

Townhouse Manor Fund, Inc.

Community Manager Report as of June 23, 2019

2019 Annual meeting of the members January 13, 2019

- Attendance: thirty four home owners attended
- Trustee election results:
 - Twenty six ballots cast at the meeting
 - Five proxies received
 - Three absentee ballots received via e-mail
 - Twenty three absentee ballots received
 - Two trustees elected for a two year term
 - Elliott Klein
 - Rowena Roche

Maintenance Charges and Mowing Fee for Vacant Lots

- 2019 Maintenance Charge invoices sent December 13/14, 2018:
 - October 2018 CPI-U increased 2.2% (**2019 THM fees increased 2.2%** more than 2018)
 - **2019 mowing fees** are \$20/lot/visit x 47 visits = **\$940/** vacant lot.
- As authorized by our deed restrictions, in May the Board placed three (3) notice of liens on THM properties for unpaid maintenance charges:
 - One owner submitted full payment to include associated fees June 17. In process of releasing lien
 - One owner in arrears for outstanding 2017 late fees, 2018 and 2019 maintenance fees
 - One property in foreclosure, full payment expected end of June
- Six (6) owners took advantage of our Alternative Payment Schedule to pay maintenance charges in installments:
 - Four payment plans have concluded
 - Two payment plans will conclude in November and December

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
- As of May 21, 2019:
 - Forty three (43) town homes have off-site owners (24%)
 - Twenty nine (29) town homes are being leased (16%)
 - Seventeen (17) town homes are vacant and/or for sale (9%)
- To date, four (4) homes have had title transfer

New owners/tenants

- Welcomed four new owners (4000 Breakwood, 4078 Breakwood, 4012 Breakwood, 9418 Stonehouse)
- Welcomed one tenant (9408 Stonehouse)

HOA fees review/increased for title transfer and refinancing as follows:

- Statement of Account (SOA) = \$150; Resale Certificate = \$200 (only one required)
- Transfer fee to update all data bases with new owner information = \$200 (required)
- Refinance fee = \$150

Architectural Modification Requests

- To date ten (10) submitted with six (6) projects completed and closed
- Requests received to build three (3) homes on our three vacant lots—approval in progress

Deed Restriction Enforcement

- No light in alley from dusk until dawn (this fluctuates from month to month)
 - Survey conducted April 24 with 19% (34 residences) being not compliant
 - Thirty one (31) owners e-mailed
 - Seventeen (17) responded they will correct
- Other violations beginning 2019 = 147 total violations to include:
 - 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%)
- Two properties owners with multiple violations contacted via letter April 17

Contract/permit/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: Brady, Chapman, Holland & Associates—Insurance
- February: City of Houston renewed pool permits x 2
- April: Texas Pride Waste Disposal
- May: Pools by Dallas—Pool service
- June: Texas Lawn Works—Landscaping
- June: City of Houston Trash Sponsorship Agreement

Common area maintenance:

- March 4 crepe myrtle trees x 26 trimmed = \$1300
- March 21 branches hanging over alley fencing (Breakwood, Meyerwood & Bassoon) trimmed = \$2580
- April 17 hauled away one trailer full of limbs/debris from April 7 major storm/wind = \$250
- April 29 shrub trimmed to sound wall at 610 feeder and 9423 Stonehouse = \$50

Common area gas lamps (Stonehouse esplanade and Breakwood entrances)

- 4000 Breakwood entrance x 2—need to relight both and replace one broken glass globe
- 4088 Breakwood entrance x 3—gas shut off at the meter by CenterPoint May 15
 - Requesting reparations from MJSheridan digging in the area—pending
- Stonehouse esplanade—no digging in area
- Board to consider long term plans for THM gas lamps

Common area irrigation systems

- March 21, 22 and 23 removed freeze protection with the following notations:
 - Stonehouse esplanade with several leaks/missing sprinklers—resolved March 30
 - Breakwood 2 controller not functioning—replaced March 30
 - Breakwood 3 one sprinkler in side yard not rotating—replaced June 12
 - Denbury jasmine courtyard—controllers not functioning—repaired/replaced June 12
 - Bassoon south courtyard—controller not functioning—replaced March 30
 - Fordshire entrance and side yard 4003 Breakwood—multiple breaks from CenterPoint digging—repaired June 15. Requesting reimbursement from MJSheridan—pending

