

# **MEMORIAL NORTHWEST HOMEOWNERS ASSOCIATION**

## **Amended Minutes of the Regular Meeting of the Board of Directors**

**October 5, 2010**

### **STATE OF TEXAS COUNTY OF HARRIS**

The Board of Directors of the Memorial Northwest Homeowners Association, Inc., was held on October 5, 2010 at the Memorial Northwest Community Center located at 17440 Theiss Mail Route Road in Spring, Harris County, Texas, at the hour of 7:00 p.m. Board Members in attendance were as follows:

Vince Glocksein  
Bill Burton  
Sheila Hammons  
Janet Hoffman  
Van Cramer

Connie Shinaver  
Tim McWilliams  
Carmon Middleton

Directors not in attendance is as follows:

Craig Chaszar  
Keyth Iannelli  
Eileen Koscho

Ryan Samson  
Corey Gale  
Doug Raska

Also in attendance was Stella Walleck of Consolidated Management Services and Mrs. Eleanor Naremore, Committee Chairperson.

Mr. Glocksein called the meeting to order and proceeded by recognizing Mr. Bill Burton who presented the security report for the Association.

Mr. Burton reported on the number and types of calls that were being answered by the officers noting that alarms and burglaries of motor vehicles were the two most frequent types of calls. He went on to report that there had been a suicide and accidental death of two of our homeowners during the month and there had also been a problem with solicitors selling Kirby Vacuum Cleaners.

The meeting then moved to homeowner input.

Mr. Blankenmeister questioned the Board on their position regarding the requested sidewalk from Beaufort to the school property. Mr. Glocksein advised that the Association had not formed an opinion about the issue and suggested that Mr. Blankenmeister talk with the PTO from Theiss Elementary with regard to funding this project. Mrs. Hammons noted that the PTO meeting was the following Friday at 2:00 p.m.

Mr. Glocksein next called for a motion to approve the minutes of the previous meeting of the Board. After a correction was noted, Mr. Cramer made the motion to approve the minutes as amended with Mr. Burton issuing the second. The motion carried.

Mr. Cramer then presented the financial reports for the Association noting that the revenues were above plan and the expenses were below plan. The collections were at 94% which was slightly lower than this time last year.

Mr. Cramer next presented the check register covering the checks that were submitted for payment. He briefly pointed out several checks that were issued in payment of items that dealt with the water supply to the tennis courts and the purchase of a sump pump that was approved approximately nine months prior. After reviewing the check register, Mr. Burton made the motion to approve the checks for payment. Mrs. Hammons issued the second and the motion carried.

Mr. Glocksein then reported that the Republic Waste Contract had been signed and submitted to the management company. He then questioned the Board on continuing the mosquito fogging on a twice a week basis. After a brief discussion, the Board agreed to continue with twice a week.

Mrs. Naremore next advised that Mr. Cramer would present the Board with the estimates to remove a dead tree on a Wells Fargo property. Mr. Cramer went on to explain that the Association had secured a bid to remove the dead tree that was leaning toward other properties and noted that he would like to have written confirmation that Wells Fargo would pay the \$1,100.00 promptly after the removal.

Mrs. Naremore agreed to contact the Wells Fargo Representative immediately.

Mr. Burton then issued a motion to appropriate up to \$1,100.00 for the removal of the tree subject to the written confirmation from Wells Fargo. The motion was seconded by Mrs. Hoffman and carried.

Mrs. Naremore next advised that there was one very small tree that was dead and needed to be removed. She went on to advise that EF Tree Service would probably remove the tree for \$50.00. Mr. Cramer advised he would look at the tree and respond to her via e-mail.

Mr. Cramer then distributed the report from the Community Center Management Committee meeting and briefly covered the various repairs and maintenance that was performed during the month. He went on to report on the items that were pending and required Board approval as follows:

1. To refinish and touch up the paint in the club house. This would include painting the baseboards, touching up the walls and the ceilings at a cost of \$1,670.00.
2. Clean the carpet at a cost of \$350.00. This is usually done three to four times per year.
3. Evaluate the sauna and implement repairs not to exceed \$500.00.

Mr. Burton made the motion to approve the above items with Mr. Cramer issuing the second. The motion carried.

Mr. Cramer then requested the approval for the annual tennis program in the amount not to exceed \$1,500.00. He went on to explain this would involve 12 events at \$50.00 each for the night tennis tournaments (furnishing balls, water, snacks, etc.), the annual Breast Cancer tournament at \$300.00 and two other tournaments to be determined at \$300.00 each.

The motion to approve these expenses was issued by Mr. Burton, seconded by Ms. Hoffman and carried.

Mr. Cramer went on to report that the Board had agreed not to rent the apartment as the repairs were expensive and given the probability that the building would be torn down the ability to recover the funds was unlikely.

Mr. Cramer then noted that there had been a theft in the office of \$150.00 in cash taken at a time when Mrs. Harr was not in the office. He went on to advise that the committee had requested the lock on the office be changed and anytime that the office was unoccupied, it was to be locked.

Discussion then turned to the hiring of Mrs. Ann Kidney who was now working in the office as a back up for Mrs. Harr. She had originally been hired to assist in working on the problems with the security system and was now standing in for Mrs. Harr when she was not in the office. There was then a brief discussion regarding the hiring. After the discussion, Mrs. Hammons made the motion to approve hiring Mrs. Kidney with Mrs. Hoffman issuing the second. The motion carried.

Mr. McWilliams next reported for the Long Term Planning committee noting that they were exercising due diligence in meeting with various organizations that might be using the facility to determine each groups needs. He went on to advise that they were trying to have the information ready to present to the homeowners sometime after the first of the year. Mr. Cramer suggested that they present the proposals at the March General Meeting and plan the vote for sometime in the summer.

Mrs. Hammons then advised that she was starting a new term as the ACC Chairperson and noted that the committee needed two signatures on the applications. She went on advised that she would like to have the Area Directors for each area serve as the third member for that area. Each Area Director would not be considered a committee member but would consult on the applications for their respective areas.

There being no Area Director reports, Mr. Glocksein noted that the General Meeting would be held on October 26<sup>th</sup> with the next Board Meeting scheduled for November 2<sup>nd</sup>.

He went on to advise the dates for voting in the Area 9 Directors vote. Mrs. Naremore advised that usually there were signs all over the neighborhood but since this was just one area, she would put the signs at the community center.

There being no further business for this meeting, the Board adjourned to the Executive Session.



