

MEMORIAL NORTHWEST H.O.A.

Minutes of the Board Meeting-Tuesday, November 3, 2015

The Board meeting of the Memorial Northwest HOA was held on the above date at the Memorial Northwest Community Center, located at 17440 Thiess Mail Route Road in Spring, TX.

Present:	Stan Thurber	1 st Vice President-Contracts
	Lawrence McKinney	2 nd Vice President-Security (Acting President)
	Ryan Pyle	3 rd Vice President-Deed Restrictions/ACC
	Janet Hoffman	Secretary
	Jamie Deloatche	Treasurer
	Connie Shinaver	Area 1 Director
	Tim McWilliams	Area 2 Director
	Linda Sandhop	Area 3 Director
	Eileen Koscho	Area 4 Director
	Bryan Thomas	Area 5 Director
	Greg Schindler	Area 6 Director
	Sandy Remson	Area 7 Director
	Margie Naranjo	SCS Management Services, Inc
	Patti Seel	SCS Management Services, Inc

Call to Order: Quorum was established. Mr. McKinney called the meeting to order at 7:10 P.M.

Committee Reports:

Treasurer's Report: Mr. Deloatche presented the Treasurer's report, noting that the community is 96% collected.

Mr. Deloatche informed the Board members of his concerns upon reviewing the financials. He noted the high fees the community has been paying for credit card processing; this year they have paid over \$2,445.00 in fees. Mr. Deloatche then recommended that the Board consider halting the credit card acceptance until the merchant agreement can be reviewed further. Mr. Schindler motioned as such; and after some discussion, the motion was amended by Mr. Schindler to suspend the credit card acceptance for a period of two weeks. The amended motion was seconded by Mr. Deloatche; motion passed with no opposition.

Mr. Deloatche reported that SCS Management has a no-cash policy at their office, and he recommended that Memorial Northwest HOA adhere to the same policy. Mr. Schindler motioned for the Community Center to no longer accept cash. After further discussion, the motion was second by Mr. Pyle. The motion passed with no opposition.

Mr. Deloatche requested the Board's approval to transfer \$45,000.00 from Trustmark Account to Community Association Bank (CAB) to cover operating expenses. Mr. Deloatche explained that he, along with SCS Management, is researching whether the Trustmark account needs to be the main operating account for the Association or if the Association is permitted per the loan to transfer their operating account to CAB. After some discussion, the Board unanimously approved the transfer of \$45,000.00 to CAB to cover operating expenses.

Mr. Deloatche requested the Board's approval to transfer \$2,700.00 from Trustmark Account to Chase Bank to cover operating expenses for the community center. After some discussion, the Board unanimously approved the transfer of \$2,700.00 to the Chase Bank account to cover operating expenses.

Clubhouse Coordinator Report: Mrs. Kidney presented the clubhouse report requesting Board approval on the following:

1. **Little Free Library-** Mrs. Kidney presented a proposal to have a contractor install, at no charge, a small storage unit where books will be kept. Residents will be able to come and read them anytime and will be invited to take a book and leave a book. The contractor will also install benches around the unit. In addition to the book storage unit, the contractor proposed installing a 10X10 concrete slab as a foundation for the Library, at a cost of \$1,423.00. After some discussion, Mr. Schindler motioned to approve the installation of the Little Free Library by the playground area, without the concrete pad. The motion was seconded by Mrs. Hoffman; motion passed with no opposition. The Board may consider the concrete pad at a later date.

Clubhouse Coordinator Report Continued:

