

# MINUTES

## Board of Directors Meeting Minutes

March 2, 2016

### PRESENT

Greg Schindler, President  
Michelle Eubank, Secretary  
Stan Thurber, 1st Vice President  
Jamie DeLoatche, Treasurer  
Connie Shinaver, Area 1 Director

Tim McWilliams, Area 2 Director  
Kelley Minor, Area 4 Director (arrived 7:15 p.m.)  
Bryan Thomas, Area 5 Director  
Ryan Aduddell, Area 6 Director  
Sandy Remson, Area 7 Director

Margie Naranjo, SCS Management Services, Inc.

Audience: approximately 26 people

### ABSENT

Ryan Pyle, 3rd Vice President  
Lawrence McKinney, 2nd Vice President

### Call to Order:

Mr. Schindler confirmed that a quorum was present and called the meeting to order at 7:00 p.m. Mr. Thomas made a motion to accept the agenda as presented. Mr. McWilliams seconded the motion. There being no objections or revisions to the Agenda, it was affirmed as presented.

Resignation of Board Member: Mr. Schindler requested that the Board of Directors accept the resignation of Linda Sandhop, Area 3 Director.

After some discussion, the Board unanimously accepted Mrs. Sandhop's resignation as Area 3 Director for the Association.

### Consent Agenda:

The Board of Directors ratified the email approvals of:

- February 2, 2016, Meeting Minutes
- Committee Reports
  - Community Center
  - Common Area

### Committee Reports:

*Contracts:* Mr. Thurber presented the following 2016 contracts for Board approval:

- IT contract for community center: unanimously approved by a motion from Mr. Thurber and seconded by Mr. Aduddell.

# MINUTES

- Increase to Community Maintenance Contract cost from \$600 every two weeks to \$699.99, a 16% increase. After some discussion, the Board approved the increase with a motion by Mr. Thurber and a second by Mrs. Remson. Eight were in favor and one abstained.
- Pool Maintenance Proposals: Mr. Thurber motioned to accept the proposal from Houston Recreation Management. After some discussion the motion was amended to accept the contract with the condition that Houston Recreation Management follows the Memorial Northwest Pool Policy and allows the swim coaches to conduct swimming lessons. Mr. DeLoatche seconded the amended motion. The motion passed with one opposing. The noted opposition was due to past complaints of lifeguard service.
- PAC Swim Agreement: Mr. Thurber motioned to accept the agreement. Mrs. Remson seconded and the motion passed with one opposing. The noted opposition is due to the MNW Marlins Swim Team, which is made up of a majority of residents, having to rearrange their practice schedule in order to accommodate PAC.

Mr. Thurber reported that he is still reviewing the mosquito and electrical contracts in an effort to familiarize himself with them.

**Common Areas:** Mrs. Minor reported the Committee has repaired and removed lights around some of the monuments. They are in the process of repairing the remaining lights around the monuments. Mrs. Minor reported the Committee is looking into having the unlevel walking path raised to prevent a tripping hazard. Mrs. Remson requested the committee hold off on raising the concrete along the walking paths by the tennis courts until after the tennis season is over. Mrs. Naranjo strongly recommended, due to the liability to the community, that the sidewalk-leveling project not be placed on hold. After some discussion, the Board agreed that the Committee move forward with the sidewalk leveling project.

**Deed Restrictions:** Mr. Pyle was not in attendance to give a report.

**Health and Fitness:** Mr. McWilliams reported the Committee is working to improve the usage of the fitness center. The Committee will be hosting several learning days at the fitness center to teach residents to properly use the fitness equipment.

**Media & Web:** Mr. DeLoatche thanked the Committee for their efforts in getting the website up and running. Mr. DeLoatche reported that on the website launch day it had over 240 visits.

**Safety and Security:** In the absence of Mr. McKinney, Deputy Wynn presented a brief crime analysis report, both written and verbal; he answered questions from the present residents.

**Social and Educational:** Mr. Schindler reported that the Committee is still in search of a Board liaison. Once a liaison is found, the Committee will have a learning day on how to use the website, NextDoor, etc.

**Tennis:** Mrs. Remson reported that the Committee is looking into other community Pro-player agreements. Once the Committee has a consensus on the agreements, they will bring their findings to the Board.

Mr. Schindler requested that all Board liaisons have their reports to the Board of Directors and managing agent at least a week before the Board meeting packets are distributed. This allows the meeting to run smoothly and more efficiently.

**Treasurer's Report:** Mr. DeLoatche presented the Treasurer's report, noting the community is 72% collected as of February 29, 2016. The community is currently running in line with the projected budget.

# MINUTES

## Management Report for February 2016:

Mrs. Naranjo reported the following:

- **Deed restrictions:** A total of 226 letters were mailed. A majority of those letters requested that residents clean-up their property (mildew, tree trimming, trash cans). A total of 33 violations are on the Board referral list and 274 violations were cleared.
- **Collections:** There are 13 residents on payment plans, 31 resident's accounts that are at the attorney's office, 2 bankruptcies and 361 delinquent statements were mailed.

## Unfinished Business: NONE

**New Business:** Mr. Schindler informed the Board that the management company will be investigating several double lots owned by one homeowner to make sure the billing is correct.

## Homeowners to Address the Board:

Mr. Schindler opened the floor to those residents wishing to address the Board. The present homeowners expressed concerns regarding the following issue(s) in the community:

1. Deed Restriction Enforcement is too strict.
2. The MNW HOA Website is missing the management company's information.

Mr. Schindler requested that residents, who have issues with deed restrictions letters, contact their Area Director to review the violations. The Area Director will work with SCS Management on the violations. SCS Management's contact information has been added to the website.

## Adjournment:

There being no further general business to come before the Board, Mr. Schindler adjourned the general meeting of the Board at 8:20 p.m..

## Executive Session (8:30 p.m. - 10:00 p.m.)

Note: Mrs. Sandy Remson and Mrs. Connie Shinaver left the meeting and were not present during the Executive Session. Quorum was still established.

The Board reviewed the Legal Status Report. No action was taken.

Mrs. Naranjo presented the Board Referral Report. The present Board approved four violations to be placed on hold for the Board to review further, 13 violations to be turned over for attorney demand, nine violations to be recycled to Second Letter and one violation to be cleared.

The Board instructed Mrs. Naranjo that the Area Director needs to approve any Notice of Non-Compliance prior to it being sent to a homeowner.

**- MEETING MINUTES END -**