

**Townwest Community Improvement Association, Inc.
Board of Directors Meeting Minutes- March 13, 2018**

In attendance:

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

Call Open Forum to Order

- A) Guests- None Present
- B) Residents Input – It was brought to the attention to the board by a homeowner that she was notified by a previous Manager stating she heard the board was looking for a new management company and she wanted to reach out and extend her services. The manager stated she was contacted by a Ms. Betty Stewart on behalf of the board. Homeowner was concerned as to why she would be the one being reached out to and not the actual board, and if this was something the board was actually looking into. It was also reported by Lisa Dudley that MUD received a phone call about standing water in front of a home off of Bay gardens.

Call Business Meeting to Order

- A) None

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 January 9, 2018 minutes as written

Committee Reports

- a. Nominating Committee- There is going to be (3) Three positions up for nominations in June. Deyla Robles, Anthony Duran, and Ronald Hernandez. Arne Danove was appointed the nominating committee Chair since the resignation of Maria Llanas in January. API will provide Arne the proper timeline.
- b. Architectural Control Committee- It was reported that there was (3) Three request for driveways.
- c. Helping Hands Committee- No Report
- d. Welcoming Committee- No Report
- e. Newsletter/Website Committee- No report

- f. Center Committee- Tony reported that he would like to get feedback from the community as to the improvements to be made to the common areas. He would like to get a structural engineer to write a report on the Metal Fire station building to see what all of the issues the building may or may not have.

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- g. Lights/Signs Committee- Arne Danove reported all lights are working except 1 which has been reported.
- h. Playground/Park/Pool Committee- The Board stated they would like to use a gentleman named Francisco to trim the trees at the park and pool area, the board inquired about hiring of contractors without insurance. API agreed to send all applicable forms that would need to be filled out prior to work starting for vendors that do not have insurance. API will need to set up another appointment with Crosswinds to go over the mulch for the playgrounds.

Treasurer's Report -

- a. Cash Balance – API reported total cash balances were \$344,426.96 as of 2/28/2018.
- b. Delinquencies – API reported approximately 79.88 % of the 2018 assessment had been collected as of 2/28/2018.
- 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- The board denied adding landscaping at this time.
- d. Pool Report – The board has agreed to keep all pool schedule and Company's the same as last year. The pool will open May 26th, and will use Southwest Pools again for lifeguards for an amount of \$14,533.00.
- e. Park Report- API has requested again for mulch on the playgrounds due to unsafe fall surface.
- 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 May 26th pizza and drinks will be provided.

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 (2) items was placed on hold and (9) certified letters were mailed.
2. Owner Requests- The Board approved (0) 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 10:07 P. M.

Date: 5/10/18
T. Duran, President
Diana [unclear], Secretary
[unclear], Management