

# MEMORIAL BEND CIVIC ASSOCIATION

## **BOARD MEETING MINUTES**

**April 11, 2023**

**AT MEMORIAL DRIVE UNITED METHODIST CHURCH, ROOM D206, 12955 MEMORIAL DRIVE,  
HOUSTON, TX 77079**

### **BOARD MEMBERS PRESENT**

John Nguyen  
Erica Jordan  
Erika Sorsby  
Michelle Miller  
Jody Lee

### **BOARD MEMBERS ABSENT**

Jennifer Blackburn  
Ed Teng

### **IN ATTENDANCE**

Also in attendance were homeowners, Robin Menuet and Adam Kambach

### **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 7:10p.m.

### **ADOPTION OF AGENDA**

A motion to adopt the agenda was made E. Sorby. M. Miller seconded the motion and the Board approved the agenda as presented.

### **MEETING MINUTES**

Upon a motion duly made by J. Nguyen, the Board unanimously approved the 3/14/2023 Board Meeting minutes.

### **PRESIDENT'S REPORTS – J Nguyen**

- Discussion of issues related to changing management company from LVR to LMS (Leyendecker Management )
  - Regarding out of state owner C (Sean) Schuler and issues with receiving bills despite LMS sending invoices to both 77024 and 77079 (certified mail) zipcodes
    - We have corrected issues with previous management company listed on website
    - Additionally, an action item to make hyperlinks on our website more noticeable by changing color to blue and underlining was asked of J Lee.
  - Some discussion regarding how to contact owners who are unwilling to include their email or perhaps don't have an email address.
  - A decision was made regarding late fees. If the owner's address is incorrect and the HOA and/or management company are responsible for error, the certified mail fee will be waived. The owner is still responsible for paying any late fees accrued.
  - The HOA is looking for a more "user friendly" way to pay dues. Currently, only check or in person payment is possible. An action item for LMS is to make suggestions on how to facilitate easier payments.
  - We have a new construction at 403 Gretel

- The property at 12814 Hansel was approved for remodel, but now has been torn down to the slab and abandoned. This property does not currently meet our HOA standards due to overgrowth and issues with fencing etc. Our action item is to ask LMS to send a letter regarding the unmet standards, listing what needs to be removed, replaced or rebuilt in order to be in compliance.
- The property at 12910 has sold and the action item for E. Jordan is to contact LMS to see if we have paperwork from the title company. Give homeowner 90 days to get paperwork in order. We should also reach out to get contact information from new owner.

**TREASURER’S REPORTS- E. Teng (not in attendance)**

We will defer the report until May meeting.

**COMMUNICATIONS UPDATE – J Lee**

The first quarter 2023 newsletter was sent out. Updates have been posted to the Facebook page. Most of the items have been updated on our website.

- We would like to get more homeowner emails.
  - LMS shared spreadsheet showing current homeowner emails and where was the source of the information
  - Action items
    - J Lee to ask LMS for updates, clean contact list
    - J Lee will ask LMS to quote for : one page contact information form, outside envelope, stamp and prepaid return envelop.
    - For those that don’t respond, we’ll knock on doors to request information.

**CONSTABLE UPDATE -E Jordan**

E. Jordan reached out LMS regarding break in at construction site. LMS recommended that homeowner get their own security and that the HOA is not responsible to patrol at night. An action item for J. Lee is to add a reminder in the next newsletter regarding personal security.

There were several bad accidents at Boheme and Beltway 8 last week. Construction and reduced visibility may compound the issues with speeding in this area. The city has been made aware of the issue and tried changing the timing of the traffic light at this intersection. This does not seem to have improved the safety of this area.

The constable is working on someone to take our shift. This is expected to take 2-3 months.

There was continued discussion on securing Flock cameras. Brad Mushinski, MaryAnn’s community contact is looking at doing an evaluation for our neighborhood. We will need an estimated 4-5 cameras and B Mushinski has an interest in funding for us. An action item for R Menuet is to follow up with Brad.

**ARC Update – M Miller/R Menuet**

It was a relatively quiet month for ARC and no meeting was necessary. Update on property at 327 Electra, City of Houston denied building a separate condo/townhouse on the property. No homeowner response as of this meeting.

**SUPER NEIGHBORHOOD REPORT – R Menuet**

Rene Ruiz will bring in an inspector to talk to HOA committee about mitigating properties that are abandoned. An action item is to invite R Ruiz and/or an inspector to our next HOA meeting. Also, we should pull addresses of properties that have been on question

Note that the Kendall Library, in Eldridge/Memorial area is now open.

### **STATUS OF COMMITTEE TO REVIEW/REVISE ASSOCIATION GOVERNING DOCUMENTS – J. Nguyen/E Sorsby**

A motion was made by E Sorsby to have a committee comprised of 5 members: 2 board members and 3 non-board members. E Jordan seconded the motion and it passed.

- Owners have expressed an interest in participating on the committee
  - Griffin Vance: attorney, long-time resident, previous board experience and ARC member
  - Ibro Vehabovic: licensed structural & civil engineer
  - Joy LeMoine: CPA, long-time resident, served on non-profit boards
  - Josh Judd: attorney
- E Sorsby proposed accepting committee members in order of time stamp (Vance, Vehabovic, LeMoine) E Jordan seconded the motion and all were in favor.
- Need to establish a timeline for the project
  - The revised governing documents should be finalized by end of September in order to be voted on at the 2024 Annual HOA Meeting
  - An action item for E Sorsby is to email LMS to kick off the committee before the May HOA board meeting.

### **OTHER ISSUES**

We would like to have a community event “MayDay PlayDay” on May 6 from 1:00pm – 3:00 pm. E Sorsby made a motion to approve the \$300+ to sponsor ice cream and a bounce house for the event. J Nguyen seconded the motion and it was approved.

R Menuet is continuing to work on securing a quote and pictures of potential monuments for the entrances to the neighborhood.

R Menuet discussed the difficulty in getting an architect to commit to us. She interviewed Terry Wilson, not an architect, but someone who has worked for contractors for 10 years. An action item for R Menuet is to invite Terry to our May HOA meeting (10 mins). She will discuss her process, what she does and does not do as well as insurance.

### **ADJOURNMENT**

There being no further business to discuss, the Board Meeting adjourned at approximately 8:30 p.m. The next Board Meeting will be held on 5/16/2023, at 7:00 p.m., at Memorial Drive United Methodist Church, Room D-206, 12955 Memorial Drive, Houston, TX 77079.