

**Townwest Community Improvement Association, Inc.
Board of Directors Meeting Minutes- February 14, 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				
X	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

None.

Approve Minutes of Previous Meeting

The Board approved the January 10, 2017 meeting minutes as written.

Committee Reports

- a. Nominating Committee- The annual meeting timeline was approved and to be placed in the newsletter.
- b. Architectural Control Committee- The \$25 ACC fee charged to owners was discussed. No decision was made to discontinue the charge to the owners. It was discussed that all ACC applications must be submitted to API for processing.
- c. Helping Hands Committee- No Report.
- d. Welcoming Committee- Three (3) new homeowner changes were provided by API.
- e. Newsletter/Website Committee- It was brought to the attention of the board that the website was not accessible by some browsers. Deyla Robles stated she will come to the office to try to determine the issues.
- f. Center Committee- No Report
- g. Lights/Signs Committee- Arne Danove reported all streetlights were working.
- h. Playground/Park/Pool Committee- No report.

Treasurer's Report -

- a. Cash Balance – API reported total cash balances were \$314,174.73 as of 1/31/2017.
- b. Delinquencies – API reported approximately 77.72 % of the 2017 assessment had been collected as of 1/31/2017.
- c. Review Financial Reports- No report.

Management Report –

- a. Correspondence received by Association, Directors, Management – No report.
- b. Association Business and Operations – None.
- c. Landscape Report- API presented the proposal received from Practical tree Service to trim the palm trees at the pool and to remove two smaller trees at the fire station in the amount of \$1,623.75. The Board deferred decision for further consideration.
- d. Pool Report
 1. Maintenance/ Lifeguard Proposals – An interview meeting is scheduled for February 15, 2017 at the API office.
 2. Pool Re-Plaster Proposals – The Board deferred decision for further consideration and inspection of prior work by submitting company.
- 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- The Board approved API to place an ad in the newsletter regarding their participation in the Avon39 Walk. Other items to be placed in the newsletter will include the Memorial Day pool party once the board decides on a date.

Executive Session

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

Collections-

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

Deed Restriction Report-

1. Enforcement Action- The Board approved to send (0) 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, March 14, 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 9:08 P. M.

Date: 4/11/17

E.A. Duran, President

Michelle Davison, Secretary

Paul Ptava, Management