

**Townwest Community Improvement Association, Inc.  
Board of Directors Meeting Minutes- May 8, 2018**

In attendance:

	Board Members		Management		Guests
X	Anthony Duran, President	X	April Pitarra		
X	Deyla Robles, Vice-President				
X	Dominga Mejia				
X	Jackie Yack				
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 7:03 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 – None

**Call Business Meeting to Order**

- A) The board acknowledged the resignation of Arne Danove
- B) Jackie Yack has been appointed to Treasurer and Dominga Mejia has been appointed Secretary

**Actions Between Meetings**

- A) Summarize Unannounced Meeting, if any - None
- B) Ratify Actions approved between meetings, if any - None

**Approve Minutes of Previous Meeting**

The Board approved the March 13, 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. Deyla will post all Bios to the web site.
- b. Architectural Control Committee- It was reported that there was a few request that have come in.
- 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 Fire station and under what capacity would be best suited for the community.
- g. Lights/Signs Committee- Lisa Dudley has volunteered to help with the lights and signs for the community.
- h. Playground/Park/Pool Committee- The board stated they would like to use a gentleman named Lionel to trim the palm trees at pool area. The board approved to pay \$750.00 to have the metal merry go round removed from the playground by Crosswinds Contracting. There were (4) votes with Jackie Yack abstaining from the vote. API has again asked the board to trim the tree off of the playground as it is a liability.

**Treasurer's Report -**

- a. Cash Balance – API reported total cash balances were \$340,622.56 as of 5/30/2018.
- b. Delinquencies – API reported approximately 85.91 % of the 2018 assessment had been collected as of 5/30/2018.
- 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- No report
- d. Pool Report – API was requested to get two bids to re-do the plumbing at the pool bathrooms three weeks before pool opening. API presented two bids to the board from Best Plumbing for the amount of \$3,260.00 and one bid from Suncoast Plumbing for \$3,411.51. The board looked over the bids and decided that they would like to continue looking at bids that Deyla Robles received and that the board will make a decision by way of email vote. API was not provided the bids that Deyla Robles received. API reported that a permit from the City would not be necessary but that the MUD may have certain requirements before work starts due to possibility of cross contamination and being that the Community is within a MUD District. This was confirmed by a MUD member in attendance. It was also reported that the board has approved for API to order 10 pool chairs from Sam's for \$169.00/ ea. Deyla will pick these up from Sam's after they are ordered.
- 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 will be doing a Splash Day Pool Party May 26<sup>th</sup> 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 (2) payment plans, approved (1) waiver requests, and denied (1) waiver requests.
  - 2. Owners Request- (4) Owner Request.
  - 3. The Board approved to waive all accounts that are \$25.00 and less.
- b. Deed Restriction Report
  - 1. Enforcement Action- API reported that (1) work orders had been issued for self-help items (0) items was placed on hold and (11) certified letters were mailed. The Board approved (3) properties be sent to Attorney.
  - 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, June 12, 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 10:00 P. M.

Date: July 10, 2018  
Dennis Robler, President  
Jacky Jack Treasurer, Secretary  
Carol D. Duran, Management