

**Townwest Community Improvement Association, Inc.
Board of Directors Meeting Minutes- August 8, 2017**

In attendance:

Board Members		Management		Guests	
X	Anthony Duran, President (Present Via Phone)	X	April Pitarra		
X	Deyla Robles, Vice- President		Angela Connell		
X	Arne Danove, Secretary				
X	Maria Llanas, Treasurer				
	Mario Maciel, 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 7:01 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

None Present

Call Business Meeting to Order

Actions Between Meetings

None.

Approve Minutes of Previous Meeting

The Board approved the July 11, 2017 minutes as written

Committee Reports

- a. Nominating Committee- Maria Llanas and Deyla Robles have been appointed to be the nominating Committee for the Association
- b. Architectural Control Committee- (2) ACC applications came in for Patio and roof extensions. Deyla Robles, Anthony Duran and Maria Llanas have been appointed to the ACC committee for the Association
- c. Helping Hands Committee- No report.
- d. Welcoming Committee- Four (4) new homeowner changes were provided by API.
- e. Newsletter/Website Committee- Deyla reported she is working on the newsletters and that the website is working intermittent and that she will be keeping an eye on it.
- 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. The Board has asked about the placement of business signs on the property of the Association and that they need to be picked up regularly. Maria Llanas said that she will help with removing these signs from common areas throughout the community.
- h. Playground/Park/Pool Committee- Any work at the Park has been postponed until further notice. The Palm trees at the pool have been tabled for now and will be revisited at a later date.

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Treasurer's Report -

- a. Cash Balance – API reported total cash balances were \$241,474.66 as of 7/31/2017.
- b. Delinquencies – API reported approximately 92.06 % of the 2017 assessment had been collected as of 7/31/2017.
- c. Financial Reports- No report.

Management Report –

- a. Correspondence received by Association, Directors, Management – No report.
- b. Association Business and Operations – No report.
- c. Landscape Report- No report.
- d. Pool Report – No report
- e. Park Report- Deyla will get with Maria to look over all the aluminum sign proofs and let API know which to order for the Park and pool area.
- f. Common Area Maintenance Report- No Report.
- g. Community Center Report- No report.
- h. Newsletter Report-Deyla stated that she will be printing all of the newsletters within the next week and that API will handle the offsite newsletters.
- i. Website Report- No Report.
- j. Community Sponsored Events- The Board agreed to do a National Night Out on Sept. 23 from 6-9 at the Fire station. Movie in the park with pizza, popsicles, and popcorn

Executive Session

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

Collections-

1. Enforcement Action- No action.
2. Owner Requests- (1) Request to waive

Deed Restriction Report-

1. Enforcement Action- No action.
2. Owner Requests- None.

Set Date, Time and Agenda of Next Meeting / Adjournment

The next Board of Director's Meeting is scheduled for Tuesday, September 12, 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 Vice President, Deyla Robles at 8:18 P. M.

Date: _____, President

_____ Secretary
_____ Management