

MEMORIAL NORTHWEST HOMEOWNERS ASSOCIATION

Minutes of a Regular Meeting of the Board of Directors

May 5, 2009

STATE OF TEXAS COUNTY OF HARRIS

The Regular Meeting of the Board of Directors of the Memorial Northwest Homeowners Association, Inc., was held on May 5, 2009 at the Memorial Northwest Community Center located at 17440 Theiss Mail Route Road in Spring, Harris County, Texas, at the hour of 7:00 p.m. Board Members in attendance were as follows:

Craig Chaszar
Vince Glocksein
Bill Burton
Sheila Hammon
Janet Hoffman
Van Cramer
Connie Shinaver

Dan Katz
Doug Raska
Debbie Redding
Eileen Koscho
Ryan Samson

Directors not in attendance is as follows:

Carmon Middleton
Tom McCloud

Cory Gale

Also in attendance was Mrs. Eleanor Naremore, Stella Walleck of Consolidated Management Services and Ofc. Scott Shaffer of the Harris County Sheriff's Department.

Mr. Chaszar opened the meeting and advised those present that he would be attempting to keep the meeting to two hours as a normal practice. He then called for a motion to approve the agenda. There being no changes, the agenda was accepted as presented.

Mr. Burton then advised that the Sheriffs had received and answered 479 calls during the month and performed 63 traffic stops. He next introduced Ofc. Scott Shaffer who will now be attending the meetings and making the monthly reports.

Ofc. Shaffer first presented his credentials and a review of his service with the Harris County Sheriff's Dept. He went on to report that the month had been somewhat uneventful as far as crime was concerned. He did note that the county was receiving a rash of calls to report suspicious vehicles and suspicious persons during the month. He went on to compliment the homeowners for their diligence.

Mr. Chaszar next called for a motion to approve the minutes of the March 3rd meeting. After noting two spelling errors, Mr. Burton made the motion to approve the minutes as amended. The motion was seconded by Mrs. Redding and carried.

After reviewing the April 7th minutes, the Board agreed to table the approval until the June meeting.

Mr. Chaszar then opened the meeting to homeowner input.

Mrs. Myrna Smith addressed the Board about a problem with the tow truck located on Oak Moss. She went on to advise that the wrecker would come in with a vehicle in tow and park on the street. Ms. Walleck advised that she would look into this problem.

Mrs. Kathy Bernhardt addressed the Board with concerns over the recent "Garage Sale Survey" that had been issued noting that there was not enough time for the homeowners to respond. She went on to add that she felt if the ultimate goal was to eliminate garage sales in a subdivision as old as Memorial Northwest, that would be impossible. She added her opposition to making changes to the garage sale policy and suggested the Board revisit the idea.

Mrs. Melanie Knox-Moriarty, the past Pet Liaison, addressed the board concerning the problem with lost and found pets and the process involved in getting these animals back to their owners. She then requested the Board purchase six signs advertising the e-mail address for the current pet liaison.

Mr. Cramer advised that the e-mail address could also be placed in the newsletter as well as the web site and reader boards. After further discussion, Mrs. Hammon made the motion to purchase six signs for the pet liaison. The motion was seconded by Mrs. Redding and carried.

Mrs. Redding suggested that they also have a table at the National Night Out in October.

Mrs. Bartholomew then reported that she would be hosting a "It takes a Village" function at her home on May 30th from 3:00 p.m to 6:00 p.m. for families where Grandparents were raising their grandchildren.

Mrs. Hammon next advised that the fence guidelines had previously been submitted to the Board for their review. She went on to summarize the basics of the guidelines and advised that the Committee had compiled a pamphlet on installation that would be available to homeowners that made applications to the committee.

Mrs. Redding then made the motion to approve the guidelines as submitted. The motion was seconded by Mr. Burton and carried.

Mr. Cramer next submitted the check register for the Board's review and advised the Board that the collections were at about 91% which is several percent below the same time last year. He went on to advise that ~ 50 more payments would be needed to bring the collections into plan. He went on to advise that the normal annual collection program would be implemented this month.

Mr. Cramer went on to advise that after the approval by the IRS for our 501 (c) (4) status amended federal tax returns had been filed which would net a refund for the past four year's income taxes. He also advised that the applications to the State for exemption from sales tax had been made and as soon as it was received from the State, they would start to process the sales tax refunds.

Mr. Cramer then reported that he had signed the contract with Champion Energy to provide the electricity to the common facilities at the low rate of 10.5 cents per kilowatt for a period of 30 months. He went on to advise that the company was willing to make similar offers to homeowners and questioned the Board on whether they want to venture into this area. The Board agreed that they were not interested.

