

# Townhouse Manor Fund, Inc.

## Community Manager 2019 Report

### **2019 Annual meeting of the members January 13, 2019:**

- Thirty four (34) home owners attended
- Trustee election results:
  - o Twenty six (26) ballots cast at the meeting
  - o Five (5) proxies received
  - o Three (3) absentee ballots received via e-mail
  - o Twenty three (23) absentee ballots received
  - o Two trustees elected for a two-year term: Elliott Klein and Rowena Roche

### **Open board meeting June 23, 2019:**

- Attendance: twenty (20) home owners attended
- Revised pool key agreement form presented
- Pool cabana renovations approved to be implemented at Management's discretion--pending
  - o Epoxy flooring = \$4874
  - o Paint exterior wood doors/cabinets and interior restroom doors = \$434

### **Maintenance Charges and Mowing Fee for Vacant Lots:**

- 2019 Maintenance Charge invoices sent December 13/14, 2018:
  - o October 2018 CPI-U increased 2.2% (**2019 THM fees increased 2.2%** more than 2018)
  - o 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:
  - o One full payment received June 17 to include associated fees; notice of lien released
  - o One full payment received July 8 to include associated fees; notice of lien released
  - o One account in arrears for outstanding 2017 late fees, 2018 & 2019; notice of lien filed
- o Six (6) owners took advantage of our Alternative Payment Schedule to pay their maintenance charge in installments; all accounts paid in full and 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
- As of December 31:
  - o Forty three (43) town homes have off-site owners (24%)
  - o Thirty one (31) town homes are being leased (17%)
  - o Seventeen (17) town homes are vacant and/or for sale (9%)
- Fifteen (15) homes had title transfer

### **HOA fees:**

- Statement of Account = \$150 (no change); Refinance fee = \$150 (no change)
- Resale Certificate = \$200 (increased from \$150)
- Transfer fee = \$200 (increase from \$150)

### Pool key agreement form

- Initial key deposit increased 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 the owner's account
  - If the key is returned within the above time frame the \$75 fee will be reversed

### Common area maintenance

- March 22 crepe myrtles trimmed = \$1300
- March 12 limbs hanging over wood/chain-link fencing in alleys trimmed = \$2580
- Bush at 9423 Stonehouse and 610 feeder road trimmed to sound wall = \$50
- May 16 multiple plants installed in pool flower beds and mulch applied = \$300
- July 11 second Breakwood courtyard aerated and soil/sod amended = \$517
- Fordshire flower bed disrupted by CenterPoint digging with reimbursement = \$1632 (carry over to 2020)
- November/December trees trimmed/removed and stumps grinded = \$2652:
  - Live oak in front of 4017 Breakwood was trimmed to remove damaged limbs
  - Water oak in front of 4031 Breakwood removed due to root damage
  - Red oak in front of 9403 Bassoon removed due to disease
  - Trash tree in front of 9407 Bassoon removed at community request—stump grinding pending

### Common area irrigation systems

- January – March 11 all systems remained turned off at siphon valve and frost protected
- March 20, 21 and 22 all systems turned back on (no damage to siphon valves noted)
- October 9 all siphon valves drained in preparation of winter weather
- Several areas disrupted due to COH digging and tree removal with **testing of systems pending**:
  - Fordshire flower bed south end with final repair pending—reimbursed by CenterPoint = \$365
  - Breakwood 2 south courtyard tree removal
  - Meyerwood jasmine courtyard COH dug to repair water main break in front of 4145
  - Bassoon south courtyard COH dug to repair water meter leak

### Gas lamps (Stonehouse esplanade and Breakwood entrances)

- All gas lamps disrupted during CenterPoint installation of new underground gas lines:
  - Breakwood/Fordshire entrance x 2; left with no gas source—not able to light
  - Breakwood/Lakeland entrance x 3; gas line leaks detected on our side—cost prohibitive to repair
  - Stonehouse esplanade x 6; all gas lamps operational
- Committee formed late December to discuss options of converting to solar energy

### Pool

- TX Department of Health and Human Services inspection findings of August 15:
  - Vac-less gauge damaged and motor components in need of labeling—corrected August 15 = \$1075
  - Equalizing pipe entering wading pool flagged as an entrapment issue—sealed Aug 24 = \$250
- Cleaning schedule determined with increased cleaning during peak months (May through September)
- Cabana reserved by owners for six (6) events

