

**Townwest Community Improvement Association, Inc.
Board of Directors Meeting Minutes- January 9, 2018**

In attendance:

	Board Members		Management		Guests
X	Anthony Duran, President	X	April Pitarra		
X	Deyla Robles, Vice-President				
X	Arne Danove, Secretary				
X	Maria Llanas, Treasurer				
X	Ronald Hernandez, 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 Bellfort, Sugar Land, TX 77498.

Call Open Forum to Order

- A) Guests- None Present
- B) Residents Input – It was brought to the boards attention about all of the street parking on Highland Woods

Call Business Meeting to Order

- A) Ms. Maria Llanas tendered her resignation from the Board effective immediately

Actions Between Meetings

- A) Summarize Unannounced Meeting, if any
- B) Ratify Actions approved between meetings, if any

Approve Minutes of Previous Meeting

The Board approved the November 14, 2017 minutes as written

Committee Reports

- a. Nominating Committee- No Report at this time
- b. Architectural Control Committee- It was reported that there was request for driveways and windows
- c. Helping Hands Committee- No Report
- d. Welcoming Committee- It was reported that there were (5) new homeowners
- e. Newsletter/Website Committee- No report
- f. Center Committee- No Report
- g. Lights/Signs Committee- Arne Danove reported all two streetlights are not working.
- h. Playground/Park/Pool Committee- The Board stated they will get bids for mulch for the playgrounds.

Treasurer's Report -

- a. Cash Balance – API reported total cash balances were \$221,589.72 as of 12/31/2017.
- b. Delinquencies – API reported approximately 94.61 % of the 2017 assessment had been collected as of 12/31/2017.
- c. Financial Reports- No Report

Management Report –

- a. Correspondence received by Association, Directors, Management –No Report.
- b. Association Business and Operations –
- c. Landscape Report- No report.
- d. Pool Report – No report
- e. Park Report- API provided a bid for adding mulch and new swings to the back playground. Bid was provided by Crosswinds contracting for \$4,747.00, Board has stated they will seek additional bids.
- 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 will be doing a Splash Day Pool Party and a Memorial Day Party.

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- (1) Owner Request.
- b. Deed Restriction Report
 1. Enforcement Action- API reported that (0) work orders had been issued for self-help items (0) items was placed on hold and (10) certified letters were mailed.
 2. Owner Requests- The Board approved (1) extension 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, March 13, 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, Tony Duran at 8:39 P. M.

Date: 3/13/18
Ed. Duran _____, President
Maria Duran _____, Secretary
April P. Lora _____, Management