

Townhouse Manor Fund, Inc.

Community Manager 2021 Report

2021 Annual meeting of the membership held January 17, 2021:

- Virtual meeting held via Zoom.
- An electronic voting system was used to elect two Trustees:
 - o 86 electronic ballots/proxies cast.
 - o Two trustees elected for a two-year term (2021 – 2023):
 - Elliott Klein
 - Randy Chitwood

Maintenance Charges and Mowing Fee for Vacant Lots:

- 2021 Maintenance Charge invoices sent December 14, 2020:
 - o October 2020 CPI-U with no increased (**2021 fee same as 2020 fee**).
 - o 2020 mowing fees are \$20/lot/visit x 47 visits = \$940/ vacant lot.
- One owner in arrears for 2021 fees; notice of lien for unpaid maintenance fee filed June 16.
- One owner paid delinquent fees in full; notice of lien for unpaid fees was released June 16.
- Seven (7) owners opted to pay in installments per THM's Alternate Payment Plan:
 - o Two plans concluded in March
 - o One plan concluded in April
 - o One plan will conclude in September
 - o Three plans will conclude in December

THM (owner) accounts = 185 lots; actual town homes = 182:

- Two (2) townhomes occupy a double-sized lot; three (3) townhomes occupy one and 1/3 lots; three lots remain vacant.
- As of December 31, 2021:
 - o Forty-one (41) town homes/lots have off-site owners (23%)
 - o Thirty-two (32) town homes are being leased (18%)
 - o Thirteen (13) town homes are vacant and/or for sale (7%)
- At the conclusion of the year fifteen (15) homes were sold, refinanced, or had title transfer.

THM solar lamps:

- Triple head solar lamp to be installed in the Stonehouse esplanade after CIP.
- One solar lamp damaged during construction—SER to replace.

THM Trap-Neuter-Return Program (relies solely on contributions from the community):

- To date, twenty-seven (27) cats have received care through this program.
- Power Point presentation available on THM's website (*Four Legged Friends of THM*).
- See detailed TNR report submitted by Cynthia Graham.

Community Pool:

- Pool rules and Acknowledgment of Risk form updated for the 2021 swim season and occupancy limited to 30 visitors (75% occupancy).
- See detailed pool report submitted by Kristin Mahan.

2021 contracts:

- Pool contract continued with Pools by Dallas. Due to the shortage of chlorine tablets we received a monthly chemical surcharge ranging from \$50-\$125/month.
- Landscaping contract continued with Texas Lawn Works with no changes and no price increase.
- Texas Pride Disposal experienced staffing shortages due to Covid and our service was delayed five (5) times this year. Current contract runs through December 2023 and fees increased due to Covid December 2020.
- Mission Recycling service available to individual homeowners as of August 2021.

Architectural Modification Requests/Changes to our Architectural Review Committee:

- Texas legislation passed in September defines who may serve on the Architectural Review Committee (ARC). Our process was modified to comply and will be reviewed in 2022.
- Construction plans for three (3) vacant lots are under review.

Deed Restriction compliance:

- Thirty-three (33) landscaping notices sent by management in June/July.
- Twenty-one (21) additional landscaping notices were sent by management as construction moved throughout the community.
- See detailed report submitted by Allen Graham.

Common area irrigation systems:

- All common area systems were impacted by CIP and damaged areas restored by SER.
- Two new irrigation systems were installed (Courtyard A west side & the Fordshire grassy strip).
- See detailed landscape report submitted by Kristin Mahan.

Common area maintenance:

- February freeze damage incurred unanticipated expenses:
 - Italian juniper, courtyard A, removed in April.
 - Sago palms x 2 courtyard F side yard removed in May.
 - Two sago palms removed in courtyard F in June.
- Windstorm damage incurred unanticipated expenses:
 - Oak tree courtyard E, trimmed in July by volunteers.
 - Trees x 3 trimmed by Santos Tree service in October.
- See detailed Landscape report submitted by Kristin Mahan.

Respectfully submitted,

Cindy Domenici

Community Manager

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