

MEMORIAL BEND CIVIC ASSOCIATION

BOARD MEETING MINUTES

March 14, 2023

**AT MEMORIAL DRIVE UNITED METHODIST CHURCH, WESTLEY HALL, 12955 MEMORIAL DRIVE,
HOUSTON, TX 77079**

BOARD MEMBERS PRESENT

John Nguyen
Jennifer Blackburn
Michelle Miller
Jody Lee

BOARD MEMBERS ABSENT

Erika Sorsby
Ed Tseng
Erica Jordan

IN ATTENDANCE

Also in attendance was Robin Menuet

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 7:06p.m.

ADOPTION OF AGENDA

The Board unanimously approved and adopted the agenda as presented.

WELCOME NEW BOARD MEMBERS – J Nguyen

John welcomed new board members and discussed clarification of roles

MEETING MINUTES – J Blackburn

Upon a motion duly made by Michelle and seconded by Jody, the Board unanimously approved the 2/21/2023 Board Meeting minutes.

PRESIDENT’S REPORTS – J Nguyen

- Brief discussion of board member roles and perhaps including these roles in the governing documents when updated
- Discussion on setting meeting dates consistently on second Tuesday of the month. Perhaps to begin on calendar year 2024 since 2023 already posted
- Discussed the professional audit for the MB Civic HOA’s financial report as suggested by the management company, Leyendecker Management Services (LMS)
 - Ask Ed to confirm cost
 - Upon a duly motion made by John to move forward with audit, Michelle seconded the motion, and it was approved
- Discussion on the \$40,000 funds that are remaining from the speed bump project
 - Limitations on use of funds
 - Possible use for other projects

TREASURER’S REPORTS- discussion

- Confirmed we move forward with professional audit of HOA’s financial report

- What options are there for use of building deposit funds, which remain in savings
- Fine schedule for new builds
 - Is this enforceable?
 - Research and further discussion

COMMUNICATIONS UPDATE – J Lee

- Newsletter expected to come out early April
- Discussion how can we better communicate.
 - Email
 - Distribution list
 - Website
 - Perhaps have an event or Gift Card drawing to encourage neighbors to provide their emails
- Items to consider for June newsletter
 - Constable watch during vacations
 - Watch for children on neighborhood streets
 - Reminder to address ant beds
 - Super neighborhood updates

CONSTABLE UPDATE -E Jordan

- Harris County Constable Pct 5 Beat Activity Report for February 2023 sent to the board members prior to the meeting

ARC Update – R Menuet

- ARC reviewing property at 339 Electra encroach setback against construction fence
- ARC reviewing property at 327 Electra
 - Not allowable to have separate home on the property

SUPER NEIGHBORHOOD REPORT – R Menuet

- Discussion of Flock Safety camera system
 - Robin to discuss with Councilwoman Huffman – no cost, subsidized, assessment of neighborhood
 - Cost and number of cameras needed to be effective.

BOHEME BRIDGE TRAFFIC ISSUES – E Jordan

- Notes prior to meeting indicate that there is nothing new to report

2023 Projects/Events – J Nguyen

- John proposed that a committee is formed to address the monuments at the entrances to the neighborhood. J Blackburn seconded the motion, and it was approved
 - Robin Menuet agreed to lead the committee
 - The monument committee will reassess the areas, propose improvements, get permissions, etc.
 - It was also suggested to consider lighting.
- After discussion on the current state of the HOA’s governing documents, John proposed that we form a committee tasked with updating and revising these documents. Jennifer seconded the motion and was approved. It was suggested that Erika S and Griffin V would be interested in participating in the governing document revisions.

ADJOURNMENT

There being no further business to discuss, the Board Meeting adjourned at approximately 8:24 p.m. The next Board Meeting will be held on 4/11/2023, at 7:00 p.m., at Memorial Drive United Methodist Church, Room D-206, 12955 Memorial Drive, Houston, TX 77079.