**MEMORIAL BEND CIVIC ASSOCIATION**

**BOARD MEETING MINUTES**

**FEBRUARY 13, 2024; IMMEDIATELY FOLLOWING THE ANNUAL OWNERS MEETING;**

**AT MEMORIAL DRIVE UNITED METHODIST CHURCH, WESLEY HALL, 12955 MEMORIAL DRIVE, HOUSTON, TX 77079**

**BOARD MEMBERS PRESENT**

John Nguyen

Michelle Miller

Jennifer Blackburn

Lam Ha

Erica Jordan

Jody Lee

**IN ATTENDANCE**

Stacy Jacob, President and Kim Wilkinson, Community Association Director, representing the managing agent, Leyendecker Management Services (LMS). Also in attendance were Chris Schuller, Griffin Vance, Robin Menuet, and Isla Bonham (owner of 12810 Figaro) and her (3) representatives.

**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 7:25 p.m.

**ADOPTION OF AGENDA**

The Board unanimously approved and adopted the Agenda as presented.

**APPOINTMENT OF BOARD OFFICERS AND DIRECTORS**

Upon a motion duly made by John and seconded by Erica, the Board unanimously approved the following Officer and Director positions:

* John Nguyen - President
* Michelle Miller - Vice President
* Jennifer Blackburn - Secretary
* Lam Ha - Treasurer
* Erica Jordan – Director

Jody Lee had previously offered her resignation to be effective following the Board Meeting.

**APPOINTMENT OF (1) BOARD MEMBER**

Michelle Miller reported Adrian Amjadi offered to serve on the Board of Directors for a 2-year term. Upon a motion duly made by Michelle and seconded by Jennifer, the Board unanimously approved appointing Adrian Amjadi to the Board for a 2-year term. Michelle will inform Adrian.

**APPOINTMENT OF COMMITTEE LIASONS**

Upon a motion duly made by Michelle and seconded by John, the Board unanimously approved the following Committee Liaisons:

* Communications (Quarterly Newsletter and Website) – Adrian Amjadi
* Constable – Erica Jordan
* ARC – Michelle Miller

**MEETING MINUTES**

* Upon a motion duly made by Erica and seconded by John, the Board unanimously approved the 1/29/24 Board Meeting minutes as presented.
* Upon a motion duly made by John and seconded by Erica, the Board unanimously approved the 12/12/23 Board Meeting minutes as presented.

**OPEN DISCUSSION**

* Chris Schuller provided his correct mailing address to LMS. The Board also considered a request made by Chris and will provide a written response following the meeting.

**ADJOURNMENT**

There being no further business to discuss, the Board Meeting adjourned at approximately 7:40 p.m. The next Board Meeting will be held on 3/19/24, at 7:00 p.m., at Memorial Drive United Methodist Church, Room D-205, 12955 Memorial Drive, Houston, TX 77079.