

MEMORIAL BEND CIVIC ASSOCIATION

BOARD MEETING MINUTES

**FEBRUARY 21, 2023; IMMEDIATELY FOLLOWING THE ANNUAL OWNERS MEETING;
AT MEMORIAL DRIVE UNITED METHODIST CHURCH, WESTLEY HALL, 12955 MEMORIAL DRIVE,
HOUSTON, TX 77079**

BOARD MEMBERS PRESENT

Erika Sorsby
Erica Jordan

BOARD MEMBER ABSENT

Ed Tseng

IN ATTENDANCE

Stacy Jacob, President and Kim Wilkinson, Community Association Director, representing the managing agent, Leyendecker Management Services (LMS). Also in attendance were John Nguyen, Jody Lee and Michelle Miller. Jennifer Blackburn was absent.

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 7:09 p.m.

ADOPTION OF AGENDA

The Board unanimously approved and adopted the Agenda as presented.

APPOINTMENT OF (3) BOARD DIRECTORS

- Upon a motion duly made by Erika and seconded by Erica, the Board unanimously approved appointing the following Directors to the Association Board effective immediately: Jennifer Blackburn, Jody Lee and Michelle Miller. Each will serve a 2-year term.
- Upon a motion duly made by Michelle and seconded by Erika, the Board unanimously approved appointing John Nguyen to complete Van Durboraw's remaining term of (1) year effective immediately. Van resigned from the Board effective 1/28/23.

APPOINTMENT OF BOARD OFFICERS AND DIRECTORS

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

- John Nguyen - President
- Erika Sorsby – Vice President
- Jennifer Blackburn - Secretary
- Ed Tseng - Treasurer
- Erica Jordan – Director
- Michelle Miller – Director
- Jody Lee - Director

APPOINTMENT OF COMMITTEE LIASONS

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

- Communications (Quarterly Newsletter and Website) – Jody Lee
- Constable – Erica Jordan
- ARC – Michelle Miller

MEETING MINUTES

Upon a motion duly made by Michelle and seconded by Jody, the Board unanimously approved the 1/17/23 Board Meeting minutes and Executive Session minutes as presented.

FINANCIAL REPORTS

LMS prepared the January 2023 financial reports and emailed to the Board prior to the meeting. Upon a motion duly made by Erica and seconded by Erika, the Board unanimously approved the January 2023 financial reports as presented.

OPEN DISCUSSION

- Erica issued vehicle stickers to those who requested them.
- It was reported that the agreement with the Constable Patrol Service renews in October 2023. Upon a motion duly made by John and seconded by Michelle, the Board unanimously approved implementing the shift change to 10:00 p.m. – 6:00 a.m. Erica reported it takes approximately (2) months to implement shift changes such as hiring a night Constable, etc.

ADJOURNMENT

There being no further business to discuss, the Board Meeting adjourned at approximately 7:47 p.m. The next Board Meeting will be held on 3/14/23, at 7:00 p.m., at Memorial Drive United Methodist Church, Room D-206, 12955 Memorial Drive, Houston, TX 77079.