

**Townwest Community Improvement Association, Inc.  
Board of Directors Meeting Minutes- July 10, 2018**

In attendance:

	Board Members		Management		Guests
X	Deyla Robles, President	X	April Pitarra - MASC		
X	John Ceker, Vice-President	X	Angela Connell – MASC Austin Properties		
	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 7:00 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**

- A) Guests- None Present
- B) Residents Input – Homeowners in attendance brought up concerns about the management contract cancellation with MASC Austin Properties, Inc., deed restriction violations, website, pool and bathrooms, ants in the park, and the broken park bench.

**Call Business Meeting to Order**

**Actions Between Meetings**

- A) Summarize Unannounced Meeting, if any - None
- B) Ratify Actions approved between meetings, if any – The board approved Pools by Dallas to make the corrections at the pool for \$616.91 this will include the installation of the atmospheric vacuum breakers (2) total for the wader & large pool. Also the Sand filter is to be increased to maintain a 4” air gap. The board approved the Tahar group to do the installation of the RP at the pool for \$1,495.00.

**Approve Minutes of Previous Meeting**

The Board approved the May 8, 2018 minutes as written  
 The Board approved the June 12, 2018 annual minutes as written  
 The Board approved the June 12, 2018 minutes as written

**Committee Reports**

- a. Nominating Committee- Deyla Robles was appointed the chair for the nominations Committee for the 2019 election.
- b. Architectural Control Committee- The ACC committee is now John Ceker, Cesar Lopez, and Deyla Robles.
- c. Helping Hands Committee- No Report
- d. Welcoming Committee- The welcoming committee is now Deyla Robles and Jackie Yack. No report at this time
- e. Newsletter/Website Committee- Deyla Robles, John Ceker, and Jackie Yack are the committee members and there is no report at this time.
- f. Center Committee- No Report

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- g. Lights/Signs Committee- John Ceker is the committee chair and there is no report at this time.
- h. Playground/Park/Pool Committee- John Ceker and Deyla Robles are the committee chairs and there is no report at this time.

**Treasurer's Report -**

- a. Cash Balance – API reported total cash balances were \$382,456.77 as of 6/30/2018.
- b. Delinquencies – API reported approximately 90.63 % of the 2018 assessment had been collected as of 6/30/2018.
- c. Financial Reports- No Report

**Management Report –**

- a. Correspondence received by Association, Directors, Management –No Report.
- b. Association Business and Operations – Townwest CIA, Inc. gave MASC Austin Properties, Inc. a cancellation letter after the annual meeting that is effective 10/31/2018. API provided a response to the board that also informed them they must have insurance in place as of 10/31/2018 because they will no longer be carried under the current policy, RE: termination.
- c. Landscape Report- API reported that there is a broken bench in the park, the board stated that they would take care of it and go out on their own to gather bids.
- d. Pool Report – No report.
- e. Park Report- The extra mulch that is next to the playground was recommended by the playground company to allow some of the “fluff” to settle and then have the landscaping company or volunteers come and spread the remaining mulch. The mulch that has been left over is just extra mulch this was at no cost to the board. At this time the board has agreed the mulch will stay as is, no credit is expected from Crosswinds.
- 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 agreed to hold a National Night Out event with a date to be determined.

**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 (0) work orders had been issued for self-help items (0) items was placed on hold and (4) certified letters were mailed. The Board approved (1) properties be sent to Attorney.
  - 2. Owner Requests- the Board denied (1) 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, August 14, 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 9:23 P. M.

Date: 8/14/18  
Deyla Robles, President  
Jacqueline York, Secretary  
April Star, Management