

**Townhouse Manor Fund, Inc.**  
**BOARD OF DIRECTORS MEETING**  
April 25, 2017  
**MINUTES**

The Board of Directors Meeting for Townhouse Manor Fund, Inc. was called to order by President Mike Lewter at 6:30 PM. A quorum of the Board was established with Board Members Mike Lewter, Larry Maun, Rowena Roche, and Lois Hamblin. Mike welcomed the 32 THM residents who were also present.

**City of Houston (COH) Presentation – Woodshire/THM Capital Improvements Project (CIP) Overview**

An update of the 2018 COH CIP for Woodside/Townhouse Manor (THM) was presented by Donald Perkins, Chief of Staff for Councilman Larry Green, Craig Hudson, Public Works Storm Water Engineering Department, and Costas G., PGA Consultant. This project is broken down into two sections: Woodshire North (WN) and Woodshire South (WS). THM is included in WS, which also includes Mischire St.

The following information was provided:

- Purpose of project:
  - o Though our area is in the 100-yr Flood Plain, flooding events are occurring more frequently.
  - o The current storm sewers are inadequate for the amount of runoff needed during heavy rain events.
- Schedule:
  - o WN project will begin the second-third week in May 2017, with work beginning in late August 2017. Estimated time is 540 days, due to complete in February 2019.
  - o WS project would begin no earlier than February 2019 and is expected to take 12 – 14 months.
  - o Each street will be affected for 2 -3 months.
- Scope of project:
  - o All streets, alleys and sidewalks in THM will be replaced.
  - o Current storm sewers will be replaced with much larger drains.
- Issues/concerns:
  - o No additional sidewalks will be added.
  - o Street width will be decreased by 1 – 2 feet. This is a major concern due to street parking and heavy traffic along several of our streets. Donald stated that he will follow-up.
  - o Utility poles will remain. Utility lines will not be buried. Concern was expressed by residents that Bassoon alley utility lines are very low. Mike suggested additional utility poles to help raise these lines. Donald will follow-up.
  - o Parking and neighborhood access is of special concern, particularly to those whose only access from their homes is on the Bassoon alley.
- Follow-up:
  - o Donald offered that he will host an information session in February 2019 and will invite the contractor. A set of Frequently Asked Questions (FAQs) will be prepared.
- Additional concern:
  - o Several residents requested that speed bumps be installed on our streets. Donald stated that this would be a separate project and that we would need to apply to

COH. The availability of funding would determine whether or not this would be approved.

### **Minutes**

The minutes of the October 18, 2016 Board Meeting were submitted by Rowena and approved by the Board.

### **Treasurer's Report**

Larry Maun presented the 2017 Quarter 1 Financials, which are attached.

### **Committee Reports**

- Landscape: Lois presented the goals (planned use of organic gardening methods, products and native plants in our common areas), changes coming to our THM entrance beds, completed efforts to date, concerns regarding owner plants/beds (eg., sago palm infestations, weeds). Special thanks was given for our active committee – Sandy Maun, Wendy Jordan, Lizy Stewart and David Reed, and to the residents who are contributing water and/or caring for some of our common area beds. Report is attached.
- Deed Restrictions: Mike presented this report due to David's absence
- Pool: Rowena stated that the pool and cabana are receiving daily attention, by the contracted provider as well as the volunteer resident Pool Committee.
- Architectural Review: Mike stated that there are no controversial review requests. He stated that two new townhomes will be built at the Breakwood #1 common area, 4011 and 4013 Breakwood. These are currently empty lots. Construction is scheduled to begin by the builder by November 2017.
- Social: Rowena stated that a Party at the Pool is being scheduled for a Sunday in June. Invitations will be sent out to all residents once a date has been set.
- Utilities: Mike

### **Community Manager's Report – Cindy Domenici**

Cindy's report is attached. Items include New owners/tenants, Pool update, Common area irrigation systems, Brick wall repairs, Flagpole at Stonehouse entrance, Feral cats, and THM volunteer committees (including encouragement for resident volunteers).

### **Homeowner Forum**

A resident reported that a light pole fell down. Another resident expressed concern about gas lines along the Breakwood alley adjacent to Mischire St homes and about sanitation sewers along Breakwood backing up. Mike stated that the board will talk to the city.

A resident asked if and who has historical information (brochures, plats, etc.) since the beginning of THM. Cindy stated that she has these. Another resident stated that he has CD photos of the front/back of each unite, etc.

A resident reported flooding of the Bassoon courtyard. Mike stated that the board will follow up.

Old Business: None

New Business:

- The THM Community Association has been closed. The funds have been placed in a restricted account to be used for social events and directory updates.

- Two potential amendments: Mike asked for an informal polling of changes to two amendments under consideration:
    - o Currently our by-laws specify the date and time of the Annual meeting. We would like the board to be allowed to set the date each year.
    - o The by-laws also require a full board be elected each year. We propose staggered 1 – 2 year terms so that some board positions will carry over to the next year, allowing some continuity.
- The informal polling reflected the attending residents' approval for these amendments to be submitted for THM approval prior to the next annual meeting.

There being no further business or discussion, the meeting was adjourned.

Respectfully submitted,

Lois Hamblin, Secretary

The next THM Board Meeting will be held on Tuesday, July 25<sup>th</sup> 2017 at a place to be announced.