Mr. Cramer next reported on the cost for the insurance renewal packet and advised the Board that he was holding the check until he could speak with the insurance company.

Mr. Cramer then covered the check register explaining the expenses that were out of the ordinary. The motion to approve the checks for payment was made by Mrs. Hoffman, seconded by Mr. Katz and carried.

Mrs. Naremore next presented the proposal for the renovation of the esplanades along Champion Forest as well as repairing the cul de sacs located throughout the subdivision.

After a lengthy discussion, Mr. Cramer recommended that due to the significant estimated renovation costs of the esplanades this decision should be considered at the same time the Board considers the fencing along Louetta and the tennis court renovations.

Mr. Cramer made the motion to table the discussion until the numbers were in for all items. The motion was seconded by Mr. Burton and carried.

There was then a brief discussion regarding options to improve the cul de sacs including changing the cul de sacs back to grass, adding water connections, etc. After the discussion, the recommendation was to minimize the costs and repair the cul de sacs with the same materials as currently used. Mrs. Hoffman advised she had no problem with spending approximately \$836.00 to repair 10 cul-de-sacs.

After further discussion, Mr. Burton made the motion to proceed with the cul-de-sac repairs. The motion was seconded by Mr. Cramer and carried.

Mr. Cramer then proceeded with the report for the CCMC advising the Board of the repairs and maintenance that were completed during the month.

Mr. Cramer went on to advise that he, Mrs. Hoffman and Mr. Glocksein were working on a new tennis contract for the tennis pro.

Mr. Cramer next advised that the Swim Team had requested permission to provide a venue to announce Swim meets and they had cleared out and boarded over the spa area. He went on to report that additional painting and trim work was needed both in this location and the back of the community center as well. The funds for these repairs would not exceed \$2,000.00.

He went on to advise that the apartment that was being rented needed new blinds and requested funds not to exceed \$600.00 for the purchase of the blinds. He also noted that they would get the renter to clean up the area above the pool access.

The next item for the Board's consideration was solar screens for the fitness center at a cost not to exceed \$1,500.00. Mr. Cramer noted that this was an addition to the funds requested and approved in April and would be a net increase of \$500.00.

Mr. Burton then made a motion to approve all three items. The motion was seconded by Mrs. Hoffman and carried.

Mrs. Redding then advised that the new treadmill was getting good use and that the Committee might look at purchasing an additional treadmill in the future. She went on to advise that the Committee was working on signage and wording and expects to come in under the proposed estimate.

Mrs. Redding next reported on the plans for the 4th of July advising that she needed to appropriate another \$250.00. She went on to explain that in place of the petting zoo, she had opted for a balloon artist and some old fashioned games. She went on to advise that six hours of entertainment would cost the Association \$450.00.

Mr. Burton motioned to authorize the additional \$250.00. The motion was seconded by Mr. Cramer and carried.

Mr. Glocksein questioned the Board on the requirements for the limits of liability on the insurance for the subcontractors. After a brief discussion, Mr. Glockein advised he would review the tennis pro contract while working with Mrs. Hoffman and circulate the final draft to the board via e-mail.

Mrs. Hoffman then expressed concern over the rent that was being charged to the tennis pro noting that if there are repairs that were needed and they were not repaired promptly he could lose a considerable amount of money. She questioned whether the Association would reimburse the difference. After a brief discussion, it was noted that they would probably move him to other courts.

Mr. Burton next made a motion to authorize Mr. Glocksein and Mrs. Hoffman to finalize the contract for the tennis pro. The motion was seconded by Mr. Katz and carried.

Mrs. Hoffman advised that the tennis committee is working on specifications for the tennis repairs and that the bids will require a site visit by the proposed contractors.

Mr. Glocksein noted that he can have the bids let within two weeks of receiving the final specifications.

Mr. Cramer also noted that the Association will not have to spend money on repairing the walking paths and advised that the focus of the bids would be on courts 3 & 4 and on the rebar that was showing on court 8.

There being no Area Director reports, the meeting moved to old business.

Mrs. Hoffman reported on the results of the Garage Sale survey advising that there was about fifty/fifty split between allowing them twice a year and having no change at all. The Board briefly discussed running the survey for at least another month with Mrs. Koscho suggesting that Mr. Chaszar mention the survey and it's location in the newsletter in his President's Message.

The meeting next moved to new business.

Mr. Samson presented bids for installing an 8' high wall in 15' length sections along the properties that back up to Louetta. The cost would be \$89,000.00. After reviewing the proposals, Mr. Chaszar noted that the Executive Board would review the proposals and get back with the rest of the Board for further discussion and evaluation in conjunction with the esplanade improvements and the tennis area renovations.

There being no further business, the meeting adjourned to Executive Session.