

# **MEMORIAL NORTHWEST HOMEOWNERS ASSOCIATION**

## **Minutes of a Regular Meeting of the Board of Directors**

### **STATE OF TEXAS COUNTY OF HARRIS**

A general meeting of the Homeowners and a regular Meeting of the Board of Directors of the Memorial Northwest Homeowners Association, was held on October 14, 2011 at the Memorial Northwest Community Center located at 17440 Theiss Mail Route Road, Spring, Texas 77379. Board Members in attendance were as follows:

Craig Chaszar	Tim McWilliams
Vince Glocksein	Connie Shinaver
Bill Burton	Eileen Koscho
Sheila Hammons	Bryan Thomas
Janet Hoffman	John Binkley
Van Cramer	Doug Raska

Directors who were not present are as follows:

Carmon Middleton

Also in attendance was Stella Walleck of Consolidated Management Services, Mrs. Eleanor Naremore, Committee Chairperson and Ofc. Ivy of the Harris County Sheriff's Dept.

Mr. Chaszar called the meeting to order and called for the approval of the agenda. There being no changes, the agenda was approved as presented.

Mr. Burton next reported on behalf of Security reporting that there had been one burglary of a habitat. He advised those present that if they wanted to see the crime statistics for the area, they could review these through the IWATCH program on the internet.

There being no homeowner input, the Board moved to the approval of the minutes of the previous meeting of the Board. After noting a number of changes on Mr. Cramer's report, Mr. Thomas motioned to approve the minutes as amended. The motion was seconded by Mr. McWilliams and carried.

There being no reports for the 1<sup>st</sup> and 3<sup>rd</sup> Vice Presidents, the meeting moved to the Treasurer's report.

Mr. Cramer distributed the check register and advised the homeowners that the Association was 95.45% collected for the year and that he expected the Association to end the year on plan. He went on to report that the expenses were running under budget and expected to end the year with an additional \$50,000 to \$75,000 being added to the reserves.

Mr. Cramer next reported that he and Mr. Glocksein had reviewed the contract for TriEagle Electric and were recommending the Association enter into a three year contract saving approximately \$21,000 over the life of the contract. The motion to accept the TriEagle contract was issued by Mrs. Hoffman, seconded by Mr. Cramer and carried.

Mr. Cramer next advised the Board that due to the excessive late fees, he was suggesting that the Board allow the utility bills to be directly debited to the checking account. The Board agreed.

Mr. Cramer next reported that depending on what the Board ultimately decided to do with the facilities, he was recommending that the Association funds be placed in CD's and he would look into the best investments. Again, there were no objections from the Board.

Mr. Cramer went on to cover the check register noting the checks that had been issued for unusual items. After a brief discussion, Mr. Burton issued the motion to approve the checks for payment. The motion was seconded by Mrs. Hoffman and carried.

The Board next reviewed the Community Center Management Committee reports with Mrs. Koscho advising that the managers report had been submitted to the Board.

Mrs. Koscho then advised that the solar screens at the Pro Shop needed to be replaced. The cost would be \$200 with Mr. Trim handling the installation. The Board agreed.

Mrs. Koscho next requested approval for the budget for the Breakfast with Santa at \$1,500.00. Mrs. Hoffman issued the motion to approve the budget with Mrs. Hammons issuing the second. The motion carried.

Mrs. Koscho then advised that Mrs. Kidney wanted to develop a program for seniors in the subdivision and was requesting a budget of \$100.00 per month or \$1,200.00 annually to develop a program. The motion was issued by Mrs. Hammons, seconded by Mr. Cramer and carried with the stipulation that each activity would be approved by the Board. The motion carried.

Mrs. Koscho next reported on the 21 dead trees in the park that needed removal. After a brief discussion, Mr. Burton issued the motion to appropriate up to \$5,000.00 for the removal. The motion was seconded by Mr. Raska and carried.

Mrs. Koscho then advised that Mr. David Sanchez an electrician referred by Stan Garcia had performed diagnostics on the tennis courts and made \$340.00 in repairs on August 10<sup>th</sup>. The Board then authorized Mrs. Kidney to get an additional bid to perform more diagnostics to identify the cause of the problems.

Mrs. Koscho next advised that the Board needed to approve the \$600.00 cost to put out the Christmas Decorations and she would ask Mr. Trimm to do the installation with Mrs. Naremore's direction.

Mrs. Naremore suggested that the Association just use the wreaths. Mr. Cramer suggested continuing as the Association had in the past and agreed to leave the decision to Mrs. Koscho's discretion.

Mrs. Koscho then advised that there were suggested changes to the pool contract that the Board needed to discuss. The Board agreed to table this discussion until the spring.

Discussion next turned to the repairs to the wall at the base of the staircase. Mr. Glocksein explained what was necessary for the repairs and agreed to get the information to the board.

The Board next considered a policy on cancelling the key cards for homeowners who were delinquent. Ms. Walleck advised that this could be incorporated into the collection policy and recommended the discussion be tabled until the policy discussions.

The Board then discussed the need for additional asbestos testing on the facility. After the discussion, Mr. Thomas made a motion to appropriate up to \$1,100.00 for the additional testing to determine the point counts. The motion was seconded by Mrs. Hoffman and carried.

Under the Area Director reports, Mrs. Shinaver questioned the dead shrubs along the driveway leading to the WCID Facility on Theisswood and was advised that these are scheduled for removal.

Mrs. Koscho questioned addressing all of the dead lawns and shrubs throughout the subdivision and was advised that the Board had previously agreed to hold off until the spring to address these issues.

Under the Old/New business, the Board considered the adoption of the new policies and procedures required by the new legislation.

Mrs. Hammons advised that she had contacted the Real Estate Agent on the Theiss Mail Route property about removing the two dead pine trees that were leaning across the sidewalk. Ms. Walleck suggested that she make the same report to the Precinct 4 Maintenance Department.

Discussion immediately turned to increasing the association late fee from \$25.00 to \$50.00. After a brief discussion, Mr. Burton issued the motion to increase the fee with Mrs. Hoffman issuing the second. The motion carried.

The Board next reviewed and upon motions duly made and seconded adopted the new policies and procedures as required by the new legislation. Policies adopted were as follows:

Collection Policy  
Payment Plan Policy  
Records Production Policy  
Records Retention Policy

Mr. Chaszar then noted that the next scheduled board meeting was scheduled for November 1<sup>st</sup> and questioned the Board as to meeting on that date or moving the meeting to the second Tuesday. The Board agreed to meet on the 1<sup>st</sup>.

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