

Townhouse Manor Fund, Inc.
BOARD OF DIRECTORS MEETING

June 23, 2019

MINUTES

The Board of Directors Meeting for Townhouse Manor Fund, Inc. was called to order by President Mike Lewter at 2:05 PM. A quorum of the Board was established with Board Members Mike Lewter, Rowena Roche, Elliot Klein and Lois Hamblin present. Mike welcomed the 20 THM residents who were also present.

Minutes

The minutes of the January 23, 2019 Board Meeting, held immediately following the Annual Meeting, were submitted by Lois and approved by the Board.

Treasurer's Report

Mike presented the May 31, 2019 Financial Statements (attached) which were reviewed and approved by the Board. Mike also discussed the Capital Reserve Fund, currently amounting to \$77,000. Increasing the fund to meet identified current and future needs in a timely fashion can be done by 1) a special assessment and/or 2) 'catching up' of the annual assessments to make up for previous years during which assessments were not increased as allowed. Both options will require approval of 2/3 of homeowners. This document can be found on the THM website/THM Board/Year-to-date Financials/2019 Financials through May 31, 2019.

Items for Board Consideration

Cindy presented

- Revised Pool Key Agreement (attached and available on THM website – Useful Info/Pool Key and Pool Rules) – approved by Board

- Proposal for Pool Cabana Renovation: - approved by Board

- Redo Epoxy Flooring \$4,673.70 plus \$200 = \$4873.70

- Paint Inside Restrooms & Repair Cabinets = \$433.66

Community Manager's Report (Cindy)

This report is attached and can be found on the THM website/THM Board/Manager Updates/2019 Report through June 22, 2019.

Committee Reports

- Architectural Modification Review (Mike):

-Proposed two new 2-story townhouses to be built at 4011 & 4013 Breakwood Dr.

Landscape (Lois):

--Breakwood Courtyard #2- Recent water leak repair and significant shade has resulted in lack of vegetation growth. Bid from Texas Lawn to aerate and amend using organic materials.

--Board is awaiting Center Point's request to compensate THM for irrigation repair and plant replacement/labor for Fordshire entrance beds.

Deed Restrictions (Elliot):

--Current deed restrictions (available on THM website/Documents/Deed Restrictions and Architectural Modifications) effective until 2026. Revisions/updates are being considered.

Social (Rowena):

--Social events for this year will be announced when planned.

Utilities (Mike):

--Stella Link Sidewalk Update: City of Houston (COH) will rebuild west side of Stella Link sidewalk from Inwood Estates to Latma Dr. this year.

--Capital Improvement Project (CIP) Update: This project, to include Mischire Dr and all of THM, has been rescheduled to begin in June of 2020 rather than this year as previously announced.

--Project Brays Update: Work on Braes Bayou bridges at Stella Link and Buffalo Speedway will begin this year.

Open Forum

-Concern about drainage from pool cabana flowing towards a residence was expressed. Board will request an assessment of drainage pitch of pool grounds and potential corrections needed.

Adjournment

The meeting was adjourned at 3:50 PM.

Respectfully submitted,

Lois Hamblin, Secretary