

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 February 4, 2014 at the Memorial Northwest Community Center located at 17440 Theiss Mail Route Road, Spring, Texas 77379. Board Members in attendance were as follows:

Roy May	Connie Shinaver
Philip Blagg	Tim McWilliams
Oran Woody	Kathy Bernhardt
Janet Hoffman	Bryan Thomas
Bruce Holland	Greg Schindler

Directors not in attendance were as follows:

Chris Smith	Eileen Koscho
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Mr. May called the meeting to order and proceeded with the approval of the Agenda. There being no changes or additions, he then called for a motion to approve the minutes of the previous meeting of the Board. After a brief review, the motion to approve the minutes as presented was issued by Mrs. Hoffman, seconded by Mr. Thomas and carried.

Mr. May then recognized Ofc. Ivey who presented the security report for the Association. There was then a brief discussion regarding response times and traffic enforcement along Champion Forest Drive.

The meeting next moved to Homeowner Input.

Mrs. Judy Gordon addressed the Board with an invitation to the Greater Houston Neighborhood Association.

There being no further homeowner input, the meeting moved to Committee Reports.

Mr. Blagg briefly covered the various contracts for the Association and their expiration dates. There was a brief discussion regarding the renewal of the Brookway contract.

Mr. Holland then distributed the check register reflecting the bills submitted for payment. After a brief review, Mr. Holland issued the motion to approve the checks as submitted with Mrs. Hoffman issuing the second. The motion carried.

Mr. Holland next provided the Board with general information concerning reserve accounts noting that this was an ongoing process and there would be further information at a later time.

Mr. Holland then advised that the Association had collected an additional \$158,000.00 since the books closed for January.

Mrs. Naremore next questioned the Board of a maintenance contract for the irrigation at the club. There was then a brief discussion of adding the club's sprinkler system to the Brookway contract. Mr. Blagg and Mrs. Naremore will work this issue out with Brookway.

Mrs. Hoffman reported on behalf of the CCMC noting that the Association needed to set fees for the access cards. After the discussion, the Committee recommended \$5.00 for the first card and \$15.00 for additional or replacement cards. Mr. Schindler recommended the initial card be charged at \$10.00. Mrs. Bernhardt made the motion to set the fee at \$10.00 for the initial card and \$15.00 for replacements. The motion was seconded by Mr. Blagg and carried by a vote of six in favor and three opposed.

Mrs. Hoffman next advised that the committee had considered the problem of closing the building at 10.00 p.m. noting the the existing Champion Security contract would expire on March 1st. After reviewing the various options, Mr. Schindler made a motion to engage the services of Champion Security at a cost of \$450.00 per month. The motion was

seconded by Mrs. Shinaver and carried with a vote of seven in favor and two opposed.

Mrs. Hoffman then advised that there had been a problem with one of the pool pumps that needed immediate attention. Mrs. Koscho had authorized the work at a cost of \$965.99 as an emergency repair and requested the Board to approve the expense. The motion to approve the expenditure was issued by Mrs. Shinaver, seconded by Mr. Thomas and carried.

Mrs. Hoffman next reported that there was another leak under the deck of the pool and that a leak detection would have to be done to determine where the leak was. There was then a brief discussion regarding the severity of the leak. After the discussion, Mrs. Hoffman motioned to approve \$1,550.00 for the leak detection if it proved necessary. The motion was seconded by Mr. Thomas and carried.

Mrs. Shinaver then made a proposal to purchase a new cardio bicycle and cardio treadmill at a cost of \$5,799.00 and \$2,799.00 respectively. After a brief discussion, Mr. Schindler made the motion to approve the purchases with Mr. Thomas issuing the second. The motion carried.

Mrs. Hoffman next advised that the contract for PAC was up for renewal and further noted that Mrs. Kidney had researched the prices that were being paid to use the pools. She went on to recommend that the price be increased from \$25.00 per hour to \$30.00 per hour.

Under old business, Mrs. Hoffman advised that the invoice to Rio Grande Landscaping had been previously approved by the Committee back in November for the removal of the photinia roots along the sidewalk. She went on to advise that the check had been rendered and requested the Board's approval. There were no objections and the payment of the invoice was approved.

The meeting then moved to new business with the Board opening discussion on the renovations needed for the play ground.

Ms. Walleck explained that there were two bids to add the fall surface to the existing equipment ranging from \$11,000.00 to almost \$14,000.00. She went on to advise that the existing swings are on twelve foot galvanized

posts and she was investigating purchasing new equipment with eight foot heights. The monies saved on the fall surface would almost pay for new equipment. The Board authorized Ms. Walleck to proceed with developing a plan and getting bids to replace all of the equipment.

Ms. Walleck next advised that the renewal contract for the pest control had been attached to a check and not given to Mr. Blagg. She went on to report that the cost per trip had not increased and requested the Board approve the renewal of the contract.

Mrs. Hoffman then issued a motion to approve the contract for Northwest Pest Control with Mr. Blagg issuing the second. The motion carried.

There was then a brief discussion about superimposing a photo of the homeowners onto any access cards that were distributed. Mr. Schindler advised this could be done but was expensive.

Mrs. Hoffman next briefly explained a problem with non-resident abuse on the Tennis Ladder.

Discussion then turned to the problems with the security. Mr. May advised that the new contracts would be reviewed and would probably require an email vote.

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

EXECUTIVE SESSION

The meeting of February 4, 2014 resumed in Executive Session with all Board members and Ms. Walleck still present.

Discussion moved immediately to the extended hours needed to register homeowners into the new system. After a brief discussion, and upon a motion made by Mrs. Hoffman, seconded by Mr. Schindler, the Board agreed to the additional expense for the Community Center employees to register homeowners. The motion carried and Ms. Hoffman noted that registration would start immediately and continue until the next Board Meeting. The Board will review the necessity of the additional hours at that time.

There being no further business, the meeting adjourned.