

MEMORIAL NORTHWEST HOMEOWNERS ASSOCIATION

Amended Minutes of a Regular Meeting of the Board of Directors

STATE OF TEXAS

COUNTY OF HARRIS

A regular Meeting of the Board of Directors of the Memorial Northwest Homeowners Association, Inc., was held on February 1, 2011 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
Janet Hoffman
Van Cramer

Doug Raska
Eileen Koscho
Bryan Thomas
Connie Shinaver

Directors not in attendance were as follows:

Keyth Iannelli
Tim McWilliams

Sheila Hammons
Carmon Middleton

Also in attendance was Stella Walleck of Consolidated Management Services and Mrs. Eleanor Naremore.

Mr. Chaszar called the meeting to order and established that a quorum was present. He then called for the approval of the agenda. There being no changes, the agenda was approved as presented.

Mr. Burton advised that due to the early date of the meeting, the security report was not available but did report on two instances of vandalism.

The meeting then moved to homeowner input with a homeowner questioning when the Naremore entrance sign would be repaired. The homeowner was advised that the check had been received from the insurance company and the repairs would be done soon.

Mr. Chaszar next called for a motion to approve the minutes of the previous meeting of the Board. Mr. Cramer noted that he had a number of changes for the minutes. Ms. Walleck agreed to get with him on the changes and resubmit at the next meeting to be approved.

Mr. Glocksein then advised that the renewal for Northwest Pest Control had been received and the price had increased to \$170.00 per application. The contract would run from March 1, 2011 through October 31, 2011. The motion to approve the contract was issued by Mr. Burton, seconded by Mr. Cramer and carried.

Mr. Cramer next presented the financial reports for the Association noting that the collections were trending better than last year with about 61% having already paid their fees. The expenditures were running low for the year and financially the Association was doing well.

Mr. Cramer then distributed the check register reflecting the checks that the Association had for payment. After the review of the check register, Mr. Raska issued the motion to approve the checks for payment. Mr. Burton issued the second and the motion carried.

Mr. Cramer next presented the proposal for the refurbishment of the entry monuments at Champion Forest and Louetta and Theisswood Road at Stuebner Airline. The natural stone signs would be replaced with concrete. Where necessary, the signs would also be power washed and the cost would be \$15,750.00. The sign proposal also included new markers at Theiss Hill Road provided that the land for the placement could be secured and the county approved the markers. The cost for this location would be \$6,500.00. He also proposed that the Board consider placing monuments at the Chagall location coming in from the new subdivision. He advised that there was no price on this as yet but could be as much as \$30,000.00.

Mr. Raska noted that having the signs done all at once would save the Association money on the purchase of materials.

Mrs. Hoffman issued a motion to proceed with the renovations at \$13,500.00 and the Theiss Hill monuments at \$6,500.00 provided approval was received.

Mr. Glocksein suggested an amendment to the motion to not exceed \$20,250.00. Mr. Thomas issued the second and the vote was six in favor, one nay and one abstention. The motion carried.

Mrs. Koscho next reported on the Community Center Management Committee meeting noting that the new policies for the Centers office was implemented on December 16th. She went on to advise that they would be working on a policy and procedure manual for the facilities.

Mrs. Koscho then advised that the security cameras in the fitness center had been moved out of position (pointing at the ceiling) and it was necessary to change the user name and password on the access system. She thanked Mr. Burton for his assistance.

Mrs. Koscho next advised that the user name and password for the Memorial Northwest email account needed to be changed as well.

Mr. Cramer next requested the Board approve \$15,000.00 for the Swim Team's request for floating bulkheads and two new computers. The bulkheads would allow the swim team to reduce the practice time and the computers were needed to track the meet information.

After a lengthy discussion on the necessity of the bulkheads and where they would be kept, a motion was made to purchase two computers at a cost not to exceed \$2,000.00. The motion was seconded by Mr. Glocksein and carried. The purchase of the bulkheads was tabled.

Mrs. Koscho next reported that Steve and Peggy Shockley had resigned their position and the Association would be looking for a new maintenance person.

Discussion then turned to a web master for the Association's web site. After a brief discussion, the Board authorized Mrs. Hoffman to negotiate for a new web master at a cost not to exceed \$1,500.00 per year. The motion to approve was issued by Mr. Cramer, seconded by Mr. Burton and carried.

The next item of business was the increase in the rental fees for the Community Center. After the discussion, Mr. Glocksein issued a motion to increase the rental fee from \$200.00 to \$300.00 per rental plus the deposit for the clean up fees. The motion was seconded by Mr. Cramer and carried. All rentals qualifying for this fee must be homeowners in attendance at the function. If the homeowner is not present, the fee will be \$700.00.

Mr. Glocksein was requested to review the contracts and present any recommended changes at the next meeting.

Mrs. Koscho then reported that Mrs. Ann Kidney had taken over the Office Managers position on a temporary basis.

Mr. Harris next reported on behalf of the Building Committee noting that the proposal had been received and the committee would be meeting with the architects to conduct interviews on February 5th. They will then call a special meeting and present the proposal to the Board. He went on to advise that no monies had been spent at this time.

Under old business, Mr. Chaszar reported that ATR cannot subdivide the property until it sells. He went on to advise that the agent will notify any buyer of the Association's interest in purchasing the strip of land.

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