

# **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 August 6, 2013 at the Faithbridge Methodist Church located at 18000 Stuebner Airline, Spring, Texas 77379. Board Members in attendance were as follows:

Vince Glocksein  
Chris Smith  
Janet Hoffman  
Bruce Holland  
Connie Shinaver

Tim McWilliams  
Kathy Bernhardt  
Eileen Koscho  
Bryan Thomas  
Greg Schindler

Directors who were not present are as follows:

Ron Hollingshead

Holly Williams

Also in attendance were Stella Walleck of Consolidated Management Service and Officer Ivy. Homeowners in attendance were Eleanor Naremore, Mr. Roy May, Mr. Stan Thurber, Mr. & Mrs. Payne and Mrs. Maggie Houck.

Mr. Glocksein called the meeting to order and called for a motion to approve the minutes of the previous meeting of the Board. The motion to approve the minutes was issued by Mr. Schindler, seconded by Mrs. Hoffman and carried.

The meeting then moved to homeowner input.

Mr. Thurber questioned the Board with regard to the updates on the web site.

Mrs. Payne presented the Board with the flyer on the Lady Bugs proposed Arbor Day event to be held in February. She went on to advise the Board of the plans to allow homeowner to purchase trees to be planted in the recreation area in memory of a family member and the plaque that would be displayed in the new Community Center.

Mr. Smith then presented the security report for the month noting that there had been some vandalism at the tennis courts and that the Sheriffs were monitoring the area.

Mr. Holland next distributed the check register reflecting the checks that had been issued in payment of the Association's accounts. After reviewing the register, Mr. Holland made the motion to approve the checks for payment. The motion was seconded by Mr. Schindler and carried.

Mr. Schindler then advised that the electrical had been hooked up at the new building and that the finish work was underway and should move fast.

Mr. Glocksein then advised that he had requested Mr. Stan Thurber, Mr. Oran Woody, Mrs. Janet Hoffman, Mrs. Connie Shinaver and Mr. Bruce Holland to serve as the Nominating Committee. He went on to advise the positions that were up for election and how the elections would be held if there were contested positions.

Mr. Glocksein then requested everyone have their budget items ready for Mr. Holland at the September meeting so that the budget could be prepared and presented at the October meeting.

The Board next entered into a lengthy discussion regarding the proposed policy and procedures for the new facility. After reviewing the policies and making a number of changes, the Board approved the policies. Mr. Glocksein requested Ms. Walleck to submit them to the Attorney for review as soon as the final updated copies were distributed.

Ms. Koscho then presented the rental agreements for the Board's review and approval. After a line by line explanation of the agreement, the Board approved it as presented.

Mr. Glocksein then advised that Mrs. Koscho's other items would have to be approved via an email vote noting that the Board needed to go into Executive Session to approve some legal matters.

The meeting then adjourned to Executive Session.

## **EXECUTIVE SESSION**

The meeting of August 6, 2013 resumed in Executive Session with all Board Members and Ms. Walleck still present.

Mr. Holland presented a request to the Board to turn over approximately 42 accounts, ranging from \$500.00 to \$1,000.00, to Mr. Gainer for collection demand letters. The cost would be approximately \$3,000.00 and have Mr. Gainer send 60 day letters to 14 accounts that were in excess of \$1,000.00. Total for both sets of letters would be between \$5,000.00 and \$6,000.00 and would have the potential of collecting over \$50,000.00 in outstanding delinquencies.

After a brief discussion, Mr. Holland made the motion to proceed. The motion was seconded by Mr. Schindler and carried.

Discussion then turned to the date of the next meeting of the Board. After the discussion, the Board agreed to move the meeting to September 10, 2013.

There being no further business, the meeting adjourned.