

MINUTES

Memorial Northwest Homeowners Association

17440 Theiss Mail Route
Klein, TX 77379

Meeting of the Board of Directors

Tuesday, July 7, 2020

PRESENT (Via Remote Connection)

Greg Schindler, President

Jay Jackson, 1st Vice President

Ryan Aduddell, 2nd Vice President

Victor Carranza, Treasurer

Joy Hemphill, Secretary

Art Byram, Area 1

Gerome D'Anna, Area 3

Bryan Thomas, Area 5

Michelle Rodriguez, Area 7

PROPERTY MANAGEMENT:

Margie Naranjo of SCS Management Services, LLC

ABSENT:

Sarah Mueller, Area 2

Rebecca Talley, Area 4

OPEN:

3rd Vice President

Area 6

NOTE:

In deference to the shutdown orders issued by local, state and national governments as a response to the COVID-19 world pandemic, the following executive session of the MNW Board of Directors was held via remote connection and the above-listed persons were present via remote connection.

Executive Session (7:00 – 7:45 p.m.)

Legal Status and Actions: The Board reviewed the Legal Status Reports from Michael T. Gainer, Attorney at Law, and Robert V. North of Northlaw, P.C., deciding the actions to take on the properties in question and the instructions to provide to counsel. Several cases had been resolved since last month, resulting in some monies paid to the MNW Homeowners Association. The status report accounts were brought up to date and deed restriction directions were given to Ms. Naranjo of SCS Management.

Community Center Manager (CCMC Recommendation): The Community Center Management Committee, in keeping with market salary benchmarks, brought forward a recommendation for a pay raise of the Community Center Manager. Discussion ensued as to the Manager's talents demonstrated: ability to problem solve, being forward thinking, efficiently implementing the temporary MNW HOA Addendum to Community Center Policy During COVID-19 Pandemic in regard to operation of the Community's assets, and meeting the needs of the homeowners in a business-like and timely manner. After discussion, Mr. Aduddell motioned to approve the Community Center Manager's pay increase; Mr. Jackson seconded the motion. The motion carried by all board members voting in favor of the pay increase for the Community Center Manager.

Open Session – Board of Directors Meeting. (7:50-8:59 p.m.)

NOTE:

In deference to the shutdown orders issued by local, state and national governments as a response to the COVID-19 world pandemic, the following general session of the MNW Board of Directors was held via remote connection; the Board members and homeowners were present via remote connection.

Mr. Schindler summarized the Executive Session for the homeowners who were present.

Adoption of the Agenda: Mr. Schindler inquired if the agenda was acceptable; the Board adopted the agenda as presented.

Homeowner Forum:

A homeowner addressed the Board with regard to an article appearing in the July issue of *The Messenger*, entitled "Resident Launches 'WokeBurbians' Page in Response to Black Lives Matter Movement," indicating that they felt the article was inflammatory, threatening, a quasi-call-to-arms, and that *The Messenger* should not be a magazine for political forums. The homeowner requested that the Board initiate rules that there be no unilateral political articles placed in *The Messenger*. Mr. Schindler and Mr. Aduddell responded to the homeowner that they felt the article was more of a voicing of a mother's concerns regarding her children and advertising her new Facebook group.

A question was submitted to the Board via chat mode by a homeowner inquiring if the tennis court bathrooms could be opened and if the Board envisioned expanding tennis court usage to better accommodate league play. The Board agreed to take the request under advisement and hoped to have these issues addressed by the next Board meeting.

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Via online chat, a question was asked in regard to a homeowner's observation of a home with a pine fence and what, if anything, that homeowner should do. The homeowners were advised that they should report such things to SCS and/or their area director so that it could be checked out.

Processing Board Referral List:

Mr. Byram had submitted his recommendations for Area 1 prior to the commencement of the Board meeting. He motioned that his recommendations be accepted and Mr. D'Anna seconded his motion. All board members accepted his recommendations.

