

# MINUTES

## **Memorial Northwest Homeowners Association**

17440 Theiss Mail Route Road  
Klein, TX 77379

## **Meeting of the Board of Directors**

Tuesday December 4, 2018

Greg Schindler, President  
Stan Thurber, 1st Vice President  
Lance Brown, 3rd Vice President  
Michelle Eubank, Secretary  
Art Byram, Area 1 Director

Kelley Minor, Area 4 Director  
Bryan Thomas, Area 5 Director  
Ryan Aduddell, Area 6 Director (*arrived 7:13 p.m.*)  
Jay Jackson, Area 7 Director

Margie Naranjo, SCS Management Services, Inc.

### **Absent:**

Jamie DeLoatche, Treasurer  
Karen Blackwell, 2nd Vice President  
Sarah Mueller, Area 2 Director  
Gerome D'Anna, Area 3 Director

### **Executive Session (7:05 – 7:32 p.m.)**

#### **Call to Order:**

**Mr. Schindler called the Executive Session to order at 7:05 p.m.**

The Board reviewed the Legal Status Reports for both Collections and Deed Restrictions.

The Executive Session was adjourned at 7:32 p.m.

### **General Meeting (7:38 – 9:52 p.m.)**

#### **Call to Order:**

Mr. Schindler called the General Meeting to order at 7:38 p.m. There were four homeowners in attendance. Officer Montoya arrived at 7:48 p.m.

#### **Adoption of the Agenda:**

Mr. Schindler asked if there were any objections or amendments to the Agenda. There were no objections from the Board of Directors.

#### **Executive Meeting Summary:**

Mr. Schindler summarized the Legal Status and Actions that the Board discussed during its Executive Session.

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## **Open Forum:**

Mr. Schindler opened the floor to homeowners wishing to address the Board.

1). A resident addressed the Board concerning a deed restriction letter. The resident informed the Board of Directors that the violation has been cured. Mrs. Naranjo informed the Board and the resident that the violation has been cleared. Mrs. Naranjo was instructed to send the resident a letter noting that the violation has been closed.

## **Approval of the November 2018 Minutes:**

Mrs. Eubank presented the November 2018 Meeting Minutes for approval. The Board unanimously approved the Minutes as presented.

## **Board Scheduled Actions:**

### **Pool Loan Approval:**

Mr. Schindler presented the Mutual of Omaha Bank commitment letter for review and approval. The letter was approved unanimously.

### **Community Center Upgrades Update:**

Mr. Schindler gave an update on the Community Center Upgrades progress.

### **Process Board Referral List:**

The Board reviewed and discussed the Board Referral List and approved 50 accounts to receive Notice of Non-Compliance Letter(s), three accounts to receive a Second Letter, three accounts to be placed on Board Hold, and 33 accounts to be turned over to the attorney's office.

### **Old/New Business:**

#### **Trash Collection:**

The importance of properly documenting trash-collection issues was discussed, for action to be taken by the Board.

#### **Holiday Decorations:**

The current neighborhood holiday decorations were discussed. All homeowners wishing to be a part of the 2019 Holiday Decorations Committee are urged to contact HOA Board members.

#### **Board Referral Lists:**

Board members discussed the current Board Referral Lists and the timing of their receipt.

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**Upcoming Contracts:**

The Board discussed that there are several HOA contracts that are up-for-renewal in 2019, and the timing of the renewal dates.

**Meeting Adjournment:**

There being no further general business to come before the Board, Mr. Schindler adjourned the General Meeting at 9:52 p.m.