

**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, was held on November 6, 2012 at the Faithbridge Methodist Church on Stuebner Airline, Spring, Texas 77379. Board Members in attendance were as follows:

Bill Burton	Connie Shinaver
Vince Glocksein	Kathy Bernhardt
Chris Smith	Eileen Koscho
Janet Hoffman	Bryan Thomas
Bruce Holland	Greg Schindler

Directors who were not present are as follows:

Jerry Zelonish	Tim McWilliams
John Binkley	

Also in attendance was Stella Walleck of Consolidated Management Services, Ofc. Ivy of the Harris County Sheriff's Office, and Michael T. Gainer, the Association's attorney.

Mr. Burton called the meeting to order and proceeded with the approval of the minutes of the previous meeting of the Board. There being no changes, Mrs. Hoffman issued the motion to approve the minutes. The motion was seconded by Mrs. Koscho and carried.

The meeting then moved to homeowner input.

Mrs. Alice Thurber addressed the board with concerns about homeowners not picking up the dog feces as they walked their dogs. She went on to advise that she had contacted the Pct. 4 Commissioner with

regard to what other subdivisions did to handle the problem and offered several suggestions to the Board

Mr. Dave Warne suggested the Board consider having recycle bins located at the recreation facility for homeowners' use.

The meeting then moved to the approval of the checks for the payment of the Associations accounts. Mr. Holland distributed the check register to the Board and advised that there were no unusual checks this month. After reviewing the register, Mr. Holland issued the motion to approve the checks as submitted. The motion was seconded by Mrs. Hoffman and carried.

The meeting then moved to committee reports.

Mrs. Naremore advised the board that there were a number of trees in the cul de sacs that needed to be trimmed. She went on to advise that the tree contractor had agreed to trim the trees at a cost of \$75.00 per tree. After further discussion, Mr. Glocksein motioned to appropriate up to \$1200.00 for the tree trimming. The motion was seconded by Mrs. Koscho and carried.

Mrs. Koscho reported on behalf of the CCMC noting that the Committee had approved establishing a fire lane along the curb in front of the playground (on the right side as you enter the tennis area). The cost for paint and signs would be approximately \$92.00 for the signs.

Mrs. Koscho next advised that the committee had also approved the installation of a lock box near the pro shop to allow for the tennis scorecards to be secured.

Mrs. Koscho then advised that a request had been made to have either courts 1 or 2 converted to a pickle ball court. She went on to advise what pickle ball was noting that it was played on a smaller court. The lines could be painted with a different color thereby making it still available for tennis. She went on to advise that it would not interfere with tennis as courts 1 & 2 are not regulation courts.

Mrs. Koscho then made the motion to approve Court 1 for a pickle ball court. The motion was seconded by Mrs. Bernhardt and carried.

Mrs. Koscho next advised that the new cleaning company had notified the Association that they could not continue the services at the price quoted. She went on to advise that Mrs. Kidney had secured additional bids and suggested that the board award the contract to City Wide at a cost of \$10,080.00 per annum. The motion to award the contract to City Wide was issued by Mrs. Koscho, seconded by Mrs. Hoffman and carried.

Mrs. Koscho also noted that Mrs. Kidney wanted to have an outside movie night for the subdivision for Christmas. She went on to advise that the cost would be approximately \$750.00 and the Committee had approved the cost.

Mrs. Koscho then advised that there was a sign at the entrance to the tennis courts that still referred to the "Memorial Northwest Swim & Racquet Club". It had been suggested the sign be changed or removed and since the Association will be looking at new signage with the new building, the Committee agreed to remove the sign.

Mrs. Koscho next advised that they had researched the rental fees charged by other subdivisions for the club room rental and that Memorial Northwest fees were in line with all others. She also advised that Mr. Glocksein would be reviewing the rental contracts.

Mr. Schindler reported on behalf of the Building Committee noting that the contractor had engaged the services of a civil and structural engineer and would be surveying the site and taking soil samples soon.

ACTIONS TAKEN OUTSIDE OF A MEETING:

Approval of the Contractors Contract with pending any changes from the attorney.

Approval to accept the loan terms and conditions and executing the letter of intent.

Mr. Burton then advised that even though the increase in maintenance fees had previously been approved by the membership, he still needed a formal vote of the Board. The motion to increase the fees by the allotted 10% was issued by Mr. Schindler, seconded by Mr. Glocksein and carried.

Mr. Burton next advised that he wanted to appoint Mr. Dave Frank, Mrs. Kate Frank and Mr. Dave Warne to the Market Committee. The Board agreed.

Mr. Burton then advised that he wanted to appoint Mrs. Regina Kim to the Tennis Committee. The Board agreed.

Mr. Burton then advised that the final budget for 2013 was in the board files and requested the Board approve the proposed budget. The motion to approve the budget was issued by Mr. Holland, seconded by Mrs. Hoffman and carried.

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

EXECUTIVE SESSION

The meeting of November 6, 2012 resumed in Executive Session with all Board Members, Ms. Walleck, and Mr. Gainer still present.

Mr. Burton opened the meeting and recognized Mr. Glocksein who advised that he had contacted Mr. Gainer with regard to writing a clause for the minutes to properly incorporate the indemnification clause. Mr. Gainer responded with a Certificate of Corporate Resolution. After a brief discussion, the Board agreed to have Mr. Burton execute the document to be attached to the minutes of October 2, 2012.

The Board next granted the interview with Mr. Millard Johnson who represented a homeowner with regard to a deed restriction matter. After his comments, Mr. Johnson was advised that he would be contacted by Mr. Gainer with the Board's decision.

After Mr. Johnson's exit, and further discussion by the Board, the Board agreed to have Mr. Gainer send a letter notifying Mr. Johnson of the Board's decision.

Discussion next turned to the contract for the building. Mr. Burton noted changing the clause on the assistance for bank financing from 180 days to 150 days. Ms. Walleck noted a change in the address of the corporate office.

Mr. Schindler requested the changes be submitted via email.

Mr. Burton next advised that he would like to move some of the associations funds from Morgan Stanley to Trustmark. The signatories would be Mr. Holland, Mr. Glocksein, Mrs. Hoffman, Mr. Burton and Ms. Walleck. The motion to approve the transfer was issued by Mr. Glocksein, seconded by Mrs. Shinaver and carried.

Mr. Burton next advised he would like to add a member to the Building Committee to assist in expediting matters. Mr. Schindler advised he did not think it necessary. Mr. Burton agreed to hold off and advised he wanted everything in place by December 31st.

The Board then discussed and agreed upon a pay increase for the office staff.

Mr. Burton then advised with all that was pending, the board needed to meet in December and set the date of the meeting for December 4th.

There being no further business, the meeting adjourned.