

**Townwest Community Improvement Association, Inc.
Board of Directors Meeting Minutes- October 10, 2017**

In attendance:

Board Members		Management		Guests	
X	Anthony Duran, President (Present Via Phone)	X	April Pitarra		
X	Deyla Robles, Vice- President	X	Angela Connell		
X	Arne Danove, Secretary				
X	Maria Llanas, Treasurer				
	Mario Maciel, 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 declared the Board position held by Mario Maciel vacant due to three (3) Consecutive absences.

Actions Between Meetings

None.

Approve Minutes of Previous Meeting

The Board approved the September 12, 2017 minutes as written

Committee Reports

- a. Nominating Committee- Deyla Robles reported that there is No Report at this time
- b. Architectural Control Committee- No report
- c. Helping Hands Committee- Board appointed Maria Llanas to Helping hands.
- d. Welcoming Committee- None
- e. Newsletter/Website Committee- Deyla reported that the website and a short newsletter will go out in the assessment mail out
- 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 but one streetlight is working.
- h. Playground/Park/Pool Committee- The Board asked for bids to add mulch to the Playground areas, the Board has tabled adding crushed granite to the walking path.

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Treasurer's Report -

- a. Cash Balance – API reported total cash balances were \$230,039.44 as of 9/30/2017.
- b. Delinquencies – API reported approximately 93.96 % of the 2017 assessment had been collected as of 9/30/2017.
- c. Financial Reports- After discussion, the Board approved the 2018 assessment at \$365 with a discount of \$40 (discounted assessment - \$325) given to accounts paid by January 31, 2017. API Proposed the 2018 Budget, approval of the 2018 budget was deferred for a later date.

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 will get with Pools By Dallas to make sure pool area is winterized.
- e. Park Report- API provided a bid for adding mulch to the playgrounds as well as to add crushed granite along the walking trail. The walking trail was tabled and the board asked for an additional bid for the mulch for the play area.
- 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 stated that they may want to do a Christmas movie in the Park, The board also announced it 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. API will need to 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- (0) No Request to waive

Deed Restriction Report-

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