

**Townwest Community Improvement Association, Inc.  
Board of Directors Meeting Minutes- May 9, 2017**

In attendance:

	Board Members		Management		Guests
X	Anthony Duran, President	X	April Pitarra		
X	Deyla Robles, Vice-President	X	Angela Connell		
X	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 7:05 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**

Several residents were present with questions relating to the accessibility of the website, posting of minutes on the website and candidate information for the annual meeting election.

**Call Business Meeting to Order**

**Actions Between Meetings**

None.

**Approve Minutes of Previous Meeting**

Approval of the April 11, 2017 meeting minutes was deferred.

**Committee Reports**

- a. Nominating Committee- Deyla Robles reported that three (3) candidates were running for the open board positions. API will prepare and mail the annual meeting notice.
- b. Architectural Control Committee- There was One (1) ACC applications that were submitted and approved.
- c. Helping Hands Committee- No report.
- d. Welcoming Committee- One (1) new homeowner changes were provided by API.
- e. Newsletter/Website Committee- API will send 2017 meeting minutes in PDF format for posting on the website.
- f. Center Committee- There will be no new projects at the community center for the remainder of 2017.
- g. Lights/Signs Committee- Arne Danove reported all streetlights were working.
- h. Playground/Park/Pool Committee- Any work at the Park has been postponed until further notice. Tony Duran reported the association saved \$2000.00 on the pump repairs.

**Treasurer's Report -**

- a. Cash Balance – API reported total cash balances were \$296,961.37 as of 4/30/2017.

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- b. Delinquencies – API reported approximately 88.40 % of the 2017 assessment had been collected as of 4/30/2017.
- c. Financial Reports- No report.

**Management Report –**

- a. Correspondence received by Association, Directors, Management – No report.
- b. Association Business and Operations – API reported that the insurance renewals will be May 15, 2017.
- c. Landscape Report- The Board declined approval of the proposal submitted for the installation of Spring color and mulch.
- d. Pool Report
  - i. Pool Re-Plaster – The Board discussed the inspection schedule for the pool re-plaster. The Board approved the proposal submitted by Pools by Dallas to replace the pool lights at a cost of \$1,786.99.
- 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- Deyla Robles reported the Memorial Day party will be held from 2pm-9pm. API will request the pool company donate games, etc. The Board will prepare a flyer to be sent to homeowners.

**Executive Session**

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

Collections-

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

Deed Restriction Report-

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

**Set Date, Time and Agenda of Next Meeting / Adjournment**

The next Board of Director's Meeting is scheduled for Tuesday, June 13, 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 9:24 P. M.

Date: 7/11/17  
Deyla Robles, President  
Anthony Duran, Secretary  
April Pitman, Management