**MEMORIAL BEND CIVIC ASSOCIATION**

**BOARD MEETING MINUTES**

**MARCH 19, 2024, AT 7:00 PM;**

**AT MEMORIAL DRIVE UNITED METHODIST CHURCH, ROOM D-205, 12955 MEMORIAL DRIVE, HOUSTON, TX 77079**

**BOARD MEMBERS PRESENT**

John Nguyen

Michelle Miller

Jennifer Blackburn

Lam Ha

Erica Jordan

Adrian Amjadi

**IN ATTENDANCE**

Robin Menuet from the ARC committee was present and homeowner, Tom Wilson(wilson555333) attended remotely via the provided Google meet link.

**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**

The Board unanimously approved and adopted the Agenda as presented.

**MEETING MINUTES**

* Upon a motion duly made by Erica and seconded by John, the Board unanimously approved the 02/13/2024 Board Meeting minutes as presented.
* Upon a motion duly made by John and seconded by Michelle, the Board unanimously approved the 02/13/2024 Executive Session Meeting minutes as presented.
* Board members were asked to review the Annual Meeting Minutes. A correction was noted, request change of bank name from Frost to Chase in the Financial Report section regarding the Association’s CD.

**FREQUENCY/DAY/TIME OF BOARD MEETINGS**

The Board discussed the necessity of meeting twelve times per year. It was noted that most homeowner associations in the area meet less frequently. The Board determined that quarterly meeting would likely meet our needs and we can schedule “as needed” meetings for emergency or executive session discussions. In addition, the Board would like to change the meeting day to Wednesday, 7:00 – 8:30pm to make it easier for current Board members to attend in person. We will still offer virtual attendance via Google Meet or similar web-based meeting link.

**PRESIDENT’S REPORT**

John reported that his goal for the Board this year is to communicate with homeowners about the new declaration and to “get the vote out”. The campaign will include communicating via mail, email, QR codes, website and printed hard copies by request. He would like the paper ballot and proxy to be mailed out three weeks prior to block captains visiting door-to-door to collect ballots and to provide extra proxy materials as needed. John will talk to Leyendecker Management Services (LMS) about arranging the various delivery methods for the ballots.

**TREASURER’S REPORT**

Lam reported that the Associations balance has increased due to the collection of dues noting slower than usual in collection. $31K still uncollected. He will ask LMS to send a friendly email reminder regarding paying annual homeowner dues including contact information for LMS if homeowner is unsure of their payment status.

**COMMUNICATIONS UPDATE**

The Board welcomed Adrian Amjadi. He has plans to meet with Jody Lee (former communication liaison) to learn more about our website and system for posting. Adrian will set up a Google Meet account for the MBCA and include multiple administrators.

**CONSTABLE UPDATE**

Erica reported there was a vehicle vandalized and items stolen on Figaro west last Sunday. Otherwise, there hasn’t been much to report this month.

**ARC UPDATE**

Robin reported that the ARC has met five times since our last Board meeting. There has been a lot of growth and new builds in the neighborhood. The ARC is recommending that The Association require new homebuilders to use Terry Wilson’s services to get plans approved, stating the savings of time and difficulty ARC has had to reviewing the many new plans and resubmitted plans. Jennifer noted that asking new neighbors to pay an additional $950 seems excessive especially since we have not asked for other bids for this service. John suggested that if Terry would be willing to accept $750, the same amount as the current application fee, perhaps the Board would forgo the fee and there would be no additional cost to the homeowner. Robin will discuss the proposal with Terry Wilson.

**SUPER NEIGHBORHOOD**

Robin reported that there has been gridlock traffic getting to Rummel Creek Elementary School as construction projects crowd the area and motorists look for alternate routes. Houston Police Department (HPD) will be posted in the area of Georgetown, Memorial Bend and Memorial Plaza, stopping traffic violators in the areas at Boheme and Kimberly streets. Projects should be completed in June or July of 2024.

ASPCA spoke at last Super Neighborhood meeting. Lupe with Flock Safety will be invited to speak at our April Board meeting.

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

Current issues regarding the revised governing documents were addressed in the President’s report.

**DEED RESTRICTION VIOLATIONS**

The Board considered options of additional letter and/or litigation regarding account number 10348, where property owner is storing a vehicle has suspended construction over multiple years has installed pier and beams but has not attempted to complete the home. Improvements have been made to clean the area, cut grass and remove some debris. The Board voted and unanimously decided not to send additional letters and no litigation at this time.

**COLLECTION MATTERS**

The Board decided that LMS should email reminders to homeowners regarding past due association fees in amounts greater than $10.

**OTHER ISSUES**

Justin Comeaux, a concerned homeowner, approached John to discuss the possibility of joining MBC with Memorial Bend neighborhood. If The Association would be willing to add $250 to our current homeowners’ dues the club would become part of and be property of Memorial Bend neighborhood and assume the funds MBC currently holds. This would require a vote by the neighborhood. The Board decided to table this item while we collect additional information. Jennifer will invite Justin to our May Board meeting to make the proposal to the Board.

The owner of the property at 202 Faust Lane, lot 26, met with John and proposed to pay $30K for his landlocked property to be excluded from the neighborhood. (he sold the front portion of his lot, 26A, and the owner has built a home on that portion) The Board discussed concerns of governing documents and legality as well as price and not having input on this property which is a part of the neighborhood and backs up to a new home. The issue was tabled so the Board could collect additional information and consult the Association’s attorney.

**ADJOURMENT**

There being no further business to discuss, the Board Meeting adjourned at approximately 8:55 pm.