2. **Rental Prices-** Mrs. Kidney recommended the Board evaluate the clubhouse rental prices. Mrs. Kidney reported that she has received feedback from residents, stating that the time allotted to use the facilities are not long enough for the current price. Mrs. Kidney recommended the Board charge by the hour, either \$50 or \$75 per hour, instead of having set fees for allotted time slots. This would give the residents a more flexible use option. After some discussion, Mr. Thomas motioned to set the clubhouse rental rate at \$75.00 an hour with a maximum of 8 hours. The motion was seconded by Mrs. Remson; motion passed unopposed.
3. **Free Usage:** Mrs. Kidney requested the Board to allow residents free usage of the community center for up to four hours, for funeral/memorial services for immediate family members of members. Mr. Pyle motioned to approve free usage of the facility for memorial gathering up to a four-hour window. After some discussion, Mrs. Hoffman seconded the motion; motion passed with no opposition.
4. **Tennis Court Resurfacing Bid:** Mrs. Kidney presented two proposals to resurface tennis courts 3 and 4:
 - Sportscenters - in the amount of \$10,750.00
 - AAA Courts - in the amount of \$8,450.00.After discussion, the Board unanimously approved the proposal from AAA Courts for \$8,450.00.
5. **Landscaping:** Mrs. Kidney informed the Board that the landscaper is seeking approval on the seasonal color for the entry and community center. After some discussion, Mr. Schindler motioned to have the landscaper install the same seasonal color as the previous year. Mrs. Hoffman second the motion; motion passed with no opposition.
6. **Santa Holiday Event:** Mrs. Kidney requested approval of \$1,700.00 for the community annual holiday event. She reported that this year the event will be "Breakfast with Santa." After some discussion, Mr. Schindler motioned for Mrs. Kidney's request for "Breakfast with Santa" to be held on Dec.19TH, from 11:00 am to 1:00 pm. The motion was amended, by Mrs. Kosho, to increase the Budget to \$2,000.00. After further the discussion, motion was seconded by Director Pyle; motion passed with no opposition.
7. **Chase Account - change of Signatory:** Mrs. Kidney requested that Jamie Deloatche, as Community Treasurer, be added as a signer on the Chase Bank Account. After some discussion, the Board approved adding Mr. Deloatche, with no objections.
8. **Biometric System:** Mrs. Kidney recommended changing the maintenance company for the Biometric System. She reported that she met with, and evaluated the proposals of, three different vendors. After review, Mrs. Kidney recommended that the Board sign the maintenance agreement with On-Site Protection. Mrs. Kidney stated that, after meeting with the representatives from each company, On-Site seemed to be the most knowledgeable about the system and the issues it is having. After discussion, Mr. McWilliams motioned to accept On-Site Protection as the new Biometric maintenance company. The motion was seconded by Mr. Schindler; motion passed unopposed. Mrs. Kidney then recommended the Board repair the current reader, at a cost of \$300.00, as a backup. The board unanimously approved the repair of the reader, for \$300.
9. **CCMC Committee.** Mrs. Kidney requested that the Board reinstate the CCMC committee to allow the Board liaison to report Clubhouse Coordinator needs to the CMCC, thereby saving the Board's time. The Board tabled the discussion for January 2016.

Contract Report: Mr. Thurber reported that he is still reviewing the contracts in an effort to familiarize himself with them. In addition, he has spoken with a former Board member, to gain a better understanding of his role as a Board member.

Deed Restriction/Architectural Report: Mr. Pyle informed the Board that he is working with SCS on the "Big Rock" violations, those most critical, and that he is reviewing the violation reports.

Area Director's Report: Area 7 Director Sandy Remson was the only area director to give a report. She informed the Board that there are two properties that she would like for SCS Management to cite. She will give Mrs. Naranjo the addresses.

In the interest of time, Mr. McKinney requested the Minutes of the prior meeting be tabled until the December meeting. He also requested the residents present be allowed to address the board before moving to 'New Business.'

Homeowners to Address the Board: Mr. McKinney opened the floor to those residents wishing to address the Board. The present homeowners expressed concerns regarding the ‘rumored’ possible cancellation of Grandfathered Memberships. Mr. Cook, a Grandfathered Member, explained what the original Grandfathered Membership meant and the agreement the Association has with the Grandfathered Members. Mrs. Naranjo explained that, as the management company along with new Board members, there were no plans to cancel the membership. The Board is merely trying to understand what it was. The Board thanked Mr. Cook for his explanation, for providing a better understanding of the original agreement.

Several other residents expressed to the Board how the Grandfathered Memberships are important to their community. Some residents had questions regarding the continued memberships of their children when they move out of the family home. It was explained that once the children moved from the member’s home, they are no longer members. The Board thanked the residents for attending and voicing their concerns. Mr. McKinney closed the floor.

Old Business: No old business to come before the Board.

New Business:

2016 Budget: Mr. Deloatche presented the 2016 Budget. The Board approved the 2016 budget with amendments and approved an assessment increase to \$470.00, with a motion by Mr. Pyle, and a second by Mr. Schindler. Motion passed with one opposed. SCS to send a letter insert with the assessment statement informing the residents of the increase.

Adjournment: There being no further general business to come before the Board, Mr. McKinney adjourned the general meeting at 9:15 PM.

Executive Meeting Summary: (9:25 pm -10:30 pm)

The Board approved hiring a weekend person for Friday and Saturday, with the hours of operation being 9:00 am to 3:00 pm; SCS will inform Mrs. Kidney of the Board decision.

The Board discussed the missing patrol contract that was received from Harris County that morning.

Mrs. Naranjo gave the Board information about forming committees and policies for the Board to review.

Grandfather Membership Fees- The Board approved to increase the membership from \$550.00 to \$570.00, with one opposed.

Secretary, or Authorized Board Member

Date