**MEMORIAL BEND CIVIC ASSOCIATION**

**BOARD MEETING MINUTES**

**November 14, 2023; AT MEMORIAL DRIVE UNITED METHODIST CHURCH, ROOM D-205,**

 **12955 MEMORIAL DRIVE, HOUSTON, TX 77079**

**BOARD MEMBERS PRESENT** **BOARD MEMBERS ABSENT**

Jennifer Blackburn

Lam Ha

Jody Lee

John Nguyen

**BOARD MEMBERS (attending virtually)**

Erica Jordan

Michelle Miller

**IN ATTENDANCE**

Robin Menuet from ARC was present. A link was provided on the agenda that was posted to the Website and emailed to owners. Owners John Song and Gordon Holmes attended virtually via the 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 7:05 p.m.

**ADOPTION OF AGENDA**

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

**APPOINTMENT OF BOARD OFFICERS**

John Nguyen had previously spoken with Michelle Miller regarding her assuming the position of Vice President. Michelle is willing to fill this role until the next Board election in February 2024. Jennifer Blackburn motioned to appoint Michelle as Vice President. Jody Lee seconded the motion, and it was unanimously approved.

**APPROVAL OF 10/17/2023 BOARD MEETING MINUTES**

Jennifer Blackburn emailed a draft of the October 17, 2023, Board Meeting minutes prior to the meeting. Jennifer requested that the Board postpone their vote to approve the minutes as certain details were still being updated in the minutes and the Board unanimously agreed. The October minutes were tabled and will be voted on in the December 12, 2023 Board Meeting.

**PRESIDENT’S REPORT**

John Nguyen asked the owners to keep safety in mind, particularly over the holidays, and suggested that owners lock their vehicles, secure their homes, and ask constable patrol for a vacation watch if planning to be away for an extended period. John suggested that owners who may travel outside the United States look for travel alerts and consider signing up with the U.S. State Department. John added that during winter, it becomes dark much earlier, so please drive slowly in the neighborhood.

**TREASURER’S REPORT**

Regarding the October 2023 financial reports, Lam Ha reported a $16K increase in cash due to Rustling Oaks and Autumn Oaks neighborhoods’ contributions to the constable patrol. The Association can expect an additional $6.2K from Autumn Oaks in November. The Association’s largest expense in October was $3.6K for a 50% deposit to repair and clean the neighborhood monuments.

**REVIEW/APPROVAL OF THE 2024 OPERATING BUDGET**

Prior to the Board Meeting, LMS submitted a draft of the 2024 Operating Budget for Board discussion and approval. The Budget reflected a 3% increase in annual dues from owners, noting there was a 5% increase in 2023. The Board discussed increasing the 2024 dues by 5%. Robin Menuet asked if there was a cap on dues for seniors over the age of 65. Lam reviewed the rest of the Budget and asked about a $200 expense for a gate located at the Edith Moore Bird Sanctuary. Robin Menuet offered to speak with the sanctuary and ask for clarification regarding the gate and the possibility of sharing the cost. The Reserve Fund was discussed which includes funds needed to pay the Association’s portion of a road bump project completed in the past. Given the current positive cash position, the Board decided to vote on a 3% increase. Jennifer Blackburn motioned to increase the annual dues 3%, or to $444/home, in 2024. Lam Ha seconded the motion, and it was unanimously approved.

John Nguyen motioned to accept the 2024 Operating Budget as presented. Jennifer Blackburn seconded the motion, and it was unanimously approved.

**COMMUNICATIONS UPDATE**

Jody Lee reported that the Association’s Annual Owners Meeting will be on February 13, 2024. The fourth-quarter newsletter should be distributed near the end of December and will include topics such as winter freeze tips, a reminder about the vacation constable watch, Memorial Bend’s Women’s Club Holiday party, etc. Erica Jordan mentioned that Christmas lights going up and Yard of the Month will also be included in the newsletter.

The Board discussed the neighborhood directory project. Jody Lee offered to ask LMS for a list of addresses for which we have no emails. The Association is required to ask for owners’ consent to include their email addresses that have been submitted. Erica Jordan will develop a block captain list for when they are ready to go door-to-door. John Nguyen suggested that the focus should be on getting the new deed restrictions approved and postponing the directory project until 2024. The Board will ask when LMS is mailing the owners’ letter about the Annual Meeting and emphasize that owners need to vote on the new deed restrictions. The Board will ask LMS when the letter and proxy will be mailed for the Annual Meeting.

Jody Lee announced that she will be resigning her position on the Board and will continue to serve through the Annual Meeting on February 13, 2024. The Board will need to appoint a Director to serve as communications liaison.

**CONSTABLE UPDATE**

Erica Jordan reported that the new constable night shift is in effect. There has been theft at construction sites in the neighborhood. Builders should provide their own security and builders with “eyeball” cameras seem to have fewer problems with theft. Erica suggested that ARC may consider mentioning these issues to new home builders. The constable will do vacation watches, but they do not do “special watches” where they stay near a single property. Their coverage area is too large to provide that service.

The neighborhood monuments are cleaned and repaired, and several Board members noted how good they look. Erica was thanked for overseeing the project.

**ARC UPDATE**

Robin Menuet, ARC Chairperson, reported there are three new builds on Figaro, Traviata and Electra. ARC will meet on November 29 to review a few minor projects, a pool plan with permeability issues, a gravel bump-out and a driveway bump-out for another property. The ARC’s current fees are $750 for a new build, $650 for a major renovation, $250 for a pool plan and a refundable 1% deposit on a new build. The deposit may be refunded when the building can be occupied.

**SUPER NEIGHBORHOOD REPORT**

Robin Menuet reported that several politicians came to speak at the last meeting. Next month the focus will be on the homeless in the area. HPD is scheduled to address the group. Robin indicated an interest in talking about Terry Hershey Park and how to get a constable to patrol the park.

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

John Nguyen and Griffin Vance have reviewed and highlighted their proposed revisions to the governing documents. John asked the Board to read the new document and comment before the end of November. John would like to send the document to the Association’s attorney, Noelle Hicks, on December 1.

**DEED RESTRICTION VIOLATIONS**

The Board considered account number 10334 where the owner has taken care of the lawn related issues but is still in violation due to a cracked driveway, fence missing boards and boards in garage area. Erica Jordan motioned that the account be sent to the Association’s attorneys to seek compliance. John Nguyen seconded the motion, and it was unanimously approved.

The Board also considered account number 10348 where the owner has not addressed the storage of a wrecked vehicle on the property, the poor condition of the construction fence, broken wooden fence, various lawn maintenance issues, trash and debris needing to be removed, an expired building permit, and construction that has not begun. Erica Jordan motioned to send the account to the Association’s attorneys to seek compliance. Jody Lee seconded the motion, and it was unanimously approved.

**COLLECTION MATTERS**

There were no collection matters to discuss at this time.

**OTHER ISSUES**

Robin Menuet offered to invite Lupe Wood, the Community Safety Representative from Flock Safety, to speak at the December 12, 2023 Board meeting. John Nguyen indicated that she may have 15 minutes to address the Board and answer questions regarding pricing and benefits of Flock cameras.

John Nguyen has noted that the Google Virtual Meeting link has been helpful when Board members were unable to attend meetings in person and when owners would like to join the meetings. Due to the current level of usage, the Association plans to continue offering the virtual meeting link for 2024 and will set up a Google account for Board Meetings.

There being no further business to discuss, the Board Meeting adjourned at 8:40 pm.