**MEMORIAL BEND CIVIC ASSOCIATION**

**BOARD MEETING MINUTES**

**October 17, 2023; AT MEMORIAL DRIVE UNITED METHODIST CHURCH, LIBRARY,**

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

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

Lam Ha

Erica Jordan

Jody Lee

John Nguyen

**BOARD MEMBERS (attending virtually)**

Michelle Miller

Jennifer Blackburn

**IN ATTENDANCE**

Robin Menuet from the ARC committee was also present. A link was provided on the posted meeting agenda and homeowners Rick Prieto, Tom Wilson and Bao Minh Vinh 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 7:01 p.m.

**ADOPTION OF AGENDA**

Jody Lee motioned to accept the agenda as presented. Erica Jordan seconded the motion. The agenda was approved.

**RESIGNATION OF ERIKA SORSBY EFFECTIVE 09/11/2023**

Board member Erika Sorsby resigned effective September 11, 2023. LMS advised that the Board will need to appoint a Vice President to serve for the remaining (3) months of her term due to end February 2024.

**APPOINTMENT OF BOARD OFFICERS**

 The appointment of officers was tabled until the next meeting.

**APPROVAL OF 09/12/2023 BOARD MEETING MINUTES**

Jennifer Blackburn emailed the minutes from the September 12, 2023 Board Meeting prior to the October 17, 2023 Board Meeting. After review, John Nguyen motioned to approve the September 12, 2023 Board Meeting minutes as presented. Erica Jordan seconded the motion. The motion was unanimously approved.

**PRESIDENT’S REPORT**

John Nguyen reminded those enjoying the outdoors to be mindful of the days getting darker earlier. Owners should also use caution around the Beltway 8 feeder as construction is due to continue through February 2024. There has been a noticeable increase in traffic moving through the neighborhood due to this project.

**TREASURER’S REPORT**

Lam Ha reviewed the September 2023 financial reports. Lam reported a decrease in cash of approximately $6K due to an increase in expenses in September. The Association did receive $5K and $4K in construction deposits. The Association’s expenses for the month were about $580 over budget primarily due to the price increase for the constable patrol. The Association received a check from (2) neighborhoods that are sharing the patrol expenses with the Association and this should offset the cost next month. The Association is also over budget about $640 on legal fees due to the attorney sending compliance letters. In addition, the Association incurred administrative expenses as Erica Jordan (Board Director) was reimbursed for gift card incentives used during the contact information campaign. The Association collected about $400 in owner delinquencies this month.

**COMMUNICATIONS UPDATE**

Jody Lee reported that she was able to get the consent language approved by the attorney for the contact information form the Association will use for the Memorial Bend Directory. Jody will remove the vehicle requirement information from the form as discussed. Erica Jordan has confirmed block captains for the neighborhood. They will go door-to-door to gather contact information and consent to include owners’ information in the print and digital directories. If the Association receives 2/3 of owners’ information (273 of 364 homes), the Association will move forward with printing and posting the directory. Jody will get a quote from a graphic designer. John Nguyen will lead the campaign for sponsorships for the directory. The Association will need to determine ad types and costs. The goal is to print no later than the 2024 Annual Meeting in February.

**CONSTABLE UPDATE**

Erica Jordan updated us on the new patrol officer. Patrol times are from 10:00 pm – 6:00 am while keeping the same off days as with prior constable. The Association’s partner neighborhood, Rustling Oaks, paid their agreed portion of the constable’s fee in full. Autumn Oaks paid 50% of their agreed portion and will pay the remaining 50% at a later time.

In October, there have been reports of Halloween decorations stolen. Homeowner, Rick Prieto, reported that his property has been broken into twice. He has requested “special watches” and filed police reports, but the constable has not returned his calls. Neighbors called the constable when they observed a stranger entering the property. The constable said they would come to the property, but they did not arrive. Erica Jordan reminded the participants there is no coverage after 5:30 am and that the constable will not remain to watch over a single property. If there is an issue outside of constable hours, owners should still call, but the service will have to pull an officer from another patrol to respond. If the Association didn’t have the contract with the constables, owners would have to call the Houston Police Department. Erica will ask the captain about “special watches.” She will also ask if it’s possible to shift our patrol hours to 11:00 pm – 7:00 am.

National Night Out was rained out in Memorial Bend this year. There were also many scheduling conflicts for families. The Board will consider another social event on another day in hopes of having greater participation.

Cleaning and repair of the neighborhood monuments are scheduled for November 1 and 2. This has been communicated with owners who are allowing us to use their water and power for the project. The Board has approved $75 gift cards as a “thank you” to the (4) neighbors for their cooperation.

Erica also provided an update on the storage room. She has found floor plans that Griffin Vance has advised us to keep. Griffin indicated that because some homes have safe rooms, the Association is required to keep the plans. These documents must be kept for (7) years. The Board agreed to keep the storage unit until the end of the 2023 year. The Board will need to decide how to manage those records currently kept in the storage room. A suggestion was made to have the files scanned and keep a digital file. The Board will need to investigate the time and expense involved with digital storage. In storage, Erica also found documentation that confirmed the Association received $3700 from an insurance claim regarding damage to the monument on Faust following Hurricane Harvey. It’s unclear where the $3700 is currently, but it was noted that it was likely used when the constable was hired.

Nicole Hobson sent an email from city Councilman Greg Travis to TXDOT as approval of the payment agreement for dividing the cost of speed bumps as follows: 1/3 City and 2/3 Memorial Bend Civic Association. There was confusion on the City’s part about who to bill. The Association will maintain $43,000 for the community’s part of the project.

The vacant lot behind 202 Faust contains evidence of a squatter. The owner sold half of the property to Ascension. Erica sent pictures to the owner and updated him on the present condition and issues with upkeep, bamboo etc. If the owner is unable or unwilling to address the issues, Erica will call the City of Houston. Erica is currently waiting on a response from HPD and expects a response within the week.

As owners go door-to-door collecting owner information for the directory, owners should be encouraged to have their curb painted with their house number. It costs approximately $30.

**ARC UPDATE**

Robin Menuet reported (2) homeowners with new builds will be coming before ARC on Wednesday, October 18, 2023. Both have used Terry Lee Wilson’s services to prepare their plans for approval. There is an empty lot on Figaro requesting a variance regarding a “bump out” on the Beltway 8 feeder and issues with distance from sidewalk to property line. ARC will assist owner.

**SUPER NEIGHBORHOOD REPORT**

Robin Menuet reported a great meeting last month. A District Representative from our state congress came to help delegates understand all propositions on the ballot. Robin brought a copy of those meeting minutes. Texas Realtors spoke about which amendments will be helpful to homeowners. Next month, Mary Nan Huffman will be the guest speaker and plans to discuss what she would like to accomplish for the area if re-elected. The agenda and minutes can be found at [www.memorialsn.org](http://www.memorialsn.org). November will be the last meeting for 2023 and will focus on the homeless.

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

John Nguyen has started the review with Griffin Vance. They have sent the draft, deed and list of gaps to the attorney, Noelle. She is reviewing and will give her first draft by the end of November.

**OTHER ISSUES**

John Nguyen motioned that the 2024 Annual Meeting be moved to February to allow additional time to communicate changes regarding the governing documents. Jennifer Blackburn seconded the motion, and it was unanimously approved. John