

**Townwest Community Improvement Association, Inc.
Board of Directors Meeting Minutes- September 11, 2018**

In attendance:

Board Members		Management		Guests	
X	Deyla Robles, President	X	April Pitarra - MASC		
X	John Ceker, Vice-President				
X	Cesar Lopez - Secretary				
X	Jackie Yack- Treasurer				
X	Dominga Mejia, 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, Deyla Robles at 7:02 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 – Homeowners in attendance asked for a status pertaining to the Board’s approval of a new management company. The inquiring homeowners stated their concern with the Board’s report that a new management contract had not been approved as of yet, and also expressed concern with the remaining time frame to transfer all of the association information to a potential new management company.

Call Business Meeting to Order

- A) Deyla Robles made a motion to approve the new management contract with Sterling Management. The majority of the board approved the contract with Sterling Management. John Cekar stated his abstention from the vote.

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 August 14, 2018 minutes as written.

Committee Reports

- a. Nominating Committee- No report.
- b. Architectural Control Committee- No report.
- c. Helping Hands Committee- John Cekar brought forth a suggestion to have the Boy Scouts assist with the Helping Hands Committee and reported that he will seek out further information regarding the same.
- d. Welcoming Committee- No report.
- e. Newsletter/Website Committee- No report.
- f. Center Committee- Deyla Robles reported that Tahar Group visited the Fire Station and made a temporary repair to the A/C system. Tahar Group reported that the entire A/C system required replacement.
- g. Lights/Signs Committee- No report.

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- h. Playground/Park/Pool Committee- John Ceker reported that they are looking for volunteers to spread the mulch in the park, suggesting that the Boy Scouts assist with the task. Deyla Robles reported that she had someone who does welding come out and assess the broken bench in the park area. Deyla Robles stated that the bench is beyond repair and would need to be removed. The board is seeking a volunteer to remove the broken bench.

Treasurer's Report -

- a. Cash Balance – API reported total cash balances were \$271,551.60 as of 8/30/2018.
- b. Delinquencies – API reported approximately 91.37 % of the 2018 assessment had been collected as of 8/30/2018.
- c. Financial Reports- API reported that it is time to start preparing the 2019 budget and consider large projects to be conducted next year.

Management Report –

- a. Correspondence received by Association, Directors, Management –No report.
- b. Association Business and Operations – No report.
- c. Landscape Report- The board stated they are still looking at bids to trim the leaning tree behind the Fire Station as well as the tree to the left of it that is overhanging a homeowner's property. The board approved to place this project on hold until further notice.
- d. Pool Report – No report.
- e. Park Report- API reported that broken bench in the park is still lying on the ground and continues to be a potential liability.
- 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 agreed to hold a National Night Out event on Sept. 22 from 6 p.m. to 9 p.m. The board discussed hiring a taco vendor, as well as having the pool open from 4 p.m. to 9 p.m. Deyla Robles will email all information to API in order for API confirm the taco vendor and to handle insurance and W9 verification.

Executive Session

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

a. Collections

1. Enforcement Action- the Board approved (0) payment plans, approved (0) waiver requests, and denied (0) waiver requests.
2. Owners Request- (0) Owner Request.

b. Deed Restriction Report

1. Enforcement Action- API reported that (0) work orders had been issued for self-help items (0) items were placed on hold and (2) certified letters were mailed. The Board approved (0) properties be sent to Attorney.
2. Owner Requests- the Board denied (0) owner 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, October 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, Deyla Robles at 8:28 P. M.

Date: 10/09/2018

Deyla Robles, President
Kari Jensen, Secretary
Kari Jensen, Management