## **Safety committee communications/recommendations**

- E-mail communications:
  - April 19: Home burglary prevention (part 1)
  - April 26: Home burglary prevention (part 2)
  - May 3: Vehicle burglary prevention
  - May 16: Pool safety
  - June 15: THM parking stickers purchased (distribution in process)
  - July 5: crime alert
  - December 30: Vehicle burglary prevention (repeat)
- Crime reported to management:
  - January 3: truck parked on Breakwood street stolen
  - February 22: home burglarized on Stonehouse
  - April 4: home burglarized on Breakwood (home alarm scared them away)
  - April 12: tenants reported windshield smashed on car parked in the street on Denbury
  - May 17: car parked on Meyerwood street broken into
  - June 3: items taken from a landscaper's truck parked on Meyerwood street
  - July 1: car parked near first Breakwood courtyard broken into
  - July 3: home burglarized first Breakwood courtyard
  - July 5: bank jugging attempted in front of owner's residence on Meyerwood
  - October 4: attempted break-in via locked front security gate of a Breakwood residence
  - Potted plants x 5 stolen from Breakwood and Meyerwood alleys)
  - December 28: two cars parked on Breakwood/Fordshore streets broken into
- Recommendation to implement a parking sticker program approved by the Board

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

- Power Point presentation created and posted on the website (Four Legged Friends of THM)
- To date eighteen (18) feral cats have received care

## **West side of Stella Link**

- Sidewalk from Latma to Leeshire replaced to include retaining walls/curbs
- Sidewalk from Leeshire going south to business center in need of repair (included in Phase II CIP)
- Bus stop at Latma/Stella Link has been adopted by Woodshire Civic Club
- Bus stop at Leeshire/Stella Link to be replaced

## **Social Event**

- Ice cream social May 19 (Ben & Jerry's catored):
  - Ninety one (91) residents were served = \$520
  - In excess of one hundred (100) residents attended

## **Architectural Modification Requests**

- Sixteen (16) submitted with fourteen (14) projects completed and closed
- Requests received to build three (3) homes on our vacant lots—approval in progress

## **Deed Restriction Enforcement**

- No light in alley from dusk until dawn (this fluctuates from month to month)
  - Survey of October 10: thirty-five (35) homes non-compliant = 35/182 = 19%
- Beginning of 2020 = 132 total violations
  - House address numbers fading/missing = 15 (11%)
  - Paint: wood, trim, house, door = 19 (15%)
  - Paint ironwork = 9 (7%):
  - Clean: brick, siding, canopy = 15 (11%)
  - Gutter: clean, sagging, rusted = 13 (10%)
  - Garage header sagging = 3 (2%)
  - Structural issues: siding, sheathing, firewall, flashing = 29 (22%)
  - Other: cables, wood fencing, entry tile = 3 (2%)

## **Concerns reported to management:**

- Excessive train horn blowing end of January over a three day period—resolved
- Inquiries regarding a recycling service—cost prohibitive given our current budget
- Dog excrement not being cleaned up—continues to be an issue
- Complaints of rodent infestations in their immediate area—continues to be an issue
- Concerns forwarded regarding deed restriction violations observed by THM residents
- Lawn care service blowing debris into entry areas—informed landscaping service
- Bush at Stonehouse/610 feeder obstructing egress—bush trimmed to sound wall
- CenterPoint/MJSheridan not communicating when alleys/garages will be blocked—no improvement
- MJSheridan asphalt patches sinking—asphalt patches replaced with cement
- Abandoned cars parked on street—informed HPD
- Pool grounds landscaping drainage is inadequate—action plan being developed
- Parking in our community:
  - Parking in front of someone else's home—HOA cannot regulate street parking
  - Parking on the street in the wrong direction—notify HPD
  - Too many cars parked on both sides of the streets presents egress and entry safety issues
- Feeder road at Stonehouse not being maintained by TXDot ie: grassy areas approaching Bassoon RR tracks
- Street trash continues to be an issue—pick up trash around your home
- Construction debris and noise from remodeling—owners notified

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

## THM Completed Project(s):

### **CenterPoint Energy--Gas line upgrade**

This project was completed for our Woodshire neighbors to the north in 2016 and they finished here in our community in August, 2019. CenterPoint tunneled new, underground gas lines and connected the new line to existing gas meters. Multiple areas were disturbed to include sod in common areas and flower beds. We received funds to restore the Fordshire flower bed and to repair some damage to our irrigation systems.

## 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--WILL BE ADDRESSED DURING CIP WOODSHIRE PHASE 2**

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/resources to correct this issue sooner. Please watch your step on all City and THM walkways!

## THM Future Project(s):

### **Capital Improvement Project (CIP) Woodshire Phase I was completed October 2019 and is scheduled to begin in our community (Woodshire Phase II) around June 2020.**

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 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 with an anticipated start date June 2020.

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,

***Cindy Domenici***

Community Manager

Townhouse Manor Fund, Inc.

713-668-7888 (office)

THMManager@gmail.com