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Memorial Northwest Homeowners Association

17440 Theiss Mail Route
Klein, TX 77379

Meeting of the Board of Directors

Tuesday, July 12, 2022

PRESENT:

Greg Schindler, President
Jay Jackson, 1st Vice President
Kelley Minor, 3rd Vice President
Joy Hemphill, Secretary

Catherine Persino, Area 2
Gerome D'Anna, Area 3
Craig Carter, Area 4
Michelle Rodriguez, Area 7

ABSENT:

Lindsey Hall-Wikenczy, Chaparral Management Company - Cypresswood
Ryan Aduddell, 2nd Vice President
Stephanie Williams, Treasurer

Art Byram, Area 1
Erik Bartlow, Area 6

VACANT:

Area 5 Director

(The Executive Session was held from 7:00 p.m. until 7:34 p.m.)

General Session (7:34 p.m. – 9:10 p.m.)

Mr. Schindler summarized the executive session for the homeowners, to-wit: The board engaged in a brief roundtable discussion regarding the property management change on September 1, 2022, and how best to move forward. There was no legal review as the management company did not send the board the review packet. Changes to the membership of the architectural control committee will be made.

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.

BOARD SCHEDULED ACTIONS

Pearce Scapes monument landscape proposal:

Candice Morgan from Pearce Scapes presented the board with Pearce Scapes' landscaping recommendations for the entrances at Champion Forest, Deep Pines Drive, Naremore Drive and Theisswood Road. She gave the board a schematic design layout of plants suggested and a written estimate of the cost. The board had questions about plant elevations over time, especially in connection with the MNW monuments, and maintenance requirements of their plant suggestions. After discussion, the board requested that Pearce Scapes later return with a better visual rendering over time of their plant suggestions. Ms. Morgan agreed to do this.

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Deck furniture storage options:

Mr. D'Anna discussed the quote he received from Morgan Buildings for a storage shed. The present storage shed houses extra community center and swim team items, and there is not enough room to house Memorial Northwest's newly purchased pool furniture. Morgan Buildings is the company from whom the first building was purchased, so it should be the best match esthetically. The build-on-site quote is in the amount of \$16,630.45, and will be behind the existing storage building. The old pool furniture will be trashed.

Mr. D'Anna informs that he has obtained bids for parking lot repair, which he sent out to all board members.

Mr. D'Anna advises there is a rotten tennis deck, and questions whether we even need to replace it as opposed to removing it. The board apprised that safety should come first and is the first scrutiny to determine.

Homeowners Forum:

Ten homeowners were present for the board meeting.

A homeowner approaches regarding dangerous sidewalk pavement and fencing issues along Theiss Mail Route, before one reaches Memorial Estates, as well as a similar issue behind Hampton Oak. He states that he contacted Harris County regarding such; the county claiming they were the ownership and under the auspices of Memorial Northwest. The homeowner feels stuck between the two authorities. Mr. Schindler assured that the sidewalk was installed by the County and should be maintained by the County, but if the homeowner would send his information to him and the Area 6 director that they would intervene with the County.

A homeowner and his wife implored the board to issue a ban on fireworks for Memorial Northwest, especially for years where there are drought conditions. The board informed that the laws regarding fireworks rested with Harris County.

The same homeowner has suspicions that a neighboring home is a member of VRBO and is curious as to whether this is allowed in MNW and, if not, what can be done about it. The deed restrictions do not allow any sort of boarding-home situations. If it is confirmed that the home is being operated as VRBO or Airbnb, then the board can send out a cease-and-desist order. Things the homeowner can do is call the sheriff when there is a noise nuisance and get a law enforcement report number. Mr. Schindler states he wants to be aggressive in using county resources, but that documents are needed to even begin a conversation. There is hope that with the new management company's business paradigm, being a full-time onsite manager versus a portfolio manager, that these issues will be observed and resolved much quicker.

A homeowner reports a billing issue with the management company for which she has not been able to get in touch with Chaparral Management Company to discuss. She is wondering what now to do. Mr. Jackson took the letter she received and the homeowner and Mr. Jackson will resolve.

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A homeowner comes forward with several areas of concern: water issues at Oak Moss; a fallen tree in Area 5 where the stump has remained for a long period; dead grass along the Champion Forest sidewalk, asking who is responsible for maintaining the grass during a drought; and finally, vexation about the \$3.99 credit card fee that Texas Pride charges. The reasons for Texas Pride's recent actions were discussed.

A homeowner asked a question from the audience: whether the billing for trash can go under the water district bill. Mr. Schindler indicated that he has spoken with both water boards in the past regarding such an issue, with the water board refusing as of now to take on such a pursuit.

Security Report:

In Mr. Aduddell's absence, Mr. Schindler gives the following security report: crime statistics are low and there are no major events to report for this month.

Treasurer's Report: In Mrs. Williams' absence, Mr. Schindler gives the following report: The A/R are right on target per the budget. Challenges with the budget are with regard to the reserve study and the impact of recent inflation. He advises that the board will need to consider accepting the reserve study.

Architectural Control Committee (ACC) Report

Mrs. Minor reports that as a result of an upcoming move and personal issues, she has lost two of her volunteers, Stephanie Bayless and Erin Berger. She proposes to have those two removed as ACC volunteers. Mrs. Minor gave brief bios of three new potential volunteers that she would like to propose for the ACC: Candice Cowin, Chris Ballew and Brandon Robins. Mr. D'Anna motioned to approve Mrs. Minor's proposals, with a second from Mrs. Rodriguez. All board members voted in favor. Mr. Schindler indicates that he will update and amend the resolution for the ACC. [Resolution2022-0712.pdf](#)

Mrs. Minor reports the ACC function is working well, though they are a bit behind due to summer vacations. Her strategy with regard to transitioning to the new management company is to turn off ACC applications before the new management company begins September 1st. She envisions a "dark period" of three weeks: two weeks before the new management company and one week afterwards.

Contracts Report – Management Company Transition Status:

Mr. Jackson affirms that transition is slated to occur between CMC and FirstService starting 30 days from the inception of the FirstService contract. A FirstService property manager has been assigned to MNW. Contact information and phone numbers are being compiled for FirstService. Memorial Northwest has a transition team in place, and hopefully the process will mainly be a validation of information transferred by CMC.

NOMINATION COMMITTEE:

Mr. Schindler reminds the board and homeowners that a nomination committee will be formed at the August board of directors meeting for the purpose of finding nominees for the board positions up for election. Per the by-laws, the nomination committee must consist of five

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members, two of whom must not be on the board. The board positions up for election for 2023 are the 3rd Vice President, Secretary, Treasurer and Area Directors 1, 3, 5 and 7.

An election committee will be formed in September. It will consist of three board members and three non-board homeowners.

NEW BUSINESS

Mr. D'Anna recommends, during this transition period, the Area Directors get their recommendations in to Greg seven days prior to the next board meeting.

With no further business before the board, Mrs. Minor, with a second from Mrs. Persino, voted to adjourn. All members voted in favor.

(With no further business before the board, the meeting was adjourned at 9:10 p.m.)

Next Board of Directors Meeting: Tuesday, August 2, 2022