

MEMORIAL BEND CIVIC ASSOCIATION

BOARD MEETING MINUTES

**July 11, 2023; AT MEMORIAL DRIVE UNITED METHODIST CHURCH, ROOM D206,
12955 MEMORIAL DRIVE, HOUSTON, TX 77079**

BOARD MEMBERS PRESENT

Jennifer Blackburn
Erica Jordan
Michelle Miller
John Nguyen
Erika Sorsby

BOARD MEMBERS ABSENT

Ed Tseng
Jody Lee

IN ATTENDANCE

Also in attendance were Robin Menuet from the ARC committee and resident Lam Ha.

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

John Nguyen motioned to accept the agenda as presented. Jennifer Blackburn seconded the motion. The agenda was unanimously approved.

APPROVAL OF 06/13/2023 BOARD MEETING MINUTES

Jennifer Blackburn motioned to approve the June 13, 2023 Board Meeting minutes as presented. John Nguyen seconded the motion. The Board unanimously approved the June 13, 2023 Board Meeting minutes as presented.

PRESIDENT'S REPORT

- The 4th of July celebration was fun but cut short by rain. MB Club is considering hosting a Back-to-School event per Erika Sorsby.
- John Nguyen reported he spoke to Ed Tseng, Board Treasurer, prior to the Board Meeting regarding his absences and the bylaws requirement. Ed requested to resign from the MBCA Board as Director and Treasurer as his work-related travel interferes with attending Board meetings as currently scheduled. Robin Menuet checked with a resident who mentioned interest in a Board seat, but her husband currently serves on the ARC. Therefore, she is not able to serve per the Bylaws. The Board discussed appointing an owner to serve as a Board Director and Treasurer for the remainder of Ed's current term, which ends in January 2024. Lam Ha, who was present at the Board Meeting, indicated interest and asked about the responsibilities. John reported that the Treasurer would need to attend meetings, have some knowledge of financial statements and would have the support of our management company, LMS. LMS prepares monthly financial reports that the Treasurer would review and present at Board Meetings. Lam told the Board that he would like to serve on the Board as Treasurer, and that he is a

CPA and feels comfortable reviewing financial statements. Erika Sorsby motioned that the Board appoint Lam Ha to the Board of Directors as Treasurer to complete Ed Tseng's term. Jennifer Blackburn seconded the motion. The Board unanimously approved appointing Lam Ha to the Board of Directors as Treasurer.

- The recent automobile accident on Beltway 8 and Mignon was discussed. It left skid marks and other damage.

TREASURER'S REPORT

LMS emailed the June 2023 financial reports to the Board prior to the meeting. The Board discussed the probability of additional attorney fees as the Association pursues owners who are not in compliance with the MBCA governing documents. The Association should recover fees as owners settle their issues.

COMMUNICATIONS UPDATE

- It was reported that the Q2 newsletter was posted.
- Robin Menuet suggested posting "See Click Fix.org" City of Houston app to the MBCA Website to report needed repairs (311 Website). Jody Lee will post on the MBCA Website and in the next newsletter.
- Jennifer Blackburn will send approved 6/13/2023 Board Meeting minutes to Jody Lee and Stacy Jacob (LMS).

CONSTABLE UPDATE

- New Constable and new hours begin the weekend of July 15. Erika Sorsby suggested the Board send a thank you/congratulations gift to the former Constable for his service and in celebration of his new baby. A \$100 gift card was a suggested gift. John Nguyen motioned to send a \$100 gift card. Jennifer Blackburn seconded the motion. The Board unanimously approved the motion.
- Erika Sorsby mentioned the neighborhood Boy Scout troop is not interested in the curb painting project at this time.
- Erica Jordan provided an update on the project to refurbish the neighborhood monument signs. She did a walk-through with a contractor, Stonewood, who quoted \$5,887 to power wash, clean and seal 4 monument signs. Jennifer Blackburn motioned to accept Stonewood's proposal of \$5,887 to clean and refurbish the 4 monument signs. Erika Sorsby seconded the motion. The Board unanimously approved the motion as presented. Erika Jordan suggested the work begin after school starts and the temperatures cool. The Board unanimously agreed to revisit the monument project, specifically the monuments at the pool and on the west side, where an owner may start a construction project in 2024. This allows the Association to avoid conflicts with construction and to assess the quality of Stonewood's work. Erika Sorsby recalled there was an insurance claim and payment to repair the monument signs following Hurricane Harvey and that perhaps those funds could be used to refurbish the monument signs. Erika Sorsby will research further.

ARC UPDATE

Robin Menuet reported that building in the neighborhood has slowed. The ARC has a meeting scheduled for July 12, 2023 and is pleased to have a resource in ACC Partners. ARC is planning a walk-through of property on Memorial with ACC Partners to develop a working relationship. There are 2 potential purchases in the neighborhood.

SUPER NEIGHBORHOOD REPORT

- Robin Menuet suggested visiting the Super Neighborhood site for the progress made this year.
- Officer Whitaker indicated a continued rise in auto theft.
- Lupe Wood would be the point person representing Flock Cameras. It would cost the Association \$2,500/year per camera. It was suggested MBCA install cameras at Boheme and at Butterfly.
- Echo Orchestera is looking for a performance space in Super Neighborhood area.

COMMITTEE UPDATE TO REVIEW/REVISE ASSOCIATION GOVERNING DOCUMENTS

The Committee met on July 10, 2023 for about 40 minutes. The Committee would like to meet with attorneys at RMWBH, specifically Noelle Hicks, to make sure they are heading in the right direction. The Committee has questions concerning any time limits, goals for the document, making sure the documents include updated information, etc. Erika Sorsby will schedule the meeting with Noelle.

OTHER ISSUES

- The drainage issue was fixed regarding the property on Isolde.
- Regarding the property on Butterfly, the City of Houston red tagged the landscaping, and several other issues that have not been addressed including the driveway, trash and paint. Owners should receive another letter from attorneys.

ADJOURNMENT

There being no further business to discuss, the Board Meeting adjourned at approximately 8:28 p.m. The next Board Meeting will be held on 08/15/2023, at 7:00 p.m., at Memorial Drive United Methodist Church, Room D-206, 12955 Memorial Drive, Houston, TX 77079.