

**Townhouse Manor Fund, Inc.**  
**BOARD OF DIRECTORS MEETING**  
April 19, 2016  
**MINUTES**

The Board of Directors Meeting for Townhouse Manor Fund, Inc. was called to order by President, Mike Lewter at 6:30 p.m. A quorum of the Board was established with Board Members Mike Lewter, Larry Maun, Rowena Roche, David Reed and Natalya Entchev.

The Board was introduced and Mike thanked homeowners for attending. It was announced that Board Meetings will be held on a quarterly basis rather than monthly. Meeting dates for July 2016, October 2016 and January 2017, will be published at a later date. Our next Board Forum will be held in June.

Mike Lewter reported that no homes were flooded in our area with the recent amount of rain that caused flooding in neighboring areas although a few homeowners had some water issues from poor interior drainage. One homeowner reported that the drains near his house were full of silt and debris. The importance of the CIP 2017 project was briefly discussed in relation to flooding issues.

**Minutes**

A motion was made and seconded to approve the Minutes of the January 28, 2016, Special Board Meeting.

**Treasurer's Report**

Larry Maun presented the Balance Sheet, which is attached to these minutes. Larry reported that financials had been updated in QuickBooks due to Cindy Domenici's hard work in entering the data.

**Manager's Report – Cindy Domenici**

1. Cindy plans on sending emails to homeowner as a forum for what is going on in Townhouse Manor
2. A reminder that our contract with our trash service provides service on Mondays and Thursdays except when that day falls on a holiday or there is inclement weather. In that event they will pick up trash on the next scheduled day (the next Monday or Thursday).
3. The re-keying of the pool gates has been successful and updates of the Townhouse Manor directory have been completed.
4. Cindy will continue to report on scheduled power outages. She is relying on communication from Center Point contractors replacing underground cables.
5. Areas of sidewalks that are in severe need of repair have been identified and Cindy is getting estimates for repairs and will present to the board.
6. Cindy will prepare a notice to put on cars that illegally park in our alley ways.
7. Cindy is billing the City of Houston for past due reimbursements as outlined in the Trash Sponsorship Agreement we have with the City.

## Homeowners Forum

It was noted that the bushes at the exit from Stonehouse Lane onto the 610 Feeder need to be trimmed back as they obscure the view. It was also noted the flower beds at the entrance on Fordshire Drive needed to be weeded and the dead bush removed. David Reed reported that was going to be addressed on the following weekend.

## Reports

1. Architectural Review – Mike Lewter reported that he was working with one homeowner on issues regarding the siding on his home. Mike was fine with working through minor issues, but if there was a major concern, it would be referred to the Board.
2. Communications – Natalya Entchev reported that she and Cindy Domenici were working to get the web site functional and they had plans to produce a quarterly newsletter to residents.
3. Deed Restrictions – Rowena Roche reported that a review of current issues and any new issues would be reviewed and a letter sent to the homeowner for resolution. It was mentioned that the City Attorney's office could be a resource for siting homeowners that are not compliant with deed restrictions.
4. Landscape – David Reed reported that repair work was complete on the sprinkler system. The sprinklers are set to operate on Mondays and Thursdays at 2:00 a.m.
5. Pool – Rowena Roche reported that adjustments to the roof of the Cabana were scheduled in order to help with water runoff. Additional work to repair rusty gates and put up new pool sign rules were in the works.
6. Social – Natalya Entchev reported on plans for a social at the pool during the month of May. Flyers will be distributed to resident mailboxes with details.
7. Utilities – Mike Lewter reported that we are still on track with the CIP 2017 project. The project will start north of our area and work its' way south so we should expect work in mid to late 2017. They will install new storm sewers and electrical wiring in the streets, replace light poles, repair some sidewalks and put sewers in the alleys too.

There being no further business or discussion, the meeting was adjourned at 7:45 p.m.

Respectively submitted,

Rowena Roche  
Secretary of 2016 Board of Trustees