

MINUTES

Memorial Northwest Homeowners Association

17440 Theiss Mail Route

Klein, TX 77379

Meeting of the Board of Directors

Tuesday, August 4, 2020

PRESENT (Via Remote Connection)

Greg Schindler, President

Jay Jackson, 1st Vice President

Ryan Aduddell, 2nd Vice President

Sarah Mueller, 3rd Vice President

Victor Carranza, Treasurer

Joy Hemphill, Secretary

Art Byram, Area 1

Rebecca Talley, Area 4

Michelle Rodriguez, Area 7

PROPERTY MANAGEMENT:

Margie Naranjo of SCS Management Services, LLC

Cathy Jensen of SCS Management Services, LLC

ABSENT:

Gerome D'Anna, Area 3

Bryan Thomas, Area 5

OPEN:

Area 2

Area 6

NOTE:

In deference to the shutdown orders issued by local, state and national governments as a response to the COVID-19 world pandemic, the following executive session of the MNW Board of Directors was held via remote connection and the above-listed persons were present via remote connection.

Executive Session (7:00 – 7:40 p.m.)

Legal Status and Actions: The Board reviewed the Legal Status Reports from Michael T. Gainer, Attorney at Law, and Robert V. North of Northlaw, P.C., deciding the actions to take on the properties in question and the instructions to provide to counsel. The status report accounts were brought up to date and deed-restriction directions were given to Ms. Naranjo of SCS Management. Discussion ensued with regard to correcting an NNC that was inadvertently sent to a homeowner last month. A settlement offer from a homeowner was discussed. Violations of the temporary MNW HOA Addendum to Community Center Policy During COVID-19 Pandemic and how to handle such were discussed.

(The executive session adjourned at 7:40 p.m.)

Open Session – Board of Directors Meeting. (7:45-8:33 p.m.)

NOTE:

In deference to the shutdown orders issued by local, state and national governments as a response to the COVID-19 world pandemic, the following general session of the MNW Board of Directors was held via remote connection; the Board members and homeowners were present via remote connection.

Mr. Schindler summarized the Executive Session for the homeowners who were present. Mr. Schindler informed the homeowners that the attorney Michael Gainer had 12 accounts, collections are valued at approximately \$80,000, and settlement work was ongoing on one account. He also apprised that the attorney Robert North had 44 collection cases with a value of \$106,000 and 18 restriction violations.

Adoption of the Agenda: Mr. Schindler inquired if the agenda was acceptable; the Board adopted the agenda as presented.

Homeowner Forum:

The following questions were submitted to the Board via chat mode:

- 1) An inquiry whether the Board had a timeline for when the tennis court would be opened for League Tennis play. Mr. Schindler apprised that the issue was presently being considered by the Community Club Management Committee and that he expected to have these issues addressed by the next Board meeting.
- 2) A homeowner inquired whether any more consideration was being given to opening the pool to swim-at-your-own-risk. Ms. Mueller responded that the recent focus had been diverted to opening under the constraints and protections of the COVID pandemic, yet she expected that issue to be addressed at the next meeting.

Appointment of Nomination Committee for 2021 Board of Directors Election:

The Nomination Committee per the By-Laws of MNW must consist of three board members and three non-Board-member homeowners. Mrs. Talley has volunteered to chair the committee. Further volunteers came forward as follows:

Board Members:

Ms. Rebecca Talley – Nominating Committee Chairperson
Mr. Jay Jackson
Mr. Greg Schindler

Homeowners:

Ms. Georganne Epperson
Mr. Dave Schwartz.

Mr. Schindler asked if there were any more homeowner volunteers from the online audience, and no other volunteers responded. A search will continue after the Board meeting to find the third non-Board-member homeowner volunteer. The official election nominating committee will be announced at the September HOA Board meeting.

Processing Board Referral List:

Mr. Byram had submitted his recommendations for Area 1 prior to the commencement of the Board meeting. Mr. Jackson expressed an area of concern, a boat being stored on the lot of a burned home, and requested it be written up. Ms. Naranjo indicated she would handle this. Mr. Byram motioned that his recommendations be otherwise accepted with a second from Mrs. Hemphill. All board members voted to accept his recommendations.

