

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
TOWNEWEST SECTION 5 & 6
March 12, 2024
James West Community Center**

CALL TO ORDER

With a quorum of Directors present, the meeting was called to order at 6:06 p.m. Those present are as follows Betty Stewart, George Felder, and Esteban Lopez, Gina Quizon. Representing Sterling ASI is Community Manager Cathy Hooper.

MEETING AGENDA

The agenda was reviewed by the Board. E. Lopez motioned to approve and B. Stewart seconded the vote and all were in favor.

MEETING MINUTES

The Board reviewed the meeting minutes from the previous meeting. G. Felder made a motion to accept without revisions with a second from G. Quizon and all were in favor.

FINANCIALS

Cathy Hooper, from Sterling, went over the February 2024 financials.

HOMEOWNER FORUM

One homeowner was present and voiced concerns regarding a mechanic shop and a church being run as businesses in the community. Sterling responded that they will look into the matter and if they are not already pursuing it, they will begin.

NEW BUSINESS

- The Board discussed the locks and apps associated with the community and has asked Sterling ASI reported that there had not been a response to the email sent to the former Board President.
- The Board discussed the park and the need for additional trash pickup and maintenance items. The Board will create an addendum to their current landscape contract with Jose Granados. The Board will approach Jose Granados with a proposed addendum to the current contract with an increase to the contract price for additional duties performed.
- The Board discussed the broken light at the community pool. Sterling is still in the process of obtaining bids and will present them to the Board before the next meeting.
- 1 ACC submission was discussed. The current color of the house was deemed an approved color.
- The Board discussed the fence around the pool that is beginning to rust. Sterling will obtain bids to have the rust removed and the fence painted and present to the Board before the next meeting.
- A motion was made, seconded, and approved to move one property to the attorney for a deed restriction violation.
- The Board discussed that the pool furniture has been power-washed by the pool company in preparation for the 2024 pool season.
- The Board discussed the metal roof at the community center. One bid was provided for the repair and

- sealant on the roof. Sterling will obtain 2 more bids before the next meeting.
- The Board discussed insulation removal and installation. Sterling has already provided some bids but will gather additional bids before the next meeting
 - The Board discussed the low areas of the walking track. Sterling will obtain and present bids by the next meeting.
 - The Board discussed the need to trim 3 trees by the pool. Jose Granados will provide a bid.
 - The Board discussed the dead bushes by the outside of the pool. Jose Granados will provide a bid to have them removed.
 - The Board discussed 5 dead trees outside the perimeter fences along Burney and Florence. Jose Granados will prepare a bid for the Board.
 - The Board discussed the need for dry-wall replacement at the community center. Sterling will obtain bids for the Board before the next meeting.
 - The Board discussed the 2024 pool tag distribution date. The pool tag distribution date will be May 11, 2024 from 10 am- 12 pm. After that the residents can get the pool tags at the Sterling ASI office.
 - The Board discussed the 2024 Memorial Day Pool Party that will be held May 25, 2024. There will be hot dogs and drinks served from 4 pm-8 pm.
 - A motion was made, seconded, and approved to approve the proposed 2024 pool contract with Swim Houston.

Next meeting will be on April 9, 2024

A motion was made, seconded and passed unanimously to move into executive session at 7:35 p.m

EXECUTIVE SESSION SUMMARY, INITIATION OF FORECLOSURE & ENFORCEMENT ACTIONS, APPEALS FROM DENIAL OF ARCHITECTURAL APPROVAL & SUSPENSION OF OWNERS RIGHTS

- The delinquencies and attorney status reports were reviewed.
- The Board reviewed compliance issues and directed the managing agent on how to proceed
- With no further business to come before the board the executive session was adjourned at 7:43 PM. There were no homeowners waiting for a summary of the executive session.

Cathy Hooper -Property Manager