

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

In attendance:

Board Members		Management		Guests	
X	Anthony Duran, President (Present Via Phone)	X	April Pitarra		
X	Deyla Robles, Vice- President		Angela Connell		
X	Arne Danove, Secretary				
X	Maria Llanas, Treasurer				
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 7:00 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**

In Accordance with the Association By-Laws the Board appointed Ronald Hernandez the Vacant Board position.

**Actions Between Meetings**

None.

**Approve Minutes of Previous Meeting**

The Board approved the October 10, 2017 minutes as written

**Committee Reports**

- a. Nominating Committee- No Report at this time
- b. Architectural Control Committee- It was reported that there was (1) request for a driveway
- c. Helping Hands Committee- No Report
- d. Welcoming Committee- It was reported that there were (3) new homeowners
- e. Newsletter/Website Committee- Deyla reported that the newsletter will be posted on the website, it was also reported that the website is up to date.
- 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 are working.
- h. Playground/Park/Pool Committee- The Board stated they will get bids for mulch for the playgrounds.

**Treasurer's Report -**

- a. Cash Balance – API reported total cash balances were \$221,589.72 as of 10/31/2017.
- b. Delinquencies – API reported approximately 94.03 % of the 2017 assessment had been collected as of 10/31/2017.
- c. Financial Reports- The Board approved the 2018 Budget

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**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 – No report
- e. Park Report- API provided a bid for adding mulch and new swings to the back playground. Bid was provided by Crosswinds contracting for \$4,747.00
- 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 Christmas/ Holiday decorating contest for homeowners with \$50.00 Walmart gift card to the top three winners. Judging will be the Third Friday of December which is December 15, 2017. API will order signs and gift cards.

**Executive Session**

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

Collections-

1. Enforcement Action- No action.
2. Owner Requests- (1) One Request to place on hold

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, January 9, 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 8:09 P. M.

Date: 1/9/18  
E. D. Duran, President  
David Gonzalez, Secretary  
Carl Pitara, Management