Mr. Schindler motioned, with a second from Ms. Mueller, to escalate all of the other areas to the next level. Mrs. Talley excepted three properties from Area 4. Otherwise, the motion carried unanimously with regard to escalating all remaining properties to the next level.

Security Report – Ryan Aduddell, 2nd Vice President:

Mr. Aduddell advised that security reports are coming in regularly from the County. He indicated that there was not a lot to report this month: there were 8 runaway juveniles from the group homes within the neighborhood and that traffic stops were low, mostly as a result of officers being instructed by Harris County to limit contact in light of COVID concerns. Mr. Aduddell informed that, as voted on last month, a letter to Harris County Precinct 4 requesting a traffic study along the Champion Forest Drive from Spring-Cypress Road to Louetta Road was forthcoming. Mr. Aduddell offered a recommendation that residents get front-porch cameras to assist in cutting down on any thefts from delivery drivers. He points out that for a minimal investment of \$50 to \$150 one can get cameras providing coverage for porches, their lot, and the street in front of the home.

Mr. Aduddell informed the Board that Sheriff's Deputy Robert Noack has retired after serving many years in Memorial Northwest. As a result, Sheriff's Deputy Montoya is moving to the day shift; the evening shift will be picked up by Sheriff's Deputy Lopez; and the swing shift will be covered by Sheriff's Deputy Garcia. Mr. Aduddell sought and received approval to get a plaque thanking Officer Noack for his years of honorable service to Memorial Northwest.

Contract Updates – Jay Jackson, 1st Vice President:

The contract for trash service as discussed at the July Board meeting has been renewed with Residential Recycling and Refuse of Texas (RRRTx) and goes into effect September 3rd.

Mr. Jackson has received audit proposals from three separate companies, with an approximately \$2,000 divergence from the lowest to the highest bidder and no discernible difference in the scope of work. He indicates his inclination is to go with the company in the mid-range.

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Mr. Jackson investigated three options for reserve studies, ranging from one year to many years. The price for a one-year, one-time onsite reserve study will be \$3,400, and this is the option that will be pursued.

Mr. Jackson reminds that our security contract with the Harris County Sheriff's Office will be up for renewal by the end of the year.

Financial Report – Greg Schindler:

Mr. Schindler summarized the HOA financials, indicating that Memorial Northwest is in a good cash position and on target with revenue. He indicates that money will be moved from the Merrill Lynch account over to the operating checking account.

CCMC Recommendation – Opening restrooms for the tennis courts:

The Community Center Management Committee (CCMC) brought forth a recommendation to open the bathrooms to the tennis courts. They recommend that there be one person at a time in the bathrooms, that spray disinfectant and hand towels be provided for individuals to self-clean, and that usage of the bathrooms will be at one's own risk. The CCMC agreed that proper signage of such would be provided. Mr. Aduddell motioned to accept the CCMC recommendation, with a second by Mr. Carranza. The motion passed unanimously.

New Business – Extending the pool schedule:

In light of the formal school start date being postponed as a result of the COVID-19 pandemic, a proposal was brought forward to extend the days that the pool would be open for homeowners. Discussion was had that, because of personal schedules, there was difficulty obtaining lifeguards before 3:00 p.m., but afterwards was achievable.

Mrs. Talley motioned, with a second from Mrs. Mueller, that the pool be open from 3:00 p.m. to 9:00 p.m. on August 18 – 21, August 25 – 28 and September 1 – 4 with the Saturday/Sunday weekend usage to be through October 25th, depending on weather, from 12:00 to 8:00 p.m. All members voted in favor of the motion.

Ideas for future pool usage were discussed, including swimming lesson and water aerobics.

There being no further business to come before the Board, with a motion from Mr. Byram and a second from Mr. Aduddell, Mr. Schindler adjourned the meeting at 8:33 p.m.