

**Memorial Bend Civic Association, Inc.**  
**Meeting Minutes – Board Meeting**  
**Held at 5:30 p.m. at Memorial Drive United Methodist Church,**  
**Room D206, 12955 Memorial Drive, Houston, TX 77079**  
**January 17, 2023**

**Board Members Present:** Erika Sorsby - President, John Nguyen – Vice President, Jennifer Richman - Secretary, Erica Jordan - Director, Michelle Miller – Director, and Ed Tseng - Director

**Board Member Absent:** Van Durboraw - Treasurer

**Management Company Attending:** Stacy Jacob – President and Kim Wilkinson – Community Association Director representing the managing agent, Leyendecker Management Services (LMS).

**General Members Attending:** Robin Menuet, Josh and Melissa Judd, Terry Sealey (council for the Judd’s), Noelle Hicks (council for MBCA), Rushi Patel and Dimesh Shah

A quorum was established, and the Board Meeting was called to order at approximately 5:31 p.m.

The Board unanimously approved and adopted the Agenda as presented.

**Owner Hearing – 12938 Butterfly:**

Melissa Judd, Josh Judd and Terry Sealey (council for the Judd’s) addressed the Board from approximately 5:35 p.m. – 6:15 p.m. requesting approval of their application as presented to the ARC. The Judd’s also gave a black binder, with documents, to Noelle Hicks (MBCA council) for review. Noelle informed the Judd’s they will receive a written response from the Board within a few days.

**Meeting Minutes:**

Erika motioned to approve the 12/19/22 Board Meeting minutes as presented. Erica seconded the motion and it passed unanimously.

**President’s Report:**

- Erika reported the transition has been completed with LMS with exception of some MBCA documents/files that will be forwarded by Goodwin once they receive final payment from MBCA for management fees.
- LMS toured MBCA in December with Erika.
- The Annual Owners Meeting and Board Meeting will be held on 2/21/23 at Memorial Drive United Methodist Church (MDUMC), Wesley Hall, 6:30 p.m. with check-in at 6:00 p.m. Owner packets will be mailed on 1/26/23.

- Erika reminded the Board that Board Meetings will be held the third Tuesday of the month at 7:00 p.m., in person, at MDUMC, in Room D206. Meeting information has been posted on the MBCA Website.

### **Financial Reports:**

LMS prepared the December 2022 financial reports and emailed to the Board prior to the meeting. Jennifer motioned to accept the December 2022 financial reports, as presented. Michelle seconded the motion and it passed unanimously.

### **2023 Budget:**

- The Board and LMS reviewed the 2023 Budget that had previously been emailed to the Board. After discussion, Erika motioned to approve the 2023 Budget, as presented. John seconded the motion and it passed unanimously. Erika signed the Budget and will post to the MBCA Website.
- Stacy asked about a \$18.14/month charge for Google “WIX.” The Board reported this charge is for the MBCA Website.
- Stacy reported that the storage facility was not budgeted in 2023 since the Board will most likely close it.

### **Communication Update:**

Jennifer reported the December 2022 Newsletter was prepared and distributed. The newsletters are prepared quarterly and the next one will be in March 2023.

### **Constable Update:**

- Erica reported another catalytic convertor was stolen on Mignon (the east side) on New Year’s Eve from a vehicle parked on the street.
- Erica reported that the Constable patrol, Tony, is on paternity leave until the Spring and another Constable is filling his shift.
- Erica reported that the Board had previously decided to change the patrol from a day shift to a night shift and hours were discussed. The Board unanimously agreed that the patrol’s night shift hours will be from 10:00 p.m. – 6:00 a.m.
- Erica reported the Constable’s agreement renews in March 2023.

### **ARC Report:**

- Robin Menuet, ARC Chairperson, prepared and presented a spreadsheet that includes approved projects, projects in progress and projects to be sent to ARC (once LMS reviews the Applications). Robin reported it usually takes 2-3 communications with owners to get all the required documents/materials.
- The ARC fees paid by owners, that are listed on the Website, were discussed. Erika will let the Board and LMS know the prior architects’ fees to review ARC Applications.
- Stacy reminded the Board that LMS is entitled to \$50 from each ARC Application for their time spent to review the Application. The Board unanimously agreed that LMS will be paid \$50 from all ARC fees paid by the owners.

**Super Neighborhood Report:**

Robin Menuet reported there was no meeting in December; therefore, there was nothing to report.

**Boheme Bridge Traffic Issues:**

Erica reported there were (2) car accidents in December on the Boheme bridge.

**Fine Policy Discussion:**

Creating a Fine Policy was discussed, and Stacy and Noelle provided the benefits. A schedule of fines was briefly discussed including the frequency of fining such as by occurrence, by the day, etc. This topic will be discussed further with the MBCA attorney.

**Collections Discussion/Process:**

Stacy recommended that delinquent accounts be sent to the MBCA attorney for collections after (90) days and the Board unanimously approved.

**Other Issues:**

- Stacy reported there are various policies the Board may need to adopt. Stacy will review needs with the MBCA attorney.
- Stacy suggested the Board consider hiring a 3<sup>rd</sup>-party CPA to perform an Audit for MBCA. The Board requested a proposal from a CPA.

**Adjourn:**

There being no further business to discuss, the Board Meeting adjourned at approximately 7:06 p.m.