**MEMORIAL BEND CIVIC ASSOCIATION**

**BOARD MEETING MINUTES**

**April 16, 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

**BOARD MEMBERS ABSENT**

Adrian Amjadi

**IN ATTENDANCE**

Homeowner, Vince Rapp was in attendance as was Robin Menuet representing the Architectural Review Committee (ARC) and Super Neighborhood. Lupe, with Flock Security, 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 7:07 p.m.

**ADOPTION OF AGENDA**

The Board unanimously approved and adopted the agenda as presented.

**APPROVAL OF 3/19/2024 BOARD MEETING MINUTES**

The Board noted clarifications were needed in certain sections of the March 2024 meeting minutes. The item was tabled for corrections and will be addressed at the following Board Meeting.

**FREQUNECY/DAY/TIME OF BOARD MEETING**

The Board discussed the necessity of monthly meetings. Having quarterly Board Meetings at this time would meet the needs of the neighborhood and is in line with HOA practices in our area. John Nguyen motioned that the MBCA Board meet quarterly going forward. Lam Ha seconded the motion, and it was unanimously adopted. The Board agreed on Wednesdays from 7:00 p m - 8:30 p m and Leyendeker Management Services (LMS) will be asked to secure a meeting space.

**PRESIDENT’S REPORT**

John spoke about the current neighborhood traffic and how road projects in the area are affecting Memorial Bend.

**DISCUSSION REGARDING FINE POLICY**

The Board discussed adding a fine policy to help address properties that are not compliant with neighborhood guidelines. This would provide a tool for compliance prior to asking the Association’s attorney to intervene. Michelle Miller motioned to add a fine policy. Erica Jordan seconded the motion, and it was unanimously approved. Robin Menuet and Griffin Vance from the association’s Architectural Review Committee (ARC) will be asked to research fine policies in our area and to provide the Board with a draft at the next meeting.

**TREASURER’S REPORT**

Lam Ha reviewed the financial statements with The Board. He indicated that we would need to add a line item for Terry Wilson. She agreed to the lower fee to $750. The Association will be transferring application fees from new home builds to her, as she will help home builders get their plans approved through ARC. Lam made the motion to add this line item. Erica seconded the motion and The Board approved.

**COMMUNICATIONS UPDATE**

Adrian will need content for the next newsletter. It should be out by the end of April. The new quarterly Board Meeting dates should be added to the neighborhood’s website, June 19, September 18, December 18, 2024.

**CONSTABLE UPDATE**

Erica Jordan informed The Board that we can expect an increase in the constable’s fees next year. Otherwise, no major incidents this month. The Constable encouraged us not to park on the street.

**ARC UPDATE**

ARC has recently approved plans for four new homes. Other items reported:

* Property on Isolde with garage issue
* Cease and desist on unapproved renovation on Memorial
* Requested independent survey for property on Figaro

**SUPER NEIGHBORHOOD**

No report on Super Neighborhood. Robin introduced Lupe with Flock Security and she discussed details of the license plate reading system. A pilot program for the neighborhood could include three cameras at $2500 per camera and $650 per camera to install. Houston Police Department (HPD) is supportive of this system which might prevent crime and help to solve cases by collecting objective evidence. Over 800 Flock cameras are currently in use in the Houston area. The system can allow The Association to direct information to Constable. Installation is approximately 6-8 weeks after a contract is signed. Permitting through City of Houston is necessary. Erica will ask if neighboring communities are interested in sharing this service to defray costs.

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

John reported that the attorney is finalizing the draft. The Board needs to organize a campaign to inform and encourage homeowners to vote when the document is finalized. Adrian and Michele will work on a QR code for the document and for ballots.

**COLLECTION MATTERS**

* Butterfly (westside)property, Erica will ask LMS to send a letter asking homeowner to store garbage cans behind house line as indicated in neighborhood guidelines
* Mignon property, home abandoned and door ajar. Refer issue to City of Houston.

**OPEN DISCUSSION**

John was approached by the owner of 202 Faust Lane (Lot 26) with a request to be released from the neighborhood as the lot is no longer accessible from Faust Lane. Mr. Parks offered compensation, $30K. Attorney advised The Board not to release the property from the neighborhood.

**ADJOURNMENT**

There being no further business to discuss, the Board Meeting adjourned at approximately 8:44 p.m. The next Board Meeting will be held on 6/19/24, at 7:00 p.m., at Memorial Drive United Methodist Church, Room D-205, 12955 Memorial Drive, Houston, TX 77079.