

**Memorial Northwest Common Area Management Committee
Meeting Minutes
April 21, 2016 – MNW Community Center**

Committee Members:

	Present?		Present?
Kelley Minor, Chair	X	Allison Caraway	X
Robin Lent	X	Louis Hallewell	
Carol McNally	X		
Candice Cowan			

Business Occurring Since the Last Meeting (3/31/16 – 4/21/16):

- Sandy Brassard submitted her resignation due to personal reasons
- It was noted that brick fences on Theiss Mail are leaning, and one had lost its fence cap. Greg Schindler confirmed that the neighborhood does not own those fences.
 - Louis suggested that leaning brick walls could be levelled by digging out slightly from under the back side of the wall. He also noted that some of the walls have roots that are causing the lean, and those should be cut. To clarify, these are not HOA responsibility.
- Plantings at Naremore entrances on lower tiers keep dying. Sprinklers checked and found to be working.
- **VOTE: Spend an additional \$400 for seasonal color planting on the community center grounds. Robin proposed, Allison seconded, all in favor.**
- It was noted that the swingset needed additional mulch underneath.
- Atkinson Engineering provided the results of the survey of Louetta fencing. All fences are on homeowner property, and maintenance of those fences is not the responsibility of the HOA. Candice is looking into cost of installing a fence or wall outside of the property lines and will look into fund matching from the MUD. The MUD and county would need to approve building such a fence/wall.
 - Ideas for fundraising include a neighborhood car decal and a neighborhood cookbook
- John Ferris was requested to pressure wash the stucco wall along Louetta. It may also need to be painted.
- Approved summer color mix: Miss Muffett caladiums, red and pink pentas, wizard mix coleus, and oxblood coleus
- **VOTE: The previously passed \$400 for seasonal color is actually \$683. Robin made a motion to approve the increase, Carol seconded, all in favor.**
- Team members assisted in storm cleanup, including reporting downed trees to the county and removing trash from the Champion Forest esplanades.

Issues Discussed:

1. Christmas decorations

- Carol proposed asking vendors for high/med/low offerings. All agreed.
- Robin found that Brookway offers Christmas decoration. Robin to send Kelley information so that she can investigate
- Carol found contact info for Kimber at Solutions Group. Allison to call
- **VOTE: All external entrances to be decorated this year (i.e., not the entrances on Theiss Mail). Carol proposed, Allison seconded, all in favor.**

2. Entrance plantings

- Naremore @ Stuebner Airline
 - Remove lower beds. Save rock for CC project. Sod where those beds were.
 - Remove plantings under “Memorial Northwest” and replace with seasonal color
 - **VOTE: Refurbish Naremore entrances as described at a cost of \$807. Robin proposed, Carol seconded, all in favor.**
- Champion Forest (both entrances)
 - Remove seasonal color at ground level that surrounds round planting areas
 - Remove cherry laurels in round planting areas and replace with seasonal color
 - Note: no additional seasonal color required
 - **VOTE: Refurbish Champion Forest entrances as described at a cost of \$247.50 each. Robin proposed, Allison seconded, all in favor.**
- Champion Forest @ Knurled Oak (esplanade plantings)
 - Remove hedges, transplant irises, plant 9 flats of color.
 - **VOTE: Refurbish Champion Forest at Knurled Oak esplanade as described at a cost of \$500. Robin proposed, Allison seconded, all in favor.**
 - Robin to get bid on Champion Forest @ Lichen for similar work (larger area, though)
- Theisswood @ Stuebner Airline
 - Residents have complained about visibility at this intersection. Modification of landscaping may help slightly.
 - Would prefer to wait until fall, as that is the safest time to plant perennials
 - Santoyo quoted \$700 to remove all plantings
 - New soil and mulch would be \$300 (guesstimate)
 - Plants could be purchased at Houston Garden Center when they go to 70% off. Thinking about dwarf bottlebrush, red yucca, Drift and/or Knockout roses, kaleidoscope abelia
 - **VOTE: Wait until fall, then refurbish Theisswood entrance as described. Robin proposed, Carol seconded, all in favor**
- Robin reports that Santoyo bid \$1800 to prune any yaupons worth keeping and remove any that aren't savable. That bid may include removal of deadwood from big trees. Robin to seek clarification.
- Priority on the entrances
 - Naremore @ Stuebner Airline
 - Round monuments on Champion Forest
 - Knurled Oak @ Champion Forest and Lichen @ Champion Forest

- Theisswood @ Stuebner Airline (due to planting perennials, needs to be in fall)
- 3. Tree near courts 11 and 12
 - Tennis player has complained because birds roost on branch near the courts and make a mess.
 - **VOTE: Have tree removed the next time we have tree removal performed on CC grounds. Carol proposed, Allison seconded, all in favor.**
- 4. Champion Forest rotting pine tree
 - Harris County refuses to remove it.
 - Both HC and Brookway say the tree is not in any more danger of falling than any other pine tree
 - **VOTE: Keep an eye on the tree for now. Robin proposed, Allison seconded, all in favor.**
- 5. Flags at entrances on holidays
 - The Ladybugs have graciously offered to help provide flags to display at entrances during patriotic holidays
 - Options are:
 - Annual Klein HS Band fundraiser that places and removes KHS-owned flags for each holiday @ \$36/flag/year
 - Purchase flags. See if we can find an Eagle Scout candidate who would be willing to place holders. Maybe John Ferris could place/remove the flags. Could start small and add to the flag collection each year with any donations that come in.
 - **VOTE: Purchase flags with funding from Ladybugs, and seek volunteer Scout. Carol proposed, Allison seconded, all in favor.**
- 6. Volleyball Court
 - Seek volunteers to clear the court of pine straw and any other debris
 - If sufficient interest exists to clear the court, move forward. If not, abandon idea for now.
 - A truckload of sand would be ~\$200
 - Bryan Thomas expressed concern about noise from the court disturbing neighbors at night. For now, we are fine with leaving the light unrepaired and having volleyball during daylight hours only. If demand indicates expanding the hours, we could fix the light and limit play after 10pm.
 - **VOTE: Seek volunteers in June newsletter and proceed as indicated above. Robin proposed, Carol seconded, all in favor.**
- 7. Playground Dedication
 - Brookway has graciously offered not only free labor, but also free materials aside from the sign
- 8. Drainage
 - Noack indicates the need for a ditch by the Goette property
 - Cleanout of drain to Theiss property will be hourly
 - There are several low areas in the back of the walking trail area. Consolidate all of those into one low-lying area that would be a water source for birds and other wildlife. One low area could easily be treated with Mosquito Dunks vs. several areas

- We will reconvene on this issue when we receive Noack's quote.

Next meeting Wednesday, May 25th at 8:00 p.m.