

Memorial Northwest Homeowners Association

17440 Theiss Mail Route
Klein, TX 77379

General Meeting of the Membership and Board of Directors Meeting

Tuesday, February 4, 2020

PRESENT

Greg Schindler, President
Jay Jackson, 1st Vice President
Ryan Aduddell, 2nd Vice President
Joy Hemphill, Secretary

Art Byram, Area 1
Rebecca Talley, Area 4
Bryan Thomas, Area 5
Vera Atkinson, Area 6

Margie Naranjo, Association Manager, and Cathy Jensen of SCS Management Services, Inc.
Justin Adendorff and Andy Crewson from Chaparral Management Company

Absent:

Sarah Mueller, Area 2
Gerome D'Anna, Area 3

Vacant:

3rd Vice President
Treasurer
Area 7 Director

Executive Session (7:01 – 7:30 p.m.)

Legal Status and Actions:

Mr. Schindler reported on the outcome of the day in court for the HOA. The MNW HOA has been a defendant for the past 4 years with regard to a property owner who had installed a fence beyond the owner's property line into the right-of-way. The lawsuit has cost a significant amount of HOA defense funds to indemnify individuals and the Association. The Precinct 4 Judge hearing the case requested to meet privately with counsel for both parties, at which time he asked both parties to waive the right to a jury trial and to settle the case, indicating that it is unlikely either party will recover any funds. The judge scheduled a conference call for February 13, 2020, with counsel to see if settlement had been reached, and, if not, the case will be heard at a later date.

After Mr. Schindler apprised of the details, discussion was had on the merits of the case going forward and the fees incurred on behalf of the HOA to date. Mr. Aduddell motioned to go forward with settlement; Ms. Talley seconded. The motion carried with six members voting in favor of the motion and one abstaining.

Management Company Contract Discussion:

Mr. Adendorff and Mr. Crewson, from Chaparral Management Company, addressed the Board explaining some of the proposed upcoming changes now that SCS Management is a part of The Mosaic Management Group. Messrs. Adendorff and Crewson indicated that iPads will be provided for Board members' use at HOA Board meetings, making Board files easier to review, and that new software is scheduled to be implemented in May, giving an updated portal for residents to pay dues, apply for architectural modifications, and see their violation letters, intended to make actions more seamless, trackable and ACC actions faster on the portal. Board members will have transparency into work orders, collections and violations.

Board members queried Messrs. Adendorff and Crewson about the integration of the old system into the new system, what kind, if any, experience has been had with the new system to date, and a request that an Area Director be simultaneously informed of a violation letter going out in his/her area to a homeowner. The Area Directors emphasized that they would like to be able to see the homes with violation letters in their particular area without the need of perusing the entire report, which has been a recent upgrade to the SCS software.

Recess from 7:30 until 7:34

Membership Meeting (7:34 – 7:54 p.m.)

A quorum of homeowners being 150, there was not a quorum present. Mr. Schindler summarized the Executive Session. Thereafter, Mr. Schindler presented to the homeowners present and the Board the budget for 2020, including a history of dues for Memorial Northwest Homeowners Association from 2005 until present, culminating with the HOA dues remaining the same for 2020 as 2019 at \$630; discussed the Ohana contract, grandfathered dues, amenity operation, lifeguards, and a schedule for resurfacing of tennis courts. The 2020 Budget summary is approximately 25% allocated to each of the following: Community Center, general and administrative, commons area, and capital improvement. The 2020 goal for the HOA is to focus on families.

A homeowner queried the Board regarding his HOA fees and when they were due. The homeowner indicated that he had just moved into the neighborhood and was not sure if his dues were paid as a part of his closing statement or if they were upcoming. The homeowner and Ms. Naranjo agreed to discuss his account privately after the meeting.

Recess from 7:54 until 8:01 p.m.

Board of Directors Meeting – Open Session (8:01 – 9:10)

Adoption of the Agenda:

Mr. Schindler asked if there were any objections or amendments to the agenda. The Board unanimously approved the agenda as presented.

There were no legal reports this month from either Mr. Gainer or Mr. North.

Board Referral List:

Mr. Byram, before the commencement of the HOA meeting, had made recommendations for all of the properties on his portion of the list. Mr. Thomas motioned to accept Mr. Byram's recommendations, with a second from Mr. Aduddell. All members voted in favor of the motion.

Ms. Mueller and Mr. D'Anna, knowing they would be absent, had turned in their recommendations for the properties on their list. A motion was made by Mr. Thomas to accept the recommendations made by Ms. Mueller and Mr. D'Anna for their properties, with a second by Ms. Atkinson. The motion carried with all in favor.

Ms. Talley had clarification questions regarding Property Nos. 129 and 143 on her list. Ms. Talley's recommendations were then accepted by all Board members.

Mr. Thomas recommended to go to Stage 3 on all of his Area 5 properties. There was no objection.

