

# MINUTES

## **Memorial Northwest Homeowners Association**

17440 Theiss Mail Route  
Klein, TX 77379

## **Meeting of the Board of Directors**

Tuesday, February 1, 2022

### **PRESENT:**

Greg Schindler, President  
Jay Jackson, 1<sup>st</sup> Vice President  
Ryan Aduddell, 2<sup>nd</sup> Vice President  
Stephanie Williams, Treasurer  
Joy Hemphill, Secretary

Art Byram, Area 1  
Catherine Persino, Area 2  
Gerome D'Anna, Area 3  
Kelley Minor, Area 4  
Erik Barlow, Area 6  
Michelle Rodriguez, Area 7

### **PROPERTY MANAGEMENT:**

Margie Naranjo, Chaparral Management Company – Katy

Officer Lopez – Harris County Sheriff's Office

### **ABSENT:**

Denise Ostner, Area 5

### **VACANT:**

3<sup>rd</sup> Vice President

**(The Executive Session was held from 7:04 p.m. until 7:37 p.m.  
Minutes were prepared under separate cover.)**

**(The Membership Meeting was Held from 7:37 p.m. through 8:55 p.m.  
Minutes were prepared under separate cover.)**

## **General Session (8:57 p.m. – 9:50 p.m.)**

Mr. Schindler summarized the executive session for the homeowners, to-wit: A homeowner approached the board to discuss arrangements for catching up their assessment account; and two other homeowners who had hearings scheduled did not show.

**Adoption of the Agenda:** Mr. Schindler asked if there were any objections or amendments to the agenda. The Board unanimously approved the agenda as presented.

**Homeowners Forum:** There were 2 homeowners present for the general session. The homeowner forum was held during the earlier Membership Meeting.

## **BOARD SCHEDULED ACTIONS**

### **Vote on the removal of Area 5 director as per Article 4, Section 4:**

Certification of Corporate Resolution 2022-0201A, providing for the removal of Denise Ostner as Area 5 director as a result of consecutive non-attendance at board of directors' meetings, was approved unanimously by all board members, signed by the President and Secretary and entered into the minute book of the Association.

### **Approve Pool Contract**

1<sup>st</sup> Vice President, Jay Jackson, presented to the board the Swimming Pool Management and Maintenance Proposal and Agreement with Sunny Days Pool Management, Inc., running from January 1, 2022 through December 31, 2022, in the amount of \$167,274. After discussion, the board voted unanimously to approve the contract.

### **Approve Reserve Study Contract**

1<sup>st</sup> Vice President, Jay Jackson, presented to the board a single-year full Reserve Study proposal from Association Reserves, 901 S. MoPac Expressway, Austin, Texas at a cost of \$4,400. After discussion, the board voted unanimously to approve the contract.

### **Approve Harris County Sheriff's Office Contract**

1<sup>st</sup> Vice President, Jay Jackson, presented to the board the Agreement for Law Enforcement Services between Harris County, Texas, by and through the Harris County Commissioners Court, and Memorial Northwest Homeowners Association, in the amount of \$130,143.00 for three deputies. After discussion, the board voted unanimously to approve the contract.

### **Nomination and Approval of Virginia Smith to the ACC**

Mr. Schindler presented to the board Certification of Corporate Resolution 2022-0201B, establishing the members of the Architectural Control Committee as Suresh Srinivasan, Stephanie Bayless, Elson Ayoub, Erin Berger and Virginia Smith. Resolution 2022-0101B was approved unanimously by all board members, signed by the President and Secretary and entered into the minute book of the Association.

### **Nomination and Approval of Kelley Minor as 3<sup>rd</sup> Vice President**

Mr. Schindler presented to the board Kelley Minor as a nominee for the position of 3<sup>rd</sup> Vice President. Mrs. Minor presently holds the position of Area 4 director and has requested the new position. The board voted unanimously for Mrs. Minor in the position of 3<sup>rd</sup> Vice President.

### **Vote to Approve Certificate of Corporate Resolution 2022-0201C, (NNC):**

Mr. Schindler presented to the board Certificate of Corporation Resolution 2022-0201C and attached Exhibit 1 of accounts nonresponsive to written notice by the management company and which concerns have not been addressed. After discussion and removal of one name from the Exhibit 1 listing, the resolution authorizing the initiation of a Notice of Non-Compliance and the cost thereof applied to the property account of each owner was approved unanimously by all board members, signed by the President and Secretary, and entered into the minute book of the Association.

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## **Vote to Approve Certificate of Corporate Resolution 2022-0201D, (Legal List):**

Mr. Schindler presented to the board Certificate of Corporation Resolution 2022-0201D and its attached Exhibit 1, a list of properties who have not responded to duly provided written notice by the management company as required by Texas Property Code 209. After discussion, two properties were deleted from Exhibit 1. The board of directors authorized the Management Company to provide to the Association's Legal Firm (1) all books and records associated with the accounts listed in Exhibit 1, (2) support legal counsel's endeavor to achieve compliance, (3) pay legal fees in accordance with the Legal Firm's fee rates, and (4) apply actual legal fee amounts to the respective owner accounts for collections, authorizing the Association's Legal Firm to seek all legal remedies to achieve compliance. The board voted unanimously to approve Corporate Resolution 2022-0201D, which was signed by the President and Secretary and entered into the minute book of the Association.

## **Security Report:**

Mr. Aduddell presented his security report in advance of the meeting as follows:  
Statistics are continuing to improve on traffic, and otherwise remain low in all other areas. We received additional support by a traffic unit on Champion Forest Drive for one week. All the regular contract team is back from extended medical leaves. The schedule appears to be working well and the deputies are being asked to help more with parking and traffic.

**Treasurer's Report:** Mrs. Williams presented and discussed the Memorial Northwest HOA 2022 Budget during the Membership Meeting held earlier in the evening. The minutes of the treasurer's presentation are contained in the minutes of the Membership Meeting.

## **HCWCID 114 and HCMUD 24**

Mr. Schindler reported that he had attended the board meetings of HCWCID 114 and HCMUD 24 during the past month.

## **COMMITTEE REPORTS/MINUTES**

**None.**

## **NEW BUSINESS**

**None.**

(With no further business before the board, the meeting was adjourned at 9:50 p.m.)

Next Board of Directors Meeting: Tuesday, March 1, 2022