

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 March 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	Eileen Koscho
Bruce Holland	Bryan Thomas
	Greg Schindler

Directors not in attendance were as follows:

Chris Smith

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. Blagg and carried.

Mr. May then advised that the officer was not present but should he come in, they would allow the report at that time. He went on to report that Mr. Smith had notified him that the demands of his job had prevented him from fulfilling his duties and attending the meetings. He requested the Board find a replacement for him so he could resign.

The Board next considered the renewal of the Brookway contract. Mrs. Naremore advised the Board of the increased amounts and recommended the Board renew their contract.

After reviewing the budget, Mrs. Hoffman made the motion to renew the contract with Mrs. Bernhardt issuing the second. The motion carried.

Mr. Thomas requested that the landscape contract be rebid with the next renewal.

Mr. Blagg next presented the bids on the proposals for pool management and advised that the Board could vote at a later date. He also questioned the PAC contract and was advised it was approved at \$30.00 per hour.

Mr. May next confirmed that the Board had approved the Harris County Sheriff's contract via an email vote during the month.

The meeting then moved to homeowner input.

Mrs. Julie Barrett requested the Board consider opening the fitness center at 5:00 a.m. since she and a group of homeowners wished to exercise prior to going to their respective jobs.

Mr. Andrew Marquardt questioned the mosquito fogging and was advised that this usually started in April and continued through October.

Mr. Holland then distributed the check register in payment of the Association's bills. After reviewing the check register, Mrs. Hoffman made the motion to approve the checks for payment. The motion was seconded by Mrs. Koscho and carried.

Mrs. Naremore next presented the Board with a proposal and plans to install sprinklers to the trees in the playground. After a brief discussion, the Board tabled further discussion until the new playground and sprinkler system could be integrated into a plan.

Mrs. Naremore next presented a plan to landscape the right-of-way immediately in front of the building at a cost of \$5,264.00. After a brief

discussion, several board members felt the plan needed to be expanded. The Board agreed to table further discussion until the next meeting.

The meeting then moved to the Community Center Management Report.

Ms. Walleck presented the proposed plans for replacing the existing playground equipment and establishing the requisite fall surface. While the Board reviewed the plans, Mr. Holland advised how the Association would re-allocate the budget to pay for the equipment. After further discussion, Mrs. Koscho made a motion to appropriate up to \$20,000.00 for the playground renovations. The motion was seconded by Mr. Holland and carried. Mr. Blagg agreed to draw the playground equipment and sprinklers on a CAD program to furnish to the Board.

Mrs. Koscho then reported on the Access System noting that there were several homeowners whose prints would not scan. The committee's recommendation was that the Association provide free access cards for those persons. The Board agreed.

Mrs. Koscho next advised that the Committee had approved the purchase of 100 access cards at a cost of \$450.00.

Mrs. Koscho then presented three proposals for continued security at the facility. After reviewing the proposal and upon a motion presented by Mr. Schindler and seconded by Mrs. Bernhardt, the Board agreed to continue with the policy of having the security company come in at 10:00 p.m. to make sure the building was empty, set the alarm and lock the facility.

Mrs. Koscho next made a motion to appropriate the \$330.00 a month for the months of March and April to continue the access system sign up. The motion was seconded by Mrs. Hoffman and carried.

Mrs. Koscho then advised that she needed volunteers to develop a policy for groups offering services to the community at no charge. Mr. Schindler volunteered to handle this project.

Mr. May next introduced Mr. C. J. Leipman who had volunteered to serve as the Area 7 Director and called for a vote to approve the appointment. The Board agreed unanimously.

Mr. May then advised the Board that all expenditures would require Board approval in the future and the monies must be in the budget.

Mr. Blagg next introduced Mr. Andrew Marquardt who presented a proposal along with a visual display of the proposed changes to the web site. There was then a brief discussion regarding the handling of the changes and determining a course of action.

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

EXECUTIVE SESSION

The meeting of March 4th resumed in Executive Session with all Board Members and Ms. Walleck still present.

Mrs. Koscho started the meeting with a request for a salary increase for Mrs. Kidney and recommended a 5% increase. After a lengthy discussion, the Board requested Mrs. Kidney develop a job description based on what she did as the in house manager. The Board also agreed to look at other in house managers for other subdivisions and determine what they are paid and what services they are required to perform.

Mr. May advised the next meeting should be a General Meeting of the Homeowners to cover the budget and requested Mr. Holland be prepared to present the budget.

There being no further business, the meeting adjourned.