

MEMORIAL BEND CIVIC ASSOCIATION

BOARD MEETING MINUTES

**August 15, 2023; AT MEMORIAL DRIVE UNITED METHODIST CHURCH, ROOM D206,
12955 MEMORIAL DRIVE, HOUSTON, TX 77079**

BOARD MEMBERS PRESENT

Jennifer Blackburn
Lam Ha
Erica Jordan
Jody Lee
Michelle Miller
John Nguyen

BOARD MEMBERS ABSENT

Erika Sorsby

IN ATTENDANCE

Also in attendance were homeowners, Demi Zhai & Rick Ri, Debra & Jim Campbell and Reva Cunningham. A Google Meet video link was provided on the posted agenda. No one linked in at this meeting.

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 7:03 p.m.

ADOPTION OF AGENDA

Jennifer Blackburn motioned to accept the agenda as presented. Erica Jordan seconded the motion. The agenda was approved.

APPROVAL OF 07/11/2023 BOARD MEETING MINUTES

Jennifer Blackburn motioned that the 7/11/2023 minutes be tabled until the 9/12/2023 Board Meeting in order to include recommended revisions. John Nguyen seconded the motion. The motion was approved and the 7/11/2023 minutes were tabled until the 9/12/2023 Board Meeting.

PRESIDENT'S REPORT

John Nguyen mentioned how the terrific heat has affected many lawns and nature in general. Owners are being asked not to waste water. Owners were reminded to drive carefully as students will be going back to school after the summer break. It was noted that the sewer construction project has been completed and there should be some traffic relief. Erica Jordan informed attendees of a billboard near Terry Hershey Park that is perhaps announcing new projects in the area.

Homeowner, Demi Zhai, asked how to address an open section of fence at the end of her street and alongside the beltway. The Board stated that in the past the City of Houston and TX DOT have not taken responsibility for these fences. On occasion, neighbors who share the fence, have addressed these issues together. Demi also asked about leaning utility poles on the

street. Erica Jordan directed Demi to CenterPoint and suggested she mention the safety concern and to get a case number in order to follow up on Centerpoint's response.

TREASURER'S REPORT

Lam Ha reviewed the July 2023 balance sheet with the Board. He noted an area where we are over budget but should recoup fees on liens when the properties sell. The Board asked if interest could be recovered as well. Updating the Association's governing documents could help with recouping these funds.

COMMUNICATIONS UPDATE

Jody Lee reported that the third quarter newsletter is scheduled to be posted near the end of September. She asked about items that should be included in the newsletter such as the SeeClickFix app and reminders about having packages picked up when away on vacation. The first Tuesday in October will be National Night Out. The Board asked if there will be an event at the pool and should the HOA sponsor the event. It was suggested that neighbors be reminded to have their lights on if participating in Halloween festivities and remind everyone of the courteous hours for trick-or-treating.

The project to collect owner information forms captured over 100 updates. MBCA needs more updated addresses in order to make community votes successful in the future. Block captains were suggested. The Board will be looking for volunteers to reach out to neighbors and ask for their updated contact information. Debbie Campbell volunteered to take Traviata West. Jennifer Blackburn agreed to take Traviata East and Figaro. Reva Cunningham will help with the cul-de-sac streets. The Board would like to know the owners who have not provided contact information. Jody will LMS if there is information we can use.

CONSTABLE UPDATE

Erica Jordan informed the Board that Constable Tony will patrol the new shifts until a permanent replacement can start. This will be the beginning of having some evening coverage from the Constables. Erica will speak to TXDOT regarding exposed wires at the light at Boheme.

ARC UPDATE

Michelle Miller reported that ARC did not meet in August. However, there is a new build on Traviata. ARC is expecting them to resubmit plans.

SUPER NEIGHBORHOOD REPORT

Robin Menuet was not present.

COMMITTEE UPDATE TO REVIEW/REVISE ASSOCIATION GOVERNING DOCUMENTS

The Committee reviewed governing documents from neighboring communities. The MBCA attorneys advised that this may not be the best way to proceed. MBCA should begin with what the Association wants to accomplish with the governing documents. The Committee meets on 8/23/2023 and should have a draft that is about 70% complete. The Board was reminded that 51% of the homeowners are required to approve documents in order for them to be adopted. MBCA will need contact information from more homeowners in order to reach the 51%.

OTHER ISSUES

A property owner asked for approval for his construction crew to begin earlier in the day than the MBCA Bylaws permit due to current high temperatures in the afternoon. There was much discussion on this topic. It was decided that, as a courtesy to the MBCA neighbors and to avoid safety issues with extra construction traffic as children go back to school, the homeowner should advise his crew to begin at 8:00 a.m. as per the Bylaws. Jennifer Blackburn will ask Kim with LMS to communicate with the homeowner.

It was noted that no homeowners joined the meeting via Google Meet. The Board will continue to stream the meeting and reassess its value to the neighborhood based on participation.

Erica Jordan brought two quotes for lawn service that were previously submitted by LMS. The quotes were widely varied as were the services. Additional information is required. Erica will ask Bluebonnet to requote including trimming of shrubs and ant treatment. Saba, the former landscaper, will be notified that MBCA will be changing the lawn service company.

The property on Butterfly has been improved by clearing and cutting grass in front.

Lam Ha began a discussion regarding cash held in our account and how we can maximize those funds using a high-interest account, CD or Money Market Account. Lam asked if MBCA is restricted in what can be done with the funds. John Nguyen will ask Griffen to weigh in on the topic. Lam will bring suggestions to the next Board Meeting.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at approximately 8:24 p.m. The next Board Meeting will be held on 09/12/2023, at 7:00 p.m., at Memorial Drive United Methodist Church, Library, 12955 Memorial Drive, Houston, TX 77079.