

# MEMORIAL NORTHWEST HOMEOWNERS ASSOCIATION

## Minutes of a Regular Meeting of the Board of Directors

### STATE OF TEXAS

### COUNTY OF HARRIS

A regular Meeting of the Board of Directors of the Memorial Northwest Homeowners Association, Inc., was held on March 1, 2011 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:

Craig Chaszar  
Vince Glocksein  
Bill Burton  
Sheila Hammons  
Janet Hoffman  
Van Cramer

Connie Shinaver  
Tim McWilliams  
Carmon Middleton  
Eileen Koscho  
Bryan Thomas  
Doug Raska

Also in attendance was Stella Walleck of Consolidated Management Services and Ofc. Ivy of the Harris County Sheriff's Department.

Mr. Chaszar called the meeting to order and established that a quorum was present. He then called for the approval of the agenda. The agenda was approved with one addition.

Ofc. Ivy of the Harris County Sheriff's Dept. presented the security report noting that there had been one burglary of motor vehicle and the perpetrator had been apprehended.

Mr. Stan Thurber reported that there was a bicycle abandon at the corner of Pine Thistle and Pheasant Glen that perhaps had been stolen. Ofc. Ivy agreed to check the bicycle.

Mr. Chaszar next called for a motion to approve the minutes of the previous meeting of the Board. After noting two changes, Mr. Burton made

the motion to approve the minutes as amended with Mrs. Hoffman issuing the second. The motion carried.

The meeting then moved to homeowner input.

Mr. Stan Thurber reported that the trash service had been very good in the past but in the last few months had become sloppy, leaving plastic bottles and other items on the cul-de-sac. He went on to advise that the telephone system at the Sheriff's Dept. was extremely slow and advised the Board to refuse to sign new contracts until the system was replaced.

Mr. Glocksein advised he would contact the trash service and report Mr. Thurbers complaint.

Mr. Glocksein next advised he two matters for the Board's consideration. The first was the renewal of the Brookway contract. Brookway had offered the renewal with no increase in the monthly cost but would be adding a fuel adjustment clause. After a brief discussion, Mr. Burton made the motion to approve the contract renewal with the fuel adjustment clause. Mr. Cramer issued the second and the motion carried. Mr. Glocksein will review the contract and report back to the Board at the April meeting.

Mr. Glocksein then advised that the Association had secured three bids for the pool contract. D & S Recreation had agreed to renew the contract at the 2010 rate. Sweetwater and Texas Aquatics had bid \$60,896.29 and \$65,924.00 respectively. After a brief discussion, Mr. Glocksein made a motion to engage Texas Aquatics as the new pool management company subject to the reference check. The motion was seconded by Mr. Burton and carried.

Mrs. Hammons next advised that the ACC Committee had discussed the problem with getting plats submitted with the ACC Application. She went on to advise that the wording on the ACC Application would remain but that a plat would not be required unless they were changing the actual footprint of the property. Mrs. Hammons also noted that at the time the homeowner is contacted to request a plat, the management company should contact the committee and if there was a problem, the committee would meet with them and discuss.

Mrs. Hammons also requested the management company to make sure that the submission date and the start date were not the same. If the homeowner does submit an application with the same dates, the management company should immediately notify the homeowner to cease and desist.

Mrs Hammons further noted that a number of the applications were being signed by the contractor and noted that all applications must be signed by the homeowner.

Mr. Cramer next advised that the Association was on track for the year to date collections noting that the Association was approximately 80% collected for the year. He went on to advise that the expenditures were fairly low because of the time of the year.

Mr. Cramer then distributed the check register and briefly noted the checks that were for repairs.

It was noted that Mr. Trims check had been shorted and Ms. Walleck advised they would correct with the next payroll.

After further review of the check register, Mrs. Hoffman issued a motion to approve the checks as submitted. The motion was seconded by Mrs. Koscho and carried.

Mr. Cramer reported on behalf of the Grounds Committee noting that the Naremore entrance was under construction and the signage on order. He went on to add that Mrs. Naremore had talked with the homeowners at the proposed Chagall entrance and they were amicable to providing the land for the signs.

Mrs. Koscho requested her report be deferred until the end of the meeting..

Under new business, Mr. Chaszar advised that the Association needed to appropriate monies for the Easter Egg Hunt and the Splash into Summer Event as well as set the date for the Easter Egg Hunt.

After a brief discussion, Mrs. Koscho issued a motion to appropriate up to \$1,500.00 for the Easter Egg Hunt to be held on April 16<sup>th</sup>. The motion was seconded by Mrs. Hoffman and carried.

Mr. Chaszar then noted that the Splash into Summer event was on Memorial Day and requested \$1,500.00 for this event as well. The motion was issued by Mr. Cramer, seconded by Mrs. Hammons and carried.

Mrs. Koscho next advised that the CCMC has been approached by the Swim Team to secure funding for two items and the committee had tabled the discussion due to the pending building program. Mrs. Koscho went on to advise that a 7.5 hp pool pump needed to be replaced at a cost of \$2,258.00. The motion was issued by Mrs. Hammons, seconded by Mrs. Shinaver and carried.

She went on to advise that Tracy who had managed the snack bar at the pool for the last several years would no longer be available and that she and Mrs. Hammons were looking at replacements.

Mrs. Koscho then advised that the balance of the report needed to be discussed in the Executive Session.

Mr. Harris next reported on behalf of the Facilities Development Committee noting that the Committee was recommending the Board engage the services of Insite Architecture and Clark Condon Associates as a team to develop plans for the facilities at a cost of \$30,000.00.

The Board then briefly commented on the proposal noting that the Committee had done an outstanding job. The motion to approve the \$30,000.00 cost was issued by Mr. McWilliams, seconded by Mr. Cramer and carried.

Mr. Harris noted that he would prepare a draft of a letter agreement with the Architect billing monthly based on a percentage of completion. The process would take approximately three months.

Mr. Burton next noted that the by laws of the Association were mute to the issue of email voting and suggested that the Board authorize email voting by way of a resolution. His motion was to authorize email voting contingent on all Board Members being notified of the pending subject with

the motion carrying by a majority vote of the Board. Ms. Walleck suggested the motion be amended to require confirmation of the vote at the next Board Meeting. Mrs. Hoffman seconded the motion as amended and it carried.

Mr. Chaszar then advised that Mr. Keith Iannelli had already missed three meetings and would not be available until July because of work. He went on to advise that he had notified Mr. Iannelli that the Board would have to replace him and requested a motion of the Board to confirm. The motion was issued by Mr. Burton, seconded by Mrs. Hoffman and carried.

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