

**Townwest Community Improvement Association, Inc.
Board of Directors Meeting Minutes- January 10, 2017**

In attendance:

Board Members		Management		Guests	
X	Anthony Duran, President	X	April Pitarra		
X	Deyla Robles, Vice-President	X	Angela Connell		
	Arne Danove, Secretary				
X	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 7:06 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 October 11, 2016 and November 8, 2016 meeting minutes as written.

Committee Reports

- a. Nominating Committee- API will edit the annual meeting timeline to be published in the newsletter.
- b. Architectural Control Committee- No report.
- c. Helping Hands Committee- No Report.
- d. Welcoming Committee- API provided information for home sales through December 2016.
- e. Newsletter/Website Committee- Deyla Robles will have the final draft of the newsletter for distribution in February.
- f. Center Committee- Mario Maciel resigned as committee chair. Anthony Duran and Deyla Robles will assume the chair responsibilities. API was requested to solicit a proposal to trim the palm trees at the pool and community center and to remove the two palm trees and Bradford Pear located at the community center.
- g. Lights/Signs Committee- No report.
- h. Playground/Park/Pool Committee- Mario Maciel resigned as committee chair. Anthony and Deyla will assume the chair responsibilities.

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Treasurer's Report -

- a. Cash Balance – API reported total cash balances were \$255,280.41 as of 12/31/2016.
- b. Delinquencies – API reported approximately 94.98 % of the 2016 assessment had been collected as of 12/31/2016.
- c. Review Financial Reports- No report.
- d. 2017 Budget – After discussion, the Board approved the proposed budget with \$17,618.00 being allocated to capital pool repairs.

Management Report –

- a. Correspondence received by Association, Directors, Management – No report.
- b. Association Business and Operations – Angela Connell introduced April Pitarra as the new property manager assigned to the community as Jonathan Rivera had resigned from API. Angela Connell will continue to participate with the daily operations and attend the meetings during the transition.
- c. Landscape Report- No report.
- d. Pool Report- API submitted proposals for lifeguard service and pool maintenance for review. API will schedule a day for interviews with each company at the API office. TWHOA board will also be invited to attend the interviews as they are reviewing the same services. API also presented proposals for pool re-plaster. The Board will review and contact referrals. API will request referrals if none are included.
- 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- Anthony Duran reported that (3) winners were chosen for Christmas Decorating Contest. The Board purchase gift cards and cards to send to the winners. The Board agreed not to hold an Easter Egg Hunt this year and to allocate the funds to another community event to be determined at a later date.

Executive Session

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

Collections-

1. Enforcement Action- No report.
2. Owner Requests- No report.
3. Owner Hearings- No report.

Deed Restriction Report-

1. Enforcement Action- The Board approved to send one (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, February 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 9:42 P. M.

Date: 2-14-17

E. A. Duran, President

Arnell Dantone, Secretary

[Signature], Management