

Townhouse Manor Fund, Inc.

Community Manager 2018 Report

Maintenance Charges and Mowing Fee for Vacant Lots

- 2018 Maintenance Charge invoices sent December 15, 2017:
 - October 2017 CPI-U increased 2.3% (**2018 THM fees increased 2.3%** more than 2017)
 - **2018 mowing fees** are \$20/lot/visit x 47 visits = **\$940/** vacant lot.
- As authorized by our deed restrictions, in March, April and May 2018 the Board placed four (4) notice of liens on THM properties for unpaid maintenance charges:
 - One notice of lien still in place due to outstanding late fees/interest charges
 - One notice of lien still in place due to outstanding 2017 late fees & 2018 maintenance charge fees
 - Two notice of liens released
- End of year 2018:
 - All 2018 maintenance charge fees were collected except for the one property noted above
- Seven (7) owners took advantage of our Alternative Payment Schedule to pay maintenance charges in installments; all of these accounts have been paid in full and are closed.

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

- Two (2) townhomes occupy a double-sized lot; three (3) townhomes occupy one and 1/3 lots
- End of year December 31, 2018:
 - Forty six (46) town homes have off-site owners (25%)
 - Twenty nine (29) town homes are being leased (16%)
 - Seventeen (17) town homes are vacant and/or for sale (9%)
- Eleven (11) homes had title transfer

Contract/membership renewals

- January: Sam's club membership
- January: On-Guard—9-1-1 phone at the pool
- January: Community Association Institute membership for Community Manager
- February and May: Brady, Chapman, Holland & Associates—Insurance
- April: Texas Pride Waste Disposal (new vendor)
- May: Pools by Dallas—Pool service
- June: Texas Lawn Works—Landscaping
- July: City of Houston Trash reimbursement sponsorship

Architectural Modification Requests

- Two (2) submitted with work pending
- Sixteen (16) submitted with work completed in 2018

Deed Restriction Enforcement

- No light in alley from dusk until dawn (this fluctuates from month to month)
 - Beginning of year = 41/182 = 23%
 - End of year = 26/182 = 14%
- Other violations
 - Beginning of 2018 = 173 total violations
 - End of year = 147 total violations as follows:
 - House address numbers fading/missing = 24 (16%)
 - Paint: wood, trim, house, door = 34 (23%)
 - Paint ironwork = 19 (13%)
 - Clean: brick, siding, canopy = 9 (6%)
 - Gutter: clean, sagging, rusted = 23 (16%)
 - Garage header sagging = 6 (5%)
 - Structural issues: siding, sheathing, firewall, flashing = 24 (16%)
 - Other: cables, wood fencing, entry tile = 8 (5%)

South Fordshire brick wall damage

- 9.9.18 damaged by driver who jumped the curb at the Discount Tire/feeder road
- 9.10.18 temporary chain link fence installed
- 10.3.18 work completed
 - Total cost = \$7480.00
 - Insurance paid \$6480; THM paid \$1000 deductible

Common area tree trimming

- August 2018 contracted with our lawn service to trim all common area trees (except crepe myrtles)
- Contract also included trimming tree branches away from any structures
- 9.28.18 job completed (several delays due to in climate weather)
 - One owner complained of damage to front garden; resolved 11.28.18

Common area gas lamps (Stonehouse esplanade and Breakwood entrances)

- November 10 one glass globes replaced (Stonehouse); all globes cleaned and mantels re-lit as needed

Common area irrigation systems

- January – March 11 all systems remained turned off at siphon valve and frost protected
- March 11 all systems turned back on (no damage to siphon valves noted)
- September 3 all systems turned off due to adequate rain fall
- November 10 all siphon valves drained/wrapped in preparation for freezing weather

Pool restrooms and cabana cleaning

- Cleaning schedule determined with increased cleaning during peak months (May through September)
- Pool committee members volunteer daily to clear pool deck/cabana floor and clean restrooms

Entry signs

- Peeling noted on three entry brick pillar signs (installed August 2016)
- All signage replaced at no charge in June

Low hanging wires in N/S Bassoon alley

- May 2018 we partnered with CenterPoint to address low hanging wires
 - Twelve utility poles installed on E side & one standard pole installed on W side (completed May 26)
 - ATT & Comcast contacted to use new poles on the E side to secure utility lines (completed in June)

West side of Stella Link

- Overgrowth/debris/trash along sidewalk/easement addressed
 - Volunteers coordinated by Braeswood Super Neighborhood (BSN) picked up trash along W side and feeder road in April (several THM residents volunteered)
 - Overgrowth trimmed and organic debris removed December 13
- Sidewalk condition from Latma to Leeshire in need of repair/restoration
 - THM working with Woodshire, Woodside and BSN to address this issue

Convex mirrors in alley

- Two 26" installed at N and S ends of the Bassoon alley
- One 18" installed on a utility pole at alley by 4088 Breakwood
- One adjusted in alley by 4039 Breakwood

Social Events

- Holiday Brunch: December 16

The following information is found on the THM website (townhousemanor.org) in an effort to keep the community informed:

THM Ongoing Project(s):

Low-hanging lines/wires along the Meyerwood & Breakwood alleys

We are aware there are several utility lines along the even address Breakwood and Meyerwood alleys that are hanging low. CenterPoint lines along these alleys were measured and found to meet the height criteria. **If your AT&T or Comcast lines are hanging too low PLEASE contact your provider and ask they be raised.** An ideal spot to attach these lines is the electrical riser/weatherhead already located on your roof in the back of your home.

Hazardous City sidewalks

We have identified two areas of concern where trip hazards are found on our city sidewalks: 4028 Breakwood and 4126 Meyerwood. The City of Houston will be doing major construction on all of our sidewalks, city streets and alleys during the CIP described below. These hazardous walkways will be addressed at that time; however, we are investigating other avenues/resouces to correct this issue sooner. Please watch your step on all City and THM walkways!

THM Future Project(s):

CenterPoint Energy--Gas line upgrade

This project was completed for our Woodshire neighbors to the north in 2016. We have asked for information regarding replacing the gas lines in our area and were told they will start in our area in late 2017. This has not happened. We will keep you posted as we receive more information.

City Improvement Project (CIP)

The City of Houston (COH) has a major, multi-million dollar project scheduled that will impact the access to: our community, our garages/car ports, the front of our [homes](#) and navigation throughout our community. All city sidewalks, streets and alleyways in THM will be torn up to install a larger diameter storm drainage system and any other improvements that may be necessary.

COH personnel along with Donald Perkins were invited to attend our April 25, 2017 Board meeting to answer questions and address our concerns. We were also told access to THM will be impacted as they proceed with the Woodshire CIP Phase I scheduled to begin in the fall of 2017. Our area will follow (Phase 2) with an anticipated start date April 2019.

The COH assured us these projects will be planned so we will always be able to access our homes using street-side or alley-side entrances via alternate routes. City plans are still in progress but rest assured our Utility Committee is involved in the planning and communicating our concerns. **Start planning now: clean out your garage so two cars will be able to park in your garage/car port when we have alley access. Further information will be forthcoming.**

Respectfully submitted,

/s/ Cindy Domenici (January 7, 2019)

Cindy Domenici
THM Community Manager