

# **MEMORIAL NORTHWEST HOMEOWNERS ASSOCIATION**

## **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 May 3, 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:

Bill Burton  
Sheila Hammons  
Janet Hoffman  
Connie Shinaver

Tim Mc Williams  
Carmon Middleton  
Eileen Koscho  
Doug Raska  
Bryan Thomas

Directors not in attendance were as follows:

Craig Chaszar  
Van Cramer

Vince Glocksein

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

Mr. Burton 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 to the agenda, Mrs. Koscho made the motion to approve the agenda with Mr. McWilliams issuing the second. The motion carried.

Mr. Burton next recognized Ofc. Ivy who reported on the security for the Association. Ofc. Ivy noted that it had been a quite month with very

little to report. Mr. Burton noted that burglary's of a motor vehicle remained the number one problem in the subdivision.

Mr. Burton then called for a motion to approve the minutes of the previous meeting of the Board. The motion was issued by Mr. Raska, seconded by Mrs. Hoffman and carried with no changes.

Mr. Burton next reported on behalf of Mr. Glocksein noting that the Association had increased the number of mosquito foggings to three times a week for a week or two.

Mr. Burton then distributed the check register for the Boards review. After briefly covering any unusual checks, he called for a motion to approve the checks. The motion was issued by Mrs. Hoffman, seconded by Mr. Thomas and carried.

Mrs. Naremore next reported that the plans for the subdivision markers on Theiss Hill had been cancelled due to the cost and the requirement for a bond. She then covered the steps that had been taken for the monuments on Chagall and advised that she would get bids if the Board requested.

Mrs. Koscho then reported on behalf of the CCMC noting that the Swim Team Registration was complete and that all of the resident swim team members had paid their annual assessments.

Mrs. Koscho noted that Mr. Trim had submitted a written maintenance report and referred the Board to his written report.

She went on to advise that the committee had approved the repair or replacement of a broken light fixture in the kitchen and that they had authorized Mr. Garcia to get a bid to fabricate several missing or broken metal deck drain covers.

Mrs. Koscho went on to report that the Easter Egg Hunt had been successful and thanked the volunteers who had helped with the event.

She then noted that there had been an emergency approval to replace the 2 hp sump pump motor at a cost of \$3,100.00 which included installation and warranty.

After a brief discussion, Mrs. Koscho issued a motion to approve the purchase of the sump pump motor. The motion was seconded by Mr. Thomas and carried.

Mrs. Koscho next advised that Mr. Trim had accepted a full-time position with a local employer and had submitted his two week notice. She went on to advise that he wanted to continue to work for the Association after 4:00 p.m. on weekdays and on weekends.

There was a brief discussion concerning issues that need immediate attention during the day. Mrs. Koscho advised that he did have a gentlemen who was available for any emergency that arose when he was not available.

After further discussion, the Board agreed to allow Mr. Trim to continue his employment and also to provide him with a credit card for purchases.

Mrs. Koscho then advised that they had received two bids for the purchase of liability insurance for Mr. Trim. The bids were \$1,034.00 and \$1,039.00 respectively and if the Board wanted to proceed under the current circumstances, they would submit the bids to Mr. Glocksein for his review.

The Board agreed to table this discussion until the June meeting.

Discussion then turned to the AM tennis duties that Mr. Trim had agreed to handle prior to taking full time employment. Mrs. Koscho advised that they had secured a bid from Accredited to handle the duties but the cost would be a great deal more. The contract would be for five days a week for fifty-two weeks.

Discussion then ensued regarding how frequently the services needed to be performed. Mrs. Hoffman advised that the AM duties were necessary during league play but could be shortened to two days a week after league was over. After further discussion, and on a motion issued by Mrs. Hoffman and seconded by Mrs. Hammons, agreed to reduce the duties to two days a week starting after the league was over until it resumed in January. The motion carried with Mrs. Hoffman agreeing to work on the scheduling.

Mrs. Koscho next advised that prior to the club being taken over by the Association there was a practice of giving free memberships to the employees whether they were residents or non-residents. She went on to advise that the Committee had voted to discontinue this practice and develop a written policy addressing this issue. She then made the motion to discontinue this practice effective January 1, 2012. The motion was seconded by Mrs. Hammons and carried.

Mrs. Hoffman then advised that there was a problem with the tennis players propping the gate open and advised that she would like to have an alarm installed on the gate. She went on to advise that the Association could provide Gilberto with a remote device to open the gate for his clients. The cost of the alarm and two remotes would be \$897.00 installed. She then made the motion to proceed with the installation of the alarm. The motion was seconded by Mrs. Koscho and carried.

Mr. McWilliams next reported on behalf of the Long Term Planning Committee noting that the contracts with Insite had been signed and there were two more meetings scheduled with Insite.

Under Area Director reports, Mrs. Shinaver questioned if Ofc. Ecke was still doing bicycle patrol. Mr. Burton advised that he would discuss Ofc. Ecke's schedule with Mrs. Shinaver in private.

Under new business, Mr. Burton advised that volunteers were needed for the "Splash into Summer" event. He went on to advise that Mr. Chaszar had requested the Board appropriate no more than \$200.00 for refreshments for the June 7<sup>th</sup> general meeting. The motion was issued by Mr. McWilliams, seconded by Mrs. Hoffman and carried.

The next regular meeting of the Board is scheduled for June 7<sup>th</sup>.

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