

Townhouse Manor Fund, Inc.

Community Manager 2022 Report

2022 Annual meeting of the members January 17, 2021:

- Meeting held via zoom
- Trustee election results:
 - o 75 electronic ballots/proxies cast (41%)
 - o Three trustees elected for a two-year term (2022 – 2024):
 - Allen Graham
 - Mike Lewter
 - Kristin Mahan

Maintenance Charges and Mowing Fee for Vacant Lots:

- 2022 Maintenance Charge invoices sent December 15, 2021:
 - o October 2021 CPI-U increased 6.1%; 2022 assessment fees increased 6.1% over 2021
 - o 2021 mowing fees are \$20/lot/visit x 47 visits = \$940/ vacant lot.
 - Two vacant lots started construction in February
 - Owner was charged for two months of mowing and received credit for the remainder
- Two owners in arrears for the 2022 fee
 - o Notices of lien for unpaid maintenance fee filed with HC
 - o Both notice of liens removed when full payment received
- Six (6) owners opted to pay maintenance fee using THM's alternate payment plan:
 - o Three plans concluded in March
 - o One plan concluded in April
 - o One plan will conclude in 2023 as title transfer pending
 - o One plan concluded in December

THM (owner) accounts = 185; actual town homes = 182 with 2 under construction:

- Two (2) townhomes occupy a double-sized lot; three (3) townhomes occupy one and 1/3 lots; three lots remain vacant with construction starting in February on two, single lots.
- As of December 31, 2022:
 - o Fifty (50) town homes/lots have off-site owners (27%)—increase of 4% over last year
 - o Forty (40) town homes are being leased (22%)—increase of 5% over last year
 - o Twelve (12) town homes are vacant and/or for sale (7%)—decrease of 1% over last year
- Ten (10) homes were sold, refinanced, or had title transfer

THM solar lamps:

- One triple head solar lamp installed in the Stonehouse esplanade
- THM has a total of eight solar lamps (single x 7, double x 1, triple x 1) at entrances

2022 contracts:

- Pool contract continued with Pools by Dallas; paying extra for chemical surcharges each month
- Landscaping contract continued with Texas Lawn Works; paying extra for a fuel surcharge each month

- Texas Pride Disposal contract continued; paying extra for fuel surcharge each month
- Domenici Management Company contract continued
- Planche, Politz, Ledet, LLC. accounting firm engaged in September
- Mission Recycling service available to individual homeowners as of August 2021

Architectural Modification Requests:

- Twenty-five (25) submitted with seven not completed
- Three (3) major construction plans received final approval (4011/4013 Breakwood; 4158 Meyerwood)
- Architectural Review Committee (ARC) process to be formalized in 2023

Crimes reported to management:

- Vendor/construction vehicles vandalized x 2 (March)
- Items stolen from inside garage x 1 (March)
- Items located in the alley stolen x 2 (March)
- Vehicles parked on the street x 3 vandalized (June)
- Safety committee report submitted by Randy Chitwood

Common area maintenance:

- Post construction SER landscaping restoration completed in June
- Post construction THM landscaping plans completed in November
- Sod replacement (Palmetto St. Augustine) at the pool in May
- Common area trees trimmed in January (oak x 24, elm/ash x 6, magnolia x 3, palms x 5, crepes x 17)
- Savannah holly trees x9 trimmed/shaped in December
- All common area lamps to be replaced in 2023 (Ad-Hoc committee formed and chaired by Cindy Domenici)
- Landscape committee report submitted by Kristin Mahan

Common area irrigation systems:

- All systems turned off and drained Dec 31, 2021 (winterization)
- All systems turned on March 15, 2022, with issues noted and repaired (Spring check)
- Irrigation systems x 2 expanded (courtyard A: west side, courtyard C: south side)
- Repairs to pool zones completed by contractor after entry sidewalk poured
- All systems turned off December 10 due to impending freeze (winterization)

Deed Restrictions:

- Amendments (approval from 51% of the owners needed to pass)
 - Carport amendment passed by majority vote (78%) in March and filed July 21, 2022
 - Leasing amendment passed by majority vote (83%) and filed October 24, 2022
- Notices for noncompliance re: structural issues ongoing and completed prior to the sale of homes
- Notices for issues re: garage alley lights illuminating from dusk until dawn sent:
 - September: 23% noncompliant
 - October: 12% noncompliant
 - November: 12% noncompliant
- Legal committee to be formed in 2023; see report submitted by Elliott Klein

Pool:

- COH pool certificates x 2 issued in February; COH pool inspection pending
- Pool committee report submitted by Kristin Mahan

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

- To date thirty-five (35) cats/kittens have received care with nine (9) adopted into loving homes
- Power Point presentation available on THM's website (Four Legged Friends of THM)
- Committee has reorganized and tasks assumed by multiple volunteers
- 2022 expense summary:
 - Food/supplements = \$650
 - Supplies = \$82
 - Housing = \$160
 - Initial vet visit = \$564 (three males and three females)
 - Initial and subsequent vet visits for kittens = \$1305

THM website summary:

THM 2021/2022 completed projects:

Capital Improvement Project (CIP) Woodshire Phase 2

This project started in August 2020 and reached significant completion on January 18, 2022. The City conducted an eleventh-month walk through in November 2022 and created a punch list of items needing attention.

One of the main purposes of this project was to **increase storm drain capacity** in our community. Underground storm drain boxes (6' x 5') were installed in the Bassoon, Denbury and Meyerwood areas.

Our community was significantly impacted to include all of our common areas. All of the City owned streets (to include our alleys), sidewalks and curbs were replaced. New water lines were installed throughout the community to include new fire hydrants. New sewer lines were installed in some courtyards.

We worked closely with the City and the contractor (SER) during the projection and during the restoration phases. All common areas were restored to previous condition with some enhancements provided by the City. Additional enhancements were provided by THM.

City of Houston replaced nine (9) trees

In accordance City's requirement to replace trees damaged during City construction we received nine (9) Savannah Holly trees. Six of them were planted along our Fordshire entrance and three were planted in our Stonehouse esplanade.

Common Area Irrigation Systems

All of our common area irrigation systems were impacted by CIP. Repairs were made at the contractor's expense. THM installed two new irrigation systems: 1) along the west side of Courtyard A (Bassoon), the south end of courtyard C (Meyerwood), and along the grassy strip along the new sidewalk on Fordshire.

2022 Projects completed by THM

- New sidewalk installed at the pool to include new steps at the Meyerwood entry, sidewalk at the Meerwood entrance extending to the Stonehouse exit gate
- The swinging door to the men's restroom was rehung
- A triple-head solar lamp was installed in the Stonehouse esplanade
- The THM Reserve Study was updated
- All common areas trees were trimmed in January
- The nine Savannah Holly trees were trimmed and shaped in December

Respectfully submitted,

Cindy Domenici