

**Townwest Community Improvement Association, Inc.
Board of Directors Meeting Minutes- March 14, 2017**

In attendance:

	Board Members		Management		Guests
X	Anthony Duran, President	X	April Pitarra		
	Deyla Robles, Vice-President		Angela Connell		
X	Arne Danove, Secretary				
X	Mario Maciel, Treasurer				
	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 7:11 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

February 14, 2017 Minutes - Deferred

Committee Reports

- a. Nominating Committee- No report.
- b. Architectural Control Committee- There were two (2) ACC applications approved.
- c. Helping Hands Committee- No Report.
- d. Welcoming Committee- One (1) new homeowner change was provided by API.
- e. Newsletter/Website Committee- - It was brought to the attention of the board that the website was still not accessible by some browsers.
- f. Center Committee- No Report.
- g. Lights/Signs Committee- Arne Danove reported all streetlights were working.
- h. Playground/Park/Pool Committee- The Board deferred approval of the proposal received from Practical tree Service to trim the palm trees at the pool and to remove two smaller trees at the fire station. The Board requested API to have the tree leaning over West Bellfort and two trees behind fire station inspected and added to the proposal.

Townwest Community Improvement Association, Inc.
Board of Directors Meeting Minutes
March 14, 2017
Page -2-

Treasurer's Report -

- a. Cash Balance – API reported total cash balances were \$318,461.15 as of 2/28/2017.
- b. Delinquencies – API reported approximately 78.44 % of the 2017 assessment had been collected as of 2/28/2017. API reported that reminder statements had been mailed to owners that have not paid the 2017 assessments.
- c. Financial Reports- No report.
- d. Audit Proposal - The Board approved the proposal submitted by Nagesh & Carter in the amount of \$1,400.00 to perform the 2016 year.

Management Report –

- a. Correspondence received by Association, Directors, Management – No report.
- b. Association Business and Operations – None.
- c. Landscape Report- The Board deferred approval of the proposal to trim the palm trees at the pool and remove two (2) trees at the fire station.
- d. Pool Report
 1. Maintenance/ Lifeguard Proposals – After discussion, the Board approved to contract Southwest Pools to provide lifeguard service for the 2017 pool season. The Board will review the contract prior to signature.
 2. Pool Re-Plaster Proposals – The Board will meet with Pools by Dallas and Bratton pools to discuss proposal details prior to making a decision on the pool re-plaster.
- 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- Website is not working.
- j. Community Sponsored Events- None.

Executive Session

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

Collections-

1. Enforcement Action- No action.
2. Owner Requests- None.
3. Owner Hearings- None.

Deed Restriction Report-

1. Enforcement Action- The Board approved to send (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, April 11, 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 10:22 P. M.

Date: 4/11/17

Anthony Duran, President

Mrs. Blanche, Secretary

Paul Paterson, Management