

Townhouse Manor Fund, Inc.
BOARD OF DIRECTORS MEETING
October 18, 2016
MINUTES

The Board of Directors Meeting for Townhouse Manor Fund, Inc. was called to order by President, Mike Lewter at 6:35 p.m. A quorum of the Board was established with Board Members Mike Lewter, Larry Maun, David Reed and Natalya Entchev.

Minutes

The Minutes of the July 26, 2016 Board Meeting were approved by the Board.

Treasurer's Report

Larry Maun presented the Financials, which are attached. He reported that we are under budget. He also explained that the trash reimbursement of \$9,800, is also shown as income under revenue. This error will be corrected in the next published financial statements. The only line item where we are over budget by \$800 is insurance. Mike Lewter explained that the previous management company, CMC, got insurance for Townhouse Manor, and when we changed the management company, we got insurance from the same agency but underbudgeted the estimation. On the General and Administrative, we are under budget by 10K, and are under budget overall. The financials will be posted on the website and on the bulletin board by the pool for residents to peruse.

Committee Reports

1. **Landscape** – David Reed reported that Texas Lawn keeps doing a good job overall. Sago palms got an infestation, and Texas Lawn will walk the property, identify the infected plants and spray them. Community Manager Cindy Domenici remarked that she received complaints from 7 residents that when Texas Lawn blows leaves and grass clipping, they blow them into flower beds and under garage doors. David responded that Texas Lawn has been notified and that the crew was trained by Texas Lawn the same day. This problem, however, is not easy to correct and is usually present during plant trimming / blowing. There also appears to be an outbreak of chinch bugs in the area. Texas Lawn treats chinch bugs, whether the infected plants are in common areas or belong to the residents / between the sidewalk and property wall. Texas Lawn, however, does not communicate to the residents that the plants have been treated, so residents might not be aware of it, and attempt to treat them again. If the plant is heavily affected, Texas Lawn will cut the branches as needed, and will treat the remaining ones. One resident inquired whether Texas Lawn uses eco-friendly materials, and Community Manager Cindy Domenici noted to contact Texas Lawn about it. [Note on October 21: Texas Lawn confirmed via e-mail to Cindy that they do use eco-friendly materials.]
2. **Communications** – Natalya Entchev reported that Community Manager Cindy Domenici had started "Manager" tab on the website and provides updates on the ongoing and completed projects. Cindy has also sent 12 e-mail blasts to the residents in the past quarter with timely

and useful updates. Natalya created and distributed flyers with the invite to the THM Anniversary. Natalya plans to post pictures from the Anniversary to the THM website.

3. **Deed Restrictions** – as Rowena Roche was absent, Community Manager Cindy Domenici provided the report. The committee had walked the property and updated the list of deed restriction violations. The committee focused on the 2 most urgent issues: non-working light at the back of property and house numbers on the front and back that are missing or faded. 65 properties were identified. Cindy sent e-mails to the contacts specified in the THM Directory on October 10. If there were additional deed restrictions violations identified for the same property, Cindy noted them in the same e-mail as well. Cindy noted that 31% of the 65 identified properties are vacant or leased. Cindy received responses regarding 16 properties. Cindy is preparing to send e-mails to the owners/tenants of 61 more properties by the end of October. These properties have deed restriction violations other than missing/fading house numbers and/or missing/inoperable light at the back of property. Details regarding the number and type of violations are provided in the attached Manager Report. The Deed Restrictions Committee will walk the property again mid-November and update the list of violations. Rowena and Cindy are looking for volunteers to join the Deed Restrictions Committee. Larry Maun suggested that we find an electrician who can potentially give THM residents a packaged deal to replace/fix lights at the back of property. Cindy said she will speak with the pool electrician who does this type of work for the townhouse/condo communities.
4. **Pool** – as Rowena Roche was absent, Community Manager Cindy Domenici provided the report. Cindy reported that all oak trees are lit up now. One light was out, and David Reed graciously replaced it. Electrician replaced the photo cell in the back, and it is very bright now, and both lights are working. Light was installed to illuminate the front gate entrance so that residents can see the keyhole and steps better. The pool was closed on September 21 for remodeling, and reopened on October 15 for the THM Anniversary party. Cabana was repainted. The work on the fence and cabana continued as of October 18.
5. **Architectural Review** – Mike Lewter reported there are several requests / ongoing projects with details on several addresses. He noted that if significant changes are requested, he will involve the board. A resident asked whether a light can be installed in the alley behind Denbury, between the last house and the freeway, since it is very dark and potentially unsafe when walking the dog at night. The Board responded the last house owner will be contact about the possibility of installing the light.
6. **Social** – Natalya Entchev reported that the THM Anniversary party on October 15 was successful. The turnout was much less than last year, likely due to the fact that the food / food truck was not offered, and the residents were asked to bring their own food. The residents who came to the party brought lots of delicious food, and enjoyed the sunny weather and each other company. Natalya noted that several residents came before the party to help with the setup, including those who could not attend the party. A big thank you to everyone who helped make this party a success. Tentative Christmas party plans were discussed. Since we are under budget for the social events, a Christmas party will be planned, with the volunteering residents opening their homes, and money for the food and drinks coming out of the Social events budget.

7. **Utilities** – Mike Lewter reported that CIP project will be divided into 2 phases, and is delayed by at least 6 months. Donald Perkins, Chief of Staff of the City Councilman Larry Green, will come out or send someone to one of the subsequent Board meetings to explain the upcoming CIP project and its timeline to THM residents. The widening of the Bayou and its potential impact on Townhouse Manor was brought up by a resident and also discussed. Mike will follow up with City of Houston, and provide an update at the next Board meeting. The City owned sidewalks in Townhouse Manor, and some potentially hazardous areas were also discussed. Mike reported that last time he asked City of Houston to come out and examine sidewalks about 18 months ago, COH did not find any of the sidewalks dangerous enough to warranty repairs by the City of Houston. Mike will follow up with COH again on the issue.

Manager’s Report – Cindy Domenici

Please see attached detailed report.

Homeowners Forum

One resident asked what his turnaround is on approving the proposed changed. Mike responded that if he is at home / in town, he can review the proposed changes the same day, once he receives the architectural change request form from Cindy, THM Manager. If he is out of town, it might take 2 or 3 days.

New Agenda Item

Mike Lewter, THM Board President, added new item to the agenda. This concerned raising the sidewalks in courtyards owned by THM where the rainwater pools after the rain, and where walking might be hazardous due to the uneven slabs. Mike offered to the Board to review the proposal prepared by THM Manager Cindy Domenici to raise the sinking sidewalks in the courtyards by the year end. The Board reviewed the proposal and quote for \$12,282 put together by Mustang Concrete Solutions, the vendor that already did work on raising courtyard sidewalks earlier this year. The Board discussed the proposal and unanimously accepted it.

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

Respectively submitted,

Natalya Entchev
Vice President, 2016 Board of Trustees