

Townhouse Manor Fund, Inc.
Community Manager 2016 Report

At the end of 2016 I completed 12 and one half months of service with Townhouse Manor Fund (THM). In that time frame I have had the opportunity to meet and dialogue with many of you and have had the honor of working closely with your elected Trustees. I look forward to the challenges and routines the coming year will offer. Please accept this report as a summary of current affairs and 2016 events and projects. Visit the "manager" tab on our website for ongoing communications from me.

Social Events

- June 12—Summer kick-off party by the pool
- October 15—THM 51st anniversary celebration
- December 17—Holiday Celebration

2016 Assessment Fees

- All fees were collected with the exception of one property that is now in arrears for 2015 and 2016. The Board is perusing appropriate actions to collect these outstanding fees
- Four (4) owners took advantage of our Alternative Payment Plan and all accounts have been paid in full

THM (owner) accounts = 185

- Three (3) townhomes occupy a double-sized lot
- Three (3) townhomes occupy one and 1/3 lots
- Twenty eight (28) lots have off-site owners
- Six (6) homes had title transfer (sold)

Deed Restriction Enforcement

- No light in alley from dusk until dawn
 - Beginning of year = 65/183 = 35%
 - End of year = 32/183 = 17%
- Other violations
 - Beginning of the year = 270 total
 - End of the year = 79 violations corrected (31%)
 - Additional violations noted leaving end of year total = 253

Architectural Modification Requests

- Eleven (11) submitted
 - Six (6) projects completed
 - Five (5) projects ongoing

Townhouse Manor Fund, Inc.
Community Manager 2016 Report

Common Area Courtyards

- Repairs/additions to our irrigation system(s) occurred in April and December
- Anti-syphon valve in the second Breakwood courtyard was repaired
- After the freeze we re-insulated all anti-syphon valves and repaired five (5)
- Sod was placed in the Breakwood courtyard # 1 where excavation occurred.
- Water main break in the Bassoon courtyard was repaired by the COH and sod placed
- Water pooling in one area by 9403 Bassoon and the COH is investigating
- Electric light posts and gas lanterns were refurbished

Brick Wall at Fordshire Entrance

- Damage reported on November 21
- Board member/manager discussed issue with Discount Tire manager
- Three proposals obtained
- Insurance adjuster surveyed the damage December 15
- Job awarded to vendor on January 4
- Work in progress with 60% of our bricks being salvaged and re-used

Ongoing Project

Painting the cabana structure

Work started in early October and is still in progress. The pool opened for residents to use on October 15. Projected completion date January 31, 2017.

Completed Projects

CenterPoint underground electrical cabling

This project was completed July 19, 2016. Thank you so much for your patience in completing this during our rainy season!!!

Hydraulic gate closures installed on both pool gates

One of our pool gate closures rusted and broke necessitating replacement to comply with City of Houston community pool regulations. We have installed hydraulic closures that have quiet, smooth closing mechanisms.

Raising courtyard sidewalks: Phase I and phase II

In phase I we identified 1184 square feet of courtyard sidewalk space that needed to be raised and that phase was completed June 17, 2016. The remaining courtyard sidewalk trip hazards and low areas were surveyed October 3 and included raising an additional 4549 sq ft of sidewalks. Phase II of this project was completed on October 31, 2016. One final portion in the Bassoon is scheduled to be raised this month.

Several city sidewalks have been identified as having trip hazards. Two major trip hazards have been identified and we are accepting bids to break out the city side walks and replace with crushed granite or a similar material.

Townhouse Manor Fund, Inc.
Community Manager 2016 Report

Convex mirrors in alleys:

Installation completed August 27, 2016 with replacement of one damaged mirror at the East end of the Stonehouse/Myerwood alley and installation of two additional mirrors at: 1) East end of alley behind 4029 Breakwood and 2) entry to the Bassoon alley at 9428 Bassoon. Please report any alley safety issues to Cindy.

Entry signage:

Installation completed August 26, 2016. Our seven (7) entry signs have served us well since being installed in the mid 1980's. Six new brick pillar signs and one monument sign at the Stonehouse entrance have been installed and they look great!

Re-sodding first Breakwood courtyard:

August 1, 2016 our landscaping service started to prepare the area to lay some sod. Prior digging in this area left bare dirt. Sod has been installed and additional grass will be placed as needed in bare areas.

AT&T fiber optic underground cable:

AT&T completed the project to channel underground fiber optic cables throughout our community. This will enhance service to those using AT&T as their provider. This project is completed. For more information contact Troy at:

713-230-8366.

Common area gas lanterns and electric light posts:

We are brightening up our common areas! All of our gas lanterns and electric light posts in our common areas have been painted. A few of the glass globes and glass inserts were missing or broken and they have been replaced and/or cleaned. Cost-effective LED bulbs were installed.

Sanding and painting fence surrounding pool:

The pool was closed during this project and the pool re-opened for use on October 15.

I am looking forward to another great year. Please consider joining a committee and assisting THM in creating a great community and a lovely environment in which to live.

Respectfully submitted,



Cindy Domenici

THM Community Manager