

**MEMORIAL BEND CIVIC ASSOCIATION**

**BOARD MEETING MINUTES**

**SEPTEMBER 12, 2023; AT MEMORIAL DRIVE UNITED METHODIST CHURCH, LIBRARY,  
12955 MEMORIAL DRIVE, HOUSTON, TX 77079**

**BOARD MEMBERS PRESENT**

Lam Ha  
Erica Jordan  
Jody Lee  
John Nguyen

**BOARD MEMBERS ABSENT**

Jennifer Blackburn  
Michelle Miller

**IN ATTENDANCE**

Also in attendance were owners John Robinson, Mahim Arain and Faisal Arain. A video link was provided on the agenda and owner MaryAnn Hughes attended remotely via the link. Robin Menuet from the ARC committee was also present.

**CALL TO ORDER**

Due notice of the meeting having been given and a quorum being present, the Board Meeting was called to order at approximately 7:06 p.m.

**ADOPTION OF AGENDA**

Erica Jordan motioned to accept the agenda as presented. Jody Lee seconded the motion. The agenda was unanimously approved.

**APPROVAL OF 07/11/2023 and 08/15/2023 BOARD MEETING MINUTES**

Jennifer Blackburn was absent but emailed the minutes from the 7/11/23 and 8/15/23 Board Meetings prior to the 9/12/23 Board Meeting. Erica Jordan motioned to approve both sets of meeting minutes as presented. John Nguyen seconded the motion. The motion was unanimously approved.

**PRESIDENT'S REPORT**

John Nguyen reported the following:

- The Beltway 8 construction project is now in phase 3 and should be completed in February 2024. There were questions regarding how sidewalks will be affected by the project. Those details have not yet been released.
- Those present were reminded to make hurricane season preparations including making sure insurance policies are up to date, and outdoor furniture and decorations are secure.
- In the past 6 months, 6 homes in the neighborhood have sold at values between \$500K - \$800K. The Association's goal is to help maintain home values and ensure compliance.
- October 3 will be National Night Out.

## **TREASURER'S REPORT**

Lam Ha reported the following:

- Reviewed the August 2023 balance sheet with the Board. He noted that cash decreased -\$12,800 this month due to normal, planned expenses.
- The only unusual expense noted was an increase in legal fees by \$533. MBCA is under budget for legal and professional fees in August, but over budget YTD.
- MBCA is over budget \$500 for admin fees because these expenses were not included in the 2023 Budget.
- MBCA's accounts receivable were slightly less this month.

Erica Jordan will research where the funds from the Hurricane Harvey insurance claim are located.

MBCA allocated \$40K for the speed bumps in the neighborhood. To date, the Association has not been invoiced by the City for this expense. Lam Ha will earmark \$40K for this upcoming expense.

## **COMMUNICATIONS UPDATE**

Jody Lee reported that the MBCA newsletter was distributed on 9/11/23. Jody and Erica Jordan will work together to establish block captains for the purpose of welcoming new neighbors and getting updated contact information from owners. Jody will also be working with John Nguyen to ensure MBCA has consistent Google Meet and dial-in phone numbers for Board Meetings. Jody will ask LMS about any legal concerns regarding printing and distributing a neighborhood directory.

## **CONSTABLE UPDATE**

Erica Jordan informed the Board that the new Constable Contract, for 10/01/2023 – 09/30/2024, has been approved and signed by John Nguyen and her.

MBCA has been approached by Rustling Oaks, Autumn Oaks and Memorial Grove Associations about sharing in the constable patrol contract. The other Associations have been fundraising for this purpose and can contribute \$30K toward the constable patrol services. This would add approximately 249 homes to the patrol (Rustling Oaks 127, Memorial Grove 40+, Autumn Oaks 82). MBCA has 360 lots and would pay a slightly larger percentage of the contract. The other Associations' financial contributions will be of financial benefit to MBCA but will also result in less patrol coverage. MBCA does not need to re-sign the contract to include the 3 other Associations. Erica Jordan made the motion to accept the proposal and to include Rustling Oaks, Memorial Grove and Autumn Oaks in the constable patrol contract. John Nguyen seconded the motion and it passed unanimously. Erica Jordan will secure the funds from the other Associations and consult with Kim and Stacy at LMS to see if MBCA needs any legal documents in order to accept money and share the constable's patrol services.

### **ARC UPDATE**

Robin Menuet reported that Terry Wilson with ACC Partners has been hired by a few homeowners working on new builds in the neighborhood. Jody Lee will add her to the MBCA website as a resource.

### **SUPER NEIGHBORHOOD REPORT**

Robin Menuet reported that the Super Neighborhood meeting was rescheduled due to vandalism and will give an update at the next Board Meeting.

### **COMMITTEE UPDATE TO REVIEW/REVISE ASSOCIATION GOVERNING DOCUMENTS**

John Nguyen reported that 2 members of the committee resigned and 1 member is currently inactive due to medical leave. John and Griffin Vance are still on the committee and have a good working draft. They plan to give the draft to Noelle (MBCA attorney) in 30 days so she can review and identify any gaps the committee may have missed. The plan is to have it ready for the Board's review in December. The Board and committee will campaign owners in January 2024 ahead of the February 2024 Annual Owners Meeting since owner approval is required.

### **OTHER ISSUES**

**Review of Landscape Bids** – Erica Jordan spoke with Erika Sorsby and found out that Bluebonnet does not do pest control (ants) at the pool. Erica will ask LMS to clarify the scope of Bluebonnet's services and get an itemized bid to compare with others.

**Mowing Behind 202 Faust** – LLC owns the 5 acres behind 202 Faust. LLC is not mowing this lot and it is currently heavily overgrown, which is a concern for the owner at 202 Faust. A portion of this lot is still under MBCA's deed restriction and therefore not available for commercial use. The Board will continue to research options regarding this lot.

**Request for Variance** - The other owners in attendance were dismissed and the Board heard a presentation from the owner, account # 10121, who requested an exception to the MBCA By-laws. The owner is requesting to add a circular driveway on the Gretel side of his home in addition to his driveway on Boheme. The owner claims that Boheme is as busy as Memorial Drive and Beltway 8, which currently have an exception written in the By-laws allowing circular drives. The owner supported his claim with photos of traffic at this corner and included a drawing of his plan. It is the owner's opinion that the circular drive would increase safety at this corner and mitigate potential traffic congestion. The Board asked questions about his driveway currently on Boheme, the total percentage of permeability, plans to use additional permeable area for things such as an outdoor kitchen or pool, and current easements. The owner thanked the Board for their consideration and left the meeting so the Board could discuss the matter. The Board will gather information and make a determination at the next Board meeting.

### **ADJOURNMENT**

There being no further business to discuss, the Board Meeting adjourned at approximately 8:36 p.m. The next Board Meeting will be held on 10/17/2023, at 7:00 p.m., at Memorial Drive United Methodist Church, Library, 12955 Memorial Drive, Houston, TX 77079.