Mr. D'Anna motioned that all of the remaining properties be escalated to the next step; all voted in favor.

Mr. Aduddell requested that all Area Directors keep a lookout and notation of campers and recreational vehicles in their areas that may be in violation of Deed Restrictions, as well as cars continually parked along curbs, especially those parked for 60 hours within a 72-hour period.

Resignation of Jake Kretschmar as 3rd Vice President:

Mr. Schindler announced that via email dated Thursday, May 28, 2020 Mr. Jake Kretschmar had resigned his position of 3rd Vice President (ACC) effective June 30, 2020.

Appointment of Sarah Mueller as 3rd Vice President:

Mr. Schindler nominated Ms. Sarah Mueller for the 3rd Vice President (ACC) position. Mr. D'Anna motioned to accept Ms. Mueller as 3rd Vice President; Mr. Carranza seconded the motion. The Board unanimously voted to appoint Ms. Mueller as 3rd Vice President.

Appointment of Gerome D'Anna as head of the CCMC:

Mr. Schindler announced that Ms. Mueller would step down from the position as head of the Community Center Management Committee (CCMC) in order to serve as the 3rd Vice President. Mr. Schindler nominated Mr. Gerome D'Anna to head up the CCMC. Mr. Aduddell motioned to accept Mr. D'Anna as the head of the CCMC; Mr. Jackson seconded the motion. The Board unanimously voted to appoint Mr. D'Anna as the head of the Community Center Management Committee.

Resignation of Vera Atkinson as Area 6 Director:

Mr. Schindler announced that via email dated Monday, June 22, 2020, Ms. Vera Atkinson had resigned her position of Area 6 Director effective immediately. Mr. Schindler sought volunteers or nominations from the homeowners for the Area 6 position; there were none.

Mr. Schindler announced that the Area 2 Director position previously held by Ms. Mueller was now open. He sought volunteers or nominations from the homeowners who were present; there were none.

Security Report – Ryan Aduddell, 2nd Vice President:

Mr. Aduddell advised that security reports are coming in on a regular basis from the County. He indicated that there was not a lot to report: that domestic calls have gone down and traffic reports went up. The largest traffic concerns are rolling stop signs and right-of-way issues, and speeding does not seem to be an issue. Mr. Aduddell advised that there were two recent crimes referenced on social media, assault and vandalism, which he had investigated and which were found to be completely false. Mr. Aduddell reminded that our security contract with the Harris County Sheriff's Office will be up for renewal in several months.

Mr. Aduddell reported that the County has inquired whether Memorial Northwest was interested in requesting a traffic study with regard to traffic signals in the neighborhood along Champion Forest. Mr. Aduddell motioned that the Board submit a request in writing to the County requesting the traffic study; Mr. Carranza seconded the motion. The motion carried with one abstention, one voting no, and all others voting in favor.

Contract Updates – Jay Jackson, 1st Vice President:

Mr. Jackson discussed the Residential Recycling and Refuse of Texas (RRRTx) contract which renews in September. RRRTx will implement a cost increase of \$4.06 per month, effective September 3rd, 2020, with a possible CPI increase up to 3% per year. The contract will be for a period of three years. Bulk items will be picked up once a week, recycling pickup must be at the curb on Thursdays, and physically-challenged customers may request special services. RRRTx is working on correcting issues on their portal.

Mr. Jackson informed that the company who issued our prior reserve studies is now out of business. However, the actual individual who did our reserve studies is now at another company, and Mr. Jackson has sent her an RFP.

Mr. Jackson summarized the HOA financials, indicating that we are in a good cash position. Currently, we are on an accounts-receivable basis, but we will be moving to the GAAP-approved accrual basis accounting method.

Mr. Carranza added that the signatory authorizations at Chase Bank for himself have been appropriately handled.

There being no further business to come before the Board, with a motion from Mr. D'Anna and a second from Mr. Jackson, Mr. Schindler adjourned the meeting at 8:59 p.m.