

**Memorial Northwest Common Area Management Committee
Meeting Minutes
March 30, 2016 – MNW Community Center**

Committee Members:

	Present?		Present?
Kelley Minor, Chair	X	Allison Caraway	X
Robin Lent	X	Louis Hallewell	
Carol McNally	X	Sandy Brassard	X
Candice Cowan			

Business Occurring Since the Last Meeting (2/21/16 – 3/29/16):

- Massive amount of hazard tree maintenance passed, completed
 - Robin motion, Carol second; Candice, Louis, Sandy voted yes; Allison did not vote.
 - Special thanks to Robin, who coordinated the effort, spending countless hours on the community center grounds with different tree services to gather bids and identify trees in need of attention.
- Walking path repair, previously passed, has been completed
 - Thanks to Carol and Robin for gathering bids and identifying areas in need of repair.
 - Thanks to Ann Kidney and John Ferris for supervising the work, managing the restricted access to courts and the walking trail, and keeping the committee informed on progress.
- County has been requested to remove hollowed out tree on CF esplanade; they refuse, stating the esplanades are the neighborhood's responsibility.
 - Path forward to be voted on at 3/30 meeting.
- Removal of six trash/deadwood trees on community center grounds -- passed, completed
 - Robin motion, Allison second; Sandy, Candice, Louis voted yes; Carol did not vote.
 - Thanks again to Robin for identifying the issues and working with our tree service.
- Neil Atkinson (MNW resident) of Atkinson Engineering graciously donated survey services for the fences along Louetta. Thank you, Neil!
 - Results and committee discussion forthcoming.

Issues Discussed:

1. Rotting pine tree on Champion Forest
 - Harris County refuses to remove tree
 - Says esplanades are our responsibility

- Said even if that weren't the case, they wouldn't remove the tree because it's still alive and is no more likely to fall than any other pine.
 - Referred us to HCAD re: esplanade responsibility
2. Drainage
- Having issues with drain line that runs to Theiss grounds
 - Eleanor recommended Noack for all drainage work, reported cost to be about 1/3 of other contractors, plus Noack actually put in the drain line to Theiss.
 - Robin expressed frustration with the new 100ft drain that Brookway installed. Can't see that any work was done, and wasn't draining properly today.
3. General groundskeeping
- Ground near pro shop, where pear tree was removed, is unlevel and holds water. Carol and Robin to look into adding top soil and crushed granite in the middle and relocating the cement bench and table there.
 - **VOTE: Spend \$150 max to complete work as described. Robin proposed. Did not vote.**
4. Walking trail area
- Invasive tallow is rampant in the back of the area
 - Santoyo bid \$3500 to remove about 50 trees; no grinding, but he'd put something on the stumps to kill them; or...
 - Santoyo could clear the land (no bid yet)
 - Robin thinks we may be able to get matching funds to complete the work. Sandy reports they're doing something similar in The Woodlands with non-profit money.
 - Sandy indicates the holes that were made for concrete leveling was not made flush. Group to investigate.
 - Walkway is slick in some spots; needs power washing and/or bleach.
5. Playground dedication
- Robin discussed plans to have a flowerbed and signage as entrance to the playground, dedicated to Bob and Eleanor Naremore for their significant service contributions to the neighborhood
 - Ideas for the area include:
 - Light gravel and darker rocks (or vice versa)
 - Plants such as hummingbird plant, red yucca, kaleidoscope abelia
 - Creating a caterpillar hedge out of dwarf hamalia (sp)
 - Signage similar to that at Wunderlich Farms? Carol to find out source
 - Brookway has offered to donate labor for free
 - **VOTE: Dedicate the playground to the Naremores, put in flowerbed, put in sign. Carol proposed, Sandy seconded, all in favor.**
6. Preferred contractors
- Concern that we are burning out volunteers by requiring three bids for routine work.
 - Concern that we are harming relationships with existing vendors by taking all work out for bid. Additionally, having contractors continually bid on projects and never awarding them leads to contractors who are unwilling to work with us.
 - **VOTE: Ask the Board to approve that we can maintain a preferred contractor list and avoid the three-bid rule when work falls into these areas:**

- O Treework: Santoyo
- O Drainage: Noack
- O Concrete leveling: Discount Concrete
- O Electrical: Activate Electric
- O **Robin proposed, Carol seconded, all approved.**

7. Meeting schedule

- **VOTE: move CAMC meetings to 8pm the Wednesday before committee reports are due. Robin proposed, Allison seconded, all in favor.**

Next meeting Wednesday, April 21st at 8:00 p.m.