

# MINUTES

## Memorial Northwest Homeowners Association

17440 Theiss Mail Route  
Klein, TX 77379

## Meeting of the Board of Directors

Tuesday, May 3, 2022

### PRESENT:

Greg Schindler, President  
Jay Jackson, 1<sup>st</sup> Vice President  
Ryan Aduddell, 2<sup>nd</sup> Vice President  
Kelley Minor, 3<sup>rd</sup> Vice President  
Stephanie Williams, Treasurer  
Joy Hemphill, Secretary

Art Byram, Area 1  
Catherine Persino, Area 2  
Gerome D'Anna, Area 3  
Erik Barlow, Area 6

### PROPERTY MANAGEMENT:

Margie Naranjo, Chaparral Management Company – Katy  
Lindsey Hall-Wikenczy, Chaparral Management Company - Cypresswood

Officer Lopez – Harris County Sheriff's Office

### ABSENT:

Michelle Rodriguez, Area 7

### VACANT:

Area 4 Director  
Area 5 Director

**(The Executive Session was held from 7:04 p.m. until 7:46 p.m.  
Minutes were prepared under separate cover.)**

## General Session (7:48 p.m. – 8:58 p.m.)

Mr. Schindler summarized the executive session for the homeowners, to-wit: The board reviewed various properties in legal; reviewed a request from a homeowner for forgiveness of the \$47 fee charged on the third letter; and tabled the censure item on the agenda.

**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.

## BOARD SCHEDULED ACTIONS

### **Pool Readiness – Journey Amos, Sunny Days Pool Management:**

Journey Smith, owner of Sunny Days Pool Management (SDPM), updated the Board on the pool readiness. Ms. Smith informed that SDPM is a family-owned business, opening in 2019 and is proud to have a 100% client retention rate. SDPM focuses on safety and quality. SDPM planned on having 45 lifeguards and presently has 66 from which to choose, with a large majority of lifeguards returning from last year. May 21-22 will be the last training class before

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the official opening of the pool on Saturday, May 28<sup>th</sup> (Memorial Day weekend). All facilities are in good order; one repair was made to the water-dumping bucket.

## **Homeowners Forum:**

Seven homeowners were present for the board meeting.

A homeowner addressed the board regarding a deed restriction violation letter in relation to some crape myrtle trees. He was referred to his area director for resolution.

A homeowner appeared complaining about receipt of a \$47 certified letter in regards to a deteriorated fence between him and his neighbor. This homeowner had the same complaint in the February 2022 membership meeting. The homeowner does not feel he should have gotten this letter as the responsibility for the degraded fence is his neighbor's. Mrs. Naranjo looked up his file, informing that all three neighbors who border the fence had received first, second and finally a third certified letter, for which no one responded. The homeowner requested that the HOA intervene so as to force compliance on the neighbor. Mr. Schindler explained that the HOA does not involve itself in matters between two neighbors, and all three homeowners are receiving the same letters because the fence is visible from the road.

**Marlins Report (Kristen Wells)**. Mrs. Wells, a member of the Marlins board, reports that there are 203 children registered with the Marlins, ranging from 3 through 18 years old. The Marlins has 15 officers and volunteers and a \$30,000 operating budget. Mrs. Wells perceives that the community is growing in the right direction. She wished to give a special thank-you to the Board, in particular Ryan Aduddell, for the recent social event.

**Board Resolutions:** Postponed as the reports came in late.

## **Security Report:**

Mr. Aduddell reports that he is in contact with our contract deputies on a daily basis. One officer has been out as a result of surgery and rehabilitation; however, MNW did get on the rotation for substitutes. Traffic reports are down for the month. Other incident numbers are in the normal range. There was a recent call at a group home. We are continuing to have issues of burglaries of cars parked on the street, many being unlocked, three such reports being on Atherington Place. There has been more frequency of our officers being called out of contract because of the shortages of resources in the Harris County Sheriff's office. Our HOA is forming an organization with other HOAs to pressure the county to increase their non-contact/district resources in our area.

## **Treasurer's Report:**

Mrs. Williams reports that MNW is on budget for this year, that all payments are proceeding as planned in the current path. Numbers have been provided by the management company. A recent large capital expenditure was for the purchase of new pool chairs, chaises, and tables.

## **Architectural Control Committee (ACC) Report**

Ms. Minor reports for the month of April: 37 architectural applications were approved, 2 denied, and 11 withdrawn. The majority of applications were for fences (7). Other applications included

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replacement of doors, driveways, gutters, mailbox, shed, paint, sidewalk, siding and tree removal. Under review are a generator and home addition application.

## **Contracts Report:**

Mr. Jackson reports that as a result of overall increases in the cost of goods and services, and in particular increases in the cost of fuel and labor, he anticipates an increase of 6.1% to 7.8. He apprises that at the time of contract renewal the Board may be asked to accept/deny such changes or be faced with the option of termination of the contract.

The Reserve Study is still in progress, and the final report is expected within the month.

Mr. Jackson recounts that an approval to write a termination letter to CMC was sought via email from Board members, and the majority of members agreed to the writing (and holding) of such letter. The termination letter was executed with an August 7<sup>th</sup> termination date. Mrs. Jensen, a key individual at CMC for MNW, is no longer employed; today is Mrs. Naranjo's last day of employment with CMC. Mr. Jackson admonishes that if the letter is executed, there would be a lot of extra work and meetings required of the Board in vetting new companies.

The Board voted in favor of granting approval for the termination letter of Chaparral Management Company.

## **Area 4 Director Recommendation:**

Mr. Schindler introduced Craig Carter for the position of Area 4 director. In questioning from the board, Mr. Carter states that he has resided in MNW for 11 years, is a realtor, and expressed some of the pros and cons that he sees for the neighborhood. Mrs. Minor motioned to accept Mr. Carter as Area 4 director, with a second from Mr. D'Anna. All board members voted in favor of the motion accepting Mr. Carter as Area 4 director.

## **NEW BUSINESS**

**Pearce Scapes**. Mrs. Minor presented the landscape proposal and design diagram received from Pearce Scapes for the redesign of the landscaping on Champion Forest, at the Louetta entrance and the entrance from Spring-Cypress. Concern was expressed for other entrances into MNW, with the suggestion that in order to better stay within budget those entrances could be addressed next year. Mr. Schindler desires to look further at the present maintenance costs in comparison with the new design. Mr. Jackson reminded that MNW had \$19,000 expenditure on landscaping after Winter Storm Uri's extensive freeze damage in February of 2021.

With no further business before the board, Mr. Bartlow motioned to adjourn, with a second from Mrs. Minor. All members voted in favor.

(With no further business before the board, the meeting was adjourned at 8:58 p.m.)

Next Board of Directors Meeting: Tuesday, June 7, 2022