposal submitted by Pools by Dallas for the monthly pool maintenance at an annual cost of \$12,000.00 plus tax.
 3. Pool Leak Test and pump issues- The Board approved to authority to Tony Duran to approve needed pump repairs upon receipt of the second proposal requested. A proposal has been received from Pools by Dallas in the amount of \$5,964.41. The Board approved the proposal received from Pools by Dallas to perform a leak detection test in the amount of \$950.00.
- e. Park Report- No report.
- f. Common Area Maintenance Report- No report.
- g. Community Center Report- No report.
- h. Newsletter Report- No report.
- i. Website Report- No Report.
- j. Community Sponsored Events- Deyla Robles reported the Memorial Day party will be held from 2pm-9pm. API will request the pool company donate games, etc. The Board will prepare a flyer to be sent to homeowners.

Executive Session

Reconvene in Open Session and Report on Actions Approved During Executive Session

Collections-

1. Enforcement Action- No action.
2. Owner Requests- The Board approved one (1) payment plan.
3. Owner Hearings- None.

Deed Restriction Report-

1. Enforcement Action- The Board approved to send (1) account to the association attorney for enforcement.
2. Owner Requests- None.

Set Date, Time and Agenda of Next Meeting / Adjournment

The next Board of Director's Meeting is scheduled for Tuesday, May 9, 2017 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, Anthony Duran at 9:35 P. M.

Date: 7/11/17

Anthony Duran, President

Amel Naudou, Secretary

April Pitara, Management

