

MEMORIAL NORTHWEST HOMEOWNERS ASSOCIATION

Minutes of a Regular Meeting of the Board of Directors

STATE OF TEXAS COUNTY OF HARRIS

A general meeting of the Homeowners and a regular Meeting of the Board of Directors of the Memorial Northwest Homeowners Association, was held on November 1, 2011 at the Memorial Northwest Community Center located at 17440 Theiss Mail Route Road, Spring, Texas 77379. Board Members in attendance were as follows:

Craig Chaszar	Tim McWilliams
Vince Glocksein	Connie Shinaver
Bill Burton	Eileen Koscho
Sheila Hammons	Bryan Thomas
Janet Hoffman	John Binkley
Van Cramer	Doug Raska

Directors who were not present are as follows:

Carmon Middleton

Also in attendance was Stella Walleck of Consolidated Management Services, Mrs. Eleanor Naremore, Committee Chairperson and Ofc. Ivy of the Harris County Sheriff's Dept.

Mr. Chaszar called the meeting to order and called for the approval of the agenda. There being no changes, the agenda was approved as presented.

Mr. Burton then reported on behalf of Security noting that the security contracts through Harris County would not be increasing for 2012.

Mr. Burton then reported on the theft of the backflow valves noting that to cover the valves with the cages would be in excess of \$12,000.00 and to install the double check backflow valves which would be below ground

would cost \$7,722.00 and will be added at the same time that the Water District installs the meters. Mr. McWilliams requested a second bid and advised if it was higher, then proceed with the Brookway bid. After a brief discussion, Mr. Burton motioned to approve the bid. The motion was seconded by Mr. Glocksein and carried.

The meeting then moved to the homeowner input.

Mrs. Novak advised that she and her husband would like to attend more meetings but had a problem with child care and suggested the Board consider hiring sitters for the meeting.

Mr. Schindler next presented the Board with proposed bylaw amendments that he had prepared.

Mr. Chaszar then called for a motion to approve the minutes of the previous meeting of the Board. The motion was issued by Mr. Burton, seconded by Mr. Binkley and carried.

Mr. Glocksein next reported on the asbestos issue with the club noting that the problem was not as severe as previously thought. He went on to advise where the abatement would be necessary and also noted that Mr. Trimm could take a forty hour course and be certified to work on small projects where the asbestos was.

Mr. Glocksein went on to report that the mosquito contract would continue on until the second week of November.

Mr. Glocksein next advised that there had been concerns expressed over the trash service employees stopping and eating lunch. He suggested the Board allow the trucks to use the facility parking lot for their lunch breaks and the Board agreed.

Mr. Cramer presented the financial report for the Association noting that the revenues were on budget with the expenses running slightly below budget and anticipated adding another \$45,000 to \$65,000 to the reserves.

Mr. Cramer then distributed the check register and briefly reviewed the checks that were not issued in the normal course of business.

After reviewing the checks, Mr. Raska made the motion to approve the checks with Mr. McWilliams issuing the second. The motion carried.

Mr. Cramer then advised that he had been checking CD rates and possibly would recommend two \$95,000.00 CD's but would wait until January to make the decision.

Mrs. Naremore next advised the Board that there was another forty dead trees that needed removal and that Arbor Services had agreed to remove the trees at a cost not to exceed \$8,000.00. After a brief discussion, Mr. Burton issued a motion to approve the expense. The motion was seconded by Mrs. Hammons and carried.

Discussion then turned to the problem with the sink holes around the tennis courts. Mrs. Naremore advised that Brookway would repair the holes by packing them with bank sand and then covering the sand with dirt. The cost would be \$628.20. She went on to advise that the area where there is major soil erosion will be repaired with thirty-seven bags of concrete at a cost of \$1,300.00. After a brief discussion, Mr. Burton made a motion to repair the erosion and sink holes at a cost not to exceed \$2,000.00. The motion was seconded by Mr. Glocksein and carried.

Mrs. Koscho next presented the CCMC Report (minutes attached).

Mrs. Koscho made a motion to purchase a new card reader for the security gate at a cost of \$995.00. She went on to note the original reader was purchased in 2001 at a cost of \$2,995.00. The motion was seconded by Mr. Burton and carried.

Mrs. Koscho then noted that the Association needed to provide regular preventive maintenance for the decks including repairs, special cleaning and sealing at a cost of \$4,370.00. After a brief discussion, the Board requested that another bid be secured and the bids be broken out by line items.

Mrs. Koscho next advised the committee had approved repairs to the fence at a cost of \$495.00. She then made a motion to purchase two new treadmills at a cost of \$12,000.00 to replace the two broken treadmills in the fitness center. Mr. Glocksein made the motion to approve the \$12,000.00

after securing another bid. The motion was seconded by Mrs. Hoffman and carried.

She went on to note that the committee had approved repairs to the fitness center not to exceed \$600.00.

Mrs. Koscho also noted that the committee had approved \$500.00 for a bell or buzzer for the front door as a security measure for the front entrance. She went on to advise that they would also install a mirror for the entrance area.

Mrs. Koscho then made a motion to approve up to \$1,500.00 for the New Years Eve Party. In a brief discussion, the Board agreed that the cover charge for non-residents should be more. Mrs. Hoffman seconded the motion and it carried.

Mrs. Koscho next motioned to appropriate up to \$3,500.00 for the purchase of a used scissor lift with a one year warranty. The lift would be delivered on a trial basis to make sure it would fit in the storage shed. The motion was seconded by Mr. Burton and carried.

Mr. Thomas then reported on the results of the asbestos survey explaining the point count and where the problem areas were located.

Mr. Cramer next distributed copies of the proposed 2012 budget and explained the assumptions and the budget. After the review of the budget and a brief discussion, Mr. McWilliams issued the motion to accept the budget as presented and keep the fees at \$400.00. The motion was seconded by Mr. Raska and carried.

Discussion then turned to the January meeting with the Board agreeing to change the meeting date to January 10, 2012.

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