

Townhouse Manor Fund, Inc.
BOARD OF DIRECTORS MEETING
July 26, 2016
MINUTES

The Board of Directors Meeting for Townhouse Manor Fund, Inc. was called to order by President, Mike Lewter at 6:40 p.m. A quorum of the Board was established with Board Members Mike Lewter, Larry Maun, Rowena Roche, David Reed and Natalya Entchev.

Minutes

The Minutes of the April 19, 2016 Board Meeting had been approved by the Board prior to the meeting.

Treasurer's Report

Larry Maun presented the Financials, which are attached. He reported that we are in the process of reworking the equity values on the Balance Sheet to isolate our Capital Reserves and that he would post the corrected copy on the bulletin board at the pool. He also explained the income categories for lawn maintenance owner reimburse and trash collection reimbursement are offset by the cost incurred. Both of these reimbursements have been moved to the applicable expense category to more clearly indicate the cost for each.

Committee Reports

1. Landscape – David Reed reported that Larry and Sandy Maun had enhanced the exit from the alley way at Bassoon by adding bricks and mulching the flower bed. All the sprinklers had been re-worked and new times set for them to turn on at 2:00 am.
2. Communications – Natalya Entchev reported that Cindy Domenici had provided several updates for the web site and that our content was growing. Natalya is working on putting a Newsletter together to be sent via email or possibly as a letter to residents.
3. Deed Restrictions – Rowena Roche reported that the committee had walked the property and updated their previous list of deed restriction violations. The committee along with the board is crafting a letter to go to residents with noted violations. The violation letter will need to meet certain requirements as required by both Townhouse Manor Deed Restrictions and any City/State requirements. The committee also determined that if a property posed a safety hazard that the City of Houston Department of Neighborhoods would be contacted for assistance with enforcement of city codes and compliance issues.
4. Pool – Rowena Roche reported that the pool was getting substantial use over the summer. Several repairs are in order and discussed in the property manager report.
5. Architectural Review – Mike Lewter reported there are several outstanding issues, but nothing of significance to report at this time.
6. Social – Natalya Entchev reported that the pool party in June was successful with good attendance even though it rained one hour into the party. She will begin planning the October Anniversary party.
7. Utilities – Mike Lewter reported that CIP is on schedule for late 2017, with more information forthcoming from the City.

Manager's Report – Cindy Domenici

Please see attached detailed report.

Homeowners Forum

No topics were discussed. One resident did make a recommendation for Bellaire AC Repair be added to our list of vendors on the web site.

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