

# Townhouse Manor Fund, Inc.

## Community Manager 2020 Report

### 2020 Annual meeting of the members January 12, 2020:

- Forty five (45) home owners attended
- Trustee election results:
  - o Forty (40) ballots cast at the meeting
  - o Four (4) proxies received
  - o Six (6) absentee ballots received via e-mail
  - o Twenty-three (23) absentee ballots received
  - o Three trustees elected for a two-year term (2020 – 2022):
    - Allen Graham
    - Mike Lewter
    - Kristin Mahan

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

- 2020 Maintenance Charge invoices sent December 15, 2019:
  - o October 2019 CPI-U increased 0.9% (**2020 fees increased 0.9%**).
  - o 2020 mowing fees are \$20/lot/visit x 47 visits = \$940/ vacant lot.
- Four (4) owners opted to pay in installments and all four accounts are paid in full.
- All 2020 THM accounts are paid in full.

### 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; three lots remain vacant.
- As of December 31, 2020:
  - o Thirty-eight (38) town homes/lots have off-site owners (20%)
  - o Twenty-eight (28) town homes are being leased (15%)
  - o Fifteen (15) town homes are vacant and/or for sale (8%)
- As of December 1, 2020, twelve (12) homes were sold, refinanced, or had title transfer.

### Conversion of THM gas lamps to solar lamps:

- Ad-hoc committee established in December 2019 to review/research solar light options
- One solar lamp installed by 4088 Breakwood for testing purposes on January 17
- Eight (8) solar lamps installed March 2:
  - o X 2 Fordshire/Breakwood entrance
  - o X3 Lakeland/Breakwood entrance
  - o X2 Bassoon/Meyerwood entrance
  - o X1 in the first Breakwood courtyard
- Triple head solar lamp will be installed in the Stonehouse esplanade after CIP

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

- To date twenty-one (21) cats have received care and five (5) have been adopted into loving homes
- Power Point presentation available on THM's website (Four Legged Friends of THM)

### **2020 contracts:**

- Pool contract continued with Pools by Dallas with no changes and no price increase
- Landscaping contract renewed with Texas Lawn Works with no price increase
- Amendment to our contract with Texas Pride Disposal signed December 28, 2020 with a 1.34% increase for a three (3) year term. Increase was attributed to unexpected costs of Covid-19

### **Architectural Modification Requests:**

- Thirty-one (31) submitted with twenty-nine (29) projects completed and closed
- The new owner of the Bassoon vacant lot submitted plans to build on November 11. Plans reviewed by the architectural review committee (ARC) and comments sent back to the owner.

### **Common area irrigation systems:**

- January through April 30 all systems remained turned off at siphon valve
- May 1 all systems checked, and worklist created
- June 15 increased watering frequency due to drought/heat and sod installation at pool grounds
- August 22 all systems turned off at the siphon valve due to construction except Fordshire
- Several areas repaired and/or new timers installed:
  - Repaired major leak and installed a new box in the Stonehouse esplanade in May
  - Repaired major leak by the bushes/brick wall in the Fordshire bed in May
  - New timer installed in the Bassoon entry courtyard in June
  - New timer installed in the main Meyerwood courtyard in June
  - New timer installed in the side yard of the third Breakwood courtyard in June
  - Several sprinkler heads in all four pool zones were replaced/replaced in August
  - New timer and larger box installed in the Denbury courtyard in August
  - New timer and larger box installed at the sidewalk in the first Breakwood courtyard in August
  - Repaired sprinkler head leak in the Fordshire jasmine bed in August

### **Safety committee communications/recommendations:**

- E-mail communications sent periodically regarding crime prevention.
- Board and the COH addressed parking issues related to "dangerous curves."
- Crime reported to management:
  - February 21: truck parked on Meyerwood burglarized
  - March, August, and September: potted plants taken from alley and street gardens
  - March 23: car parked on Stonehouse burglarized
  - April 23: garage door left open and car parked inside burglarized
  - June 26: home on Denbury burglarized
  - September 26: car parked on Breakwood burglarized
  - October 8: attempted home invasion on Meyerwood
  - October 19: Three vehicles parked on street and in alleyways vandalized

## Common area maintenance (see report from Landscaping Committee)

### Pool:

- Due to COVID-19 several modifications were recommended by the pool committee and approved by the Board to include:
  - New COVID-19 pool rules established and implemented
  - Pool hours modified to open at 7:00 am and close at 7:00 pm
  - Disinfecting teams (THM volunteers) disinfected pool furniture/restrooms at 7:00 pm
  - Seating areas on deck and in the cabana modified to encourage social distancing
  - Signage posted on the pool gate entrances
  - Pool visitors asked to sign an **Acknowledgement of Risk** form
  - Pool occupancy limited to 10 visitors (inside or outside of the water)
  - Reservations required in one and two-hour set block times
- TX Department of Health and Human Services inspected September 9 and issued the following citations:
  - Service gate is not self-latching (supervisor made an exception Sept 15)
  - Water quality (chlorine level) exceeded standard (retested Sept 23)
  - Rope from the ring buoy missing (corrected Sept 9)
  - Two signs do not meet criteria (corrected Sept 9)
- City reinspected Sept 23 and the THM pool reopened for the remainder of the season.

The following information is posted on the THM website (townhousemanor.org):

### **Capital Improvement Project (CIP) Woodshire Phase 2 started in September 2020 and is scheduled to conclude December 2021.**

This City of Houston (COH) project will impact access to: our community, our garages/carports, the front of our homes and navigation throughout our community.

All city sidewalks, curbs, streets and alleyways in THM will be torn up to modernize and install new infrastructure to include: storm drain systems, fresh water lines, fire hydrants, City street lights and City signage.

Click below to access a link provided by the COH with details of this project:

[www.publicworks.houstontx.gov/woodshire\\_subproject\\_2](http://www.publicworks.houstontx.gov/woodshire_subproject_2)

The COH has awarded this contract to **SER Construction**. A website has been created by SER to keep the community informed of weekly construction plans. This site also provides an opportunity for residents to ask questions and report concerns. To access this website click on the link below:

## 2020 Completed Projects:

### Installation of solar lamps at entrances

Our gas lamps required extensive repairs to include running new gas lines. The cost of refurbishing and maintaining our gas lamps was not economically feasible. As a solution to keep our entrances lit at night the Board assembled an ad-hoc solar light committee and all the gas lamps were taken out of service and replaced with solar lamps. A total of eight (8) lamps were installed to include one additional area at our Bassoon/Meyerwood entrance.

### Pool grounds

Several improvements were made to the pool grounds and structures to include:

- plumbing and electrical repairs,
- installing gutters on the entire cabana structure,
- painting the cabana structure,
- covering the cabana and restroom flooring with an overlay,
- repairing areas on the pool deck,
- staining the pool deck,
- installing three tree lights and repairing one,
- installing a drain to direct water from the west side out to the Meyerwood sidewalk,
- amending the pool grounds/landscaping soil and
- installing two pallets of sod in the spring and two pallets in the fall.

### Five oak trees at our Fordshire Entrance

Without our knowledge the business on the other side of our shared brick wall at our Fordshire entrance drastically trimmed our five live oak trees. The oaks were trimmed flush with the brick wall resulting in an uneven canopy and the loss of several main branches. A professional tree service examined the oaks and found them all to be viable. All five oaks were trimmed, and the upper canopies shaped.

Respectfully submitted,

*Cindy Domenici*

Community Manager

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