Ms. Atkinson recommended to go to Stage 3 for all properties in her area. There was no objection.

Mr. Jackson recommended to go to Stage 3 for all properties in Area 7, except for those for which he had previously asked for an extension. There was no objection.

Security Report

Mr. Aduddell gave a summary of the crime stats for the prior month noting overall crime has been low within the community, indicating that the report has also been posted on the neighborhood website. There has been an increase in crimes reported, but that increase has been in traffic stops. Mr. Aduddell indicated that the average speed on Champion Forest has been recorded at 35 mph. The SSC (Safety and Security Committee) continue to analyze the data received from the HCSO in assessing the best times and days to have contract-deputy coverage. Discussion included looking at the feasibility of a swing shift. The SSC regularly looks at stats from both HCSO and the Constable and feel that at this time we are in the correct contract.

In the past month, a child walking home from school was approached by an older white male with grey/white facial hair, asking if she wanted to have supper with him. The child responded as she had been taught by her parents and made it home safely. HCSO deputies searched the area immediately, spoke with neighbors in the area requesting them to check security cameras for footage. HCSO and KISDPD coordinated with extra units searching for a returning suspect and to watch children walking to and from school. At this time, it is believed that the suspect was not a regular in the area. Mr. Aduddell personally encourages more homeowners to install cameras as these often offer assistance to law enforcement in such instances.

Mr. Aduddell then quoted a statistic that a person's vehicle is 3 times as likely to be broken into or stolen when parked on the street as compared to the driveway; a vehicle is 20 times more likely to be involved in an incident in the driveway compared to in a garage or behind a gate; thus, one's vehicle is 60 times safer behind a gate or in the garage than it is in the street.

Expense Reimbursement Process:

Mr. Jackson discussed the need for a more formalized and easier-to-track procedure for expense reimbursement, which he felt would give more transparency in transactions. He stressed the need for itemized receipts and that such expenditures need to go against a budgeted item. He presented his recommended policy as a document to all Board members, asking the Board to review and consider it, titled: Recommended Guidelines for Employee, Homeowner and Committee Member Expense Reimbursement Procedures. The Board reviewed his suggested policy. Mr. Aduddell made a motion that we accept the policy immediately; Ms. Atkinson seconded the motion. All voted in favor. Mr. Schindler indicated that this would go into the Operational Handbook under Operating Procedures.

2020 Contract Updates and Plans:

Mr. Jackson indicated that the contract with the HCSO had been accomplished; the contract for the Biometric system at the community amenities had been renewed. The tennis pro has requested a two-year agreement, and Mr. Jackson has called on Ms. Sanders to formalize the details. Discussion was had about the contract with the people who close up the weight room and community center in the evenings. Mr. Jackson indicated that he was in discussion with RRRT (Residential Recycling & Refuse of Texas, Inc.) with regard to the upcoming renewal of our neighborhood trash-pickup contract. Mr. Jackson iterated some of his discussions with RRRT, and indicated that there is talk of an increased rate for trash pickup or a decrease in the recycling aspect. These discussions are ongoing.

Confirmation of Michelle Rodriguez as Area 7 Director: Mr. Schindler introduced Michelle Rodriguez as the nominee for the MNW Homeowner Association's Area 7 Director position. The Board unanimously appointed Ms. Rodriguez to the Board of Directors with a motion from Mr. Jackson and a second from Ms. Talley.

Committee Reports & Actions:

ACC Meeting. Mr. Schindler gave the ACC Committee meeting report. He indicated there was not a quorum present. He said the committee has been discussing driveway issues: what is good about them, what is bad, and having objective parameters for such.

CCMC Meeting.

Mr. Thomas requested funds to fulfill requests by the Marlins of: 1 new grill (\$280.00), 14 collapsible "ready benches" (\$658.16), and 2 sets of earpiece radios for the officials (\$125.98) for a total of \$1,064.13. Mr. Thomas said it was a historical precedent to work with the Marlins and that historically the requests were in the range of \$2,500. Mr. Thomas motioned for approval of the funds; Ms. Atkinson seconded. The motion carried with 5 voting in favor and 2 voting against.

With regard to the tennis courts, Mr. Thomas suggested the Board look at the CCMC (Community Center Management Committee) Meeting Minutes. There was some discussion of the meeting notes regarding tennis courts.

Social Committee:

Mr. Aduddell gave an overview of upcoming Social Committee events and discussed the budget allocated for the social committee, indicating that they were within budget.

Screen-Free Saturday Night on February 13th, 2020.

Guy's Night Out on Thursday evening, February 20th, 2020.

The annual Easter event is in the making.

Memorial Day is being discussed as the official summer pool opening.

Work is in progress for a 4th of July parade and event at the clubhouse.

Unfinished Business: There was no unfinished business.

New Business: There was no new business.

There being no further general business to come before the Board, Mr. Schindler adjourned the General Meeting of the Board at 9:10 p.m.