

Townhouse Manor Fund, Inc.

ANNUAL MEETING

January 13, 2019

MINUTES

The Annual Meeting of the Members of the Townhouse Manor Fund, Inc. (THM) was held at 3:30 PM on Sunday, January 13, 2019 at The Village of Meyerland, 4141 N. Braeswood Blvd., Houston, Tx. 77025

**Call to Order, Establishment of a Quorum, and Review of Agenda**

Mike Lewter, President called the meeting to order at 3:30 PM and welcomed everyone attending. All current board members were present, establishing a Board quorum. The election judges, Terri Reed and George Milz, stated that the combination of absentee ballots, proxy ballots and members in attendance represented a quorum of Members, as required in order to conduct the business of the Annual Meeting. Mike Lewter briefly reviewed the published agenda.

**Introduction of 2019 – 2020 candidates**

Mike Lewter introduced the two candidates, Rowena Roche and Elliot Klein. Both are running for the two 2-year terms. Mike announced that David Reed, current Board Member-at-Large, is retiring from the board. Mike thanked him for his service of the past 3 years.

**Board of Trustees Election**

Members were given time to cast their ballots.

**Approval of Minutes**

The minutes of the January 23, 2018 Annual Meeting, previously distributed, were unanimously approved by the members present.

**Treasurer's Report**

Larry Maun, Treasurer, presented the December 31, 2018 Financial Statements, previously distributed. He also presented the 2019 Operating Budget and Capitol Reserves Budget, previously distributed. All documents were unanimously approved by the Board. Both documents are attached. Mike Lewter, President, stated that THM should consider changing its By-Laws to enable the Board to increase the annual assessment in order to meet the expected costs of improving/repairing community areas especially the pool and pool grounds. This would require a minimum of 2/3s of members approval but is a project that should be undertaken.

**Property Manager's Report**

Cindy Domenici presented her 2018 annual report. Her report is attached. Additional topics presented:  
Security Issues – Due to recent break-ins and thefts (3 in recent months), an ad hoc Security Committee will be formed to consider THM response.

Trap-Neuter-Return (TNR) program for feral cats – Cindy introduced Cynthia Graham, who is coordinating this program. Cynthia described the purpose and process.

Volunteers are needed for each of these two new efforts. Cindy encouraged members to sign up for these and other existing committees as listed on the Committee Information and Sign Up form.

### **President's Report**

Mike Lewter presented his 2018 President's Report of the Board's activities during 2018. His report is attached. In addition, he stated that the THM Board will consider enacting Rules and Regulations to address the issues associated with very short-term property rentals.

**Homeowners' Forum:** The following concerns were expressed:

-If one has a pet cat, it is best to keep it indoors during announced live-trapping days to prevent it from being trapped.

-Dog waste not always picked up by pet owners. Feral cat waste also a concern. Suggestion was made that owners install cameras in order to identify responsible persons.

-Recycling not available. This is limited by our budget. Suggestion was made to consider "trash valet" service as in some apartment complexes.

-Security: HPD patrols regularly x 2 weeks following increased criminal activity. Private security is not available due to budget and feasibility concerns. Gating? This is very expensive, requires structures and monitoring as well as ownership of our streets. Suggestions included use of NextDoor.com and use of personal security cameras, as well as entrances signage stating presence of cameras.

-Speed bumps: City of Houston does not provide. Not available per our budget limitations.

-If unwanted newspapers are being thrown, each address is to call the paper (eg., Houston Chronicle) to discontinue. Papers not picked up can reflect absences and/or vacancies.

### **Announcement of 2019-2020 Board Election**

Cindy Domenici, THM resident and Property Manager, announced that both Rowena and Elliot have been elected to the 2019-2020 Board of Trustees.

**Adjournment** There being no further business or discussion, the meeting was adjourned at 5:05 PM.

Respectfully submitted,

Lois Hamblin, Secretary