Common area issues

- Water main break in South end second Breakwood courtyard
 - Repaired by City March 8
 - THM received water bill in excess of \$2800 in March
 - Completed COH Leak Adjustment form and reimbursement received
 - Landscape committee planning renovations to include aerating/amending this courtyard
- CenterPoint underground gas line replacement requiring restoration as follows:
 - Irrigation system damages at Fordshire/Breakwood, requesting repair reimbursement = \$365
 - Sod replacement currently in progress
 - Plant replacement at Fordshire requesting reimbursement = \$375
 - Asphalt patches in alley/streets in the process of being cut out and replaced with cement

Pool

- Decking, pool and associated equipment due for replacement/repairs:
 - To date one proposal received for Board consideration
 - Additional bids pending
- Cabana/restroom epoxy flooring peeling/bubbling with holes:
 - Four RFP's received to strip away current epoxy and re-epoxy flooring
 - Board to consider awarding job to Tidy Pro Painting = \$4874
- Exterior cabinet doors require painting/repair
 - Re-hang male restroom stall door
 - Support long cabinets inside cabana
 - Paint swinging doors to both restrooms
 - Paint cabinets within both restrooms
 - Board considering awarding job to Tidy Pro Painting = \$434
- Landscape drainage

- Significant rain events causing pooling in landscaped areas
- Seeking proposals from drainage experts—pending
- One tree light has become dislodged—repairs pending
- Pool key agreement
 - Board approved increasing deposit amount and key replacement process/amount as follows:
 - Initial key deposit cost increase from \$10 to \$25
 - Replacement key cost increased from \$50 to \$75
 - Keys are not transferable to new owners:
 - Return key to management within 30 days of closing
 - Keys not returned in above time frame will generate a \$75 charge to owner's account
 - When key is returned to management this \$75 charge will be reversed

Pool restrooms and cabana cleaning

- Cleaning schedule determined with increased cleaning during peak months (May through September)
- Pool committee members visit daily to perform daily duties to include cleaning restrooms

THM Trap-Neuter-Return Program

- Power Point presentation created to be posted on the website
- To date thirteen feral cats have been adopted by our community

West side of Stella Link street

- Overgrowth/debris/trash along sidewalk/easement addressed and now maintained by Fordshire Civic Club
- Sidewalk condition from Latma to Leeshire in need of replacement
 - THM and Woodshire Civic Club in communication with Metro, CM Tatum-Castex and others
 - Responsible parties have agreed to replace the entire length of the sidewalk
- Bus stop at Latma/SL has been adopted by Woodshire Civic Club
- Bus stop at Leeshire/SL to be replaced

Safety committee

- E-mail blasts sent:
 - Home burglary prevention 4.19.19
 - Home burglary prevention part II 4.26.19
 - Vehicle burglary prevention 5.3.19
 - Pool safety 5.15.19
- Crime reported to management:
 - Jan 3, truck stolen parked on Breakwood
 - Feb 22, home burglarized on Stonehouse
 - April 4, home burglarized on Breakwood (alarm alerted police, nothing taken)
 - April 21, tenants reported windshield smashed on car parked on Denbury
 - June 3, equipment taken from landscaping truck parked on Meyerwood
- Recommendation to implement a parking sticker program approved by the Board
 - Parking Sticker form developed
 - Stickers ordered and received

Social Events

- Ice cream social May 19, 2019
 - Ice cream served to 91 residents and six guests
 - Additional residents attended just to socialize

Concerns reported to management

- Excessive train horn blowing end of January over a three day period—resolved
- Seven owners inquired about recycling
- Five owners commented on dog excrement not being cleaned up
- Three owners complained of rodent infestations in their immediate area
- Several concerns forwarded regarding deed restriction violations residents have observed
- Lawn care service blowing debris into entry areas
- CenterPoint/MJSheridan not communicating when alleys/garages will be blocked
- MJSheridan asphalt patches sinking—requested asphalt be replaced with cement—in progress
- Cars parking in front of individual's homes
- Cars parked on the street facing the wrong direction
- Abandoned cars parked on street

Respectfully submitted,

/s/ Cindy Domenici (June 23, 2019)

Cindy Domenici
THM Community Manager