

Townhouse Manor Fund, Inc.
MINUTES OF THE 2015 ANNUAL MEETING
St. Lukes Presbyterian Church
8915 Timberside, Houston, Texas 77025
January 22, 2015 7:00 pm

The Annual Meeting of the Board of Trustees, (the "Board") of Townhouse Manor Fund, Inc. (THM), A Texas Corporation, was held on January 22, 2015 at St. Luke's Presbyterian Church, Houston, Texas.

Call to Order & Establishment of a Quorum

Terry Whitley, President, called the meeting to order and welcomed everyone to the meeting. Walter Freitag, Secretary, recorded the minutes.

A quorum of the Board of Trustees was established as indicated below, and the meeting having been duly convened, proceeded with business.

- Terry Whitley, President Present
- Carla Murphy, Vice President Present
- Mary Anny Templin, Treasurer Present
- Vic Heath, Member-At-Large Present
- Walter Freitag, Secretary Present

Review of Agenda

President Terry Whitley reviewed the published agenda.

Review and Acceptance of Board Meeting Minutes of December 15, 2014 and Workshop on January 6, 2015 by the Board of Trustees

A motion to approve the minutes was made, seconded, and passed unanimously.

A motion to ratify the following was made, seconded and passed unanimously:

- Direct Creative Management Company to open two separate accounts on behalf of Townhouse Manor Fund, Inc. for the purpose of establishing a checking account and a reserve account.
- Direct Creative Management Company to transfer funds from Townhouse Manor's current checking and savings accounts held with Chase Bank to the new accounts.

These items had been approved by all trustees on January 6, 2015.

Introduction of New Property Manager, Rhonda Hendricks

Rhonda Hendricks, property supervisor for Creative Management Company, discussed the following items:

- Creative Management's Role
- Communication and Reporting Options
- Website Information and Services

See attached handout.

Presentation of Board Candidates

President Terry Whitley introduced the candidates for the Board of Trustees for 2015:

- Cynthia Domenici
- Walter Freitag
- Seth (Vic) Heath
- Michael Lewter
- Larry Maun
- Erik Streight

Each candidate introduced himself/herself and stated why he/she wanted to be on the Board.

Cast Ballots/Election of Trustees

Homeowners cast their votes for the trustees.

Officer's Report

Secretary Walter Freitag discussed the following:

- December 2014 Income and Expense Statement

- 2015 Budget
- Reserve Study.

See attached.

A motion to approve the December 2014 Income and Expense Statement was made, seconded, and passed unanimously by the Board.

A motion to approve the 2015 Budget was made, seconded, and passed unanimously by the board.

President's Report

President Terry Whitley reported on the following:

- Summary of Accomplishments:
 - Start of a Reserve Study, which will chart a path for Townhouse Manor Fund, Inc. and, if followed, will ensure our continued success.
 - The attainment of state and federal tax-exempt status which will save thousands of dollars each year.
 - The decision to move from a self-management model to a property management company will bring a new level of professionalism.
- Learnings
 - Townhouse Manor Fund, Inc. is a business and must be run like a business if it is to remain solvent and survive.
 - Townhouse Manor is 50 years old and many of our common assets are original to THM. These assets are long past their useful lives and should have been replaced long ago. It was recommend that the new board address this issue through a special assessment that will raise homeowners' annual fees to a point that needed improvements can be made. Passage of this special assessment will require the approval of 67% of our homeowners.
 - Committee of volunteers are vital to the success of THM.
 - Well written and enforced deed restrictions are absolutely essential to maintaining and increased our property values. I strongly recommend that the new board update the deed restrictions as a project in 2015.

Homeowner Forum

Homeowners discussed the following:

- The desire to stay with an onsite property manager.
- The mowing of the alleyways.

Announcement of 2015 Trustees

President Terry Whitley announced the following 2015 trustees:

- Cynthia Domenici
- Walter Freitag
- Michael Lewter
- Larry Maun
- Erik Streight

Announcement of Revisions to By-Laws

President Terry Whitley stated that the revisions to the By-laws did not receive the necessary number of votes to pass.

Date and Location of the Next Meeting

President Terry Whitley stated that the next regularly scheduled meeting will be determined by the new Board of Trustees.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 9:15 p.m.

Respectfully submitted,

Lawrence J. Maun
Secretary of 2015 Board of Trustees