

**Townwest Community Improvement Association, Inc.  
Board of Directors Meeting Minutes- September 12, 2017**

In attendance:

| Board Members |   | Management |                | Guests |  |
|---------------|---|------------|----------------|--------|--|
| X             | Anthony Duran, President<br>(Present Via Phone) | X          | April Pitarra  |        |  |
| X             | Deyla Robles, Vice-<br>President                |            | Angela Connell |        |  |
| X             | Arne Danove, Secretary                          |            |                |        |  |
| X             | Maria Llanas, Treasurer                         |            |                |        |  |
|               | Mario Maciel, Member at<br>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**

**Actions Between Meetings**

None.

**Approve Minutes of Previous Meeting**

The Board approved the August 8, 2017 minutes as written

**Committee Reports**

- a. Nominating Committee- Deyla Robles reported that there is No Report at this time
- b. Architectural Control Committee- Deyla Robles reported that (0) ACC applications came in.
- c. Helping Hands Committee- No report.
- d. Welcoming Committee- Two (2) new homeowner changes were provided by API.
- e. Newsletter/Website Committee- Deyla reported that they will be placing the newsletter on the website instead of a mail out for the community. It has been reported that the website is not working for some.
- 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. API informed the Board that if Arne had a difficult time getting it repaired that API would assist in any way possible.
- h. Playground/Park/Pool Committee- Arne brought it to the attention of the Board that some homeowners are asking for the walking trail to be built up a bit with more crushed granite. API will go out for bids for the next meeting.

**Treasurer's Report -**

- a. Cash Balance – API reported total cash balances were \$238,864.86 as of 8/31/2017.
- b. Delinquencies – API reported approximately 93.82 % of the 2017 assessment had been collected as of 8/31/2017.
- c. Financial Reports- API discussed briefly about the 2018 budget and assessments as well as Discussed about the New First Bank account for the association for a possible switch over from the current bank. API will send information over to Tony and Deyla information on the New First bank and all it has to offer.

**Management Report –**

- a. Correspondence received by Association, Directors, Management – API reported that the County Engineering department is going to start surveying and looking into the street parking issues in Townwest CIA. They have received many complaints from MUD #2 as well as homeowners concerning the flow of traffic as well as the inability to allow emergency vehicles down the roadways.
- b. Association Business and Operations – None
- c. Landscape Report- No report.
- d. Pool Report – Gate lock on the pool entry fence is broken API will get a bid for repair
- e. Park Report- Deyla will get with Maria to look over all the aluminum sign proofs and let API know which to order for the Park and pool area.
- f. Common Area Maintenance Report- No Report.
- g. Community Center Report- No report.
- h. Newsletter Report-Deyla stated that she will be printing all of the newsletters within the next week and that API will handle the offsite newsletters.
- i. Website Report- No Report.
- j. Community Sponsored Events- The Board agreed to do a National Night Out on Sept. 23 from 6-9 at the Fire station. Movie in the park with pizza, and popsicles. There will also be the Mobile Pet Vet at Townwest HOA at the Clubhouse on September 22, 2017.

**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.

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

The next Board of Director's Meeting is scheduled for Tuesday, October 10, 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, Tony Duran at 8:23 P. M.

Date: October 10, 2017  
\_\_\_\_\_, President  
\_\_\_\_\_, Secretary  
\_\_\_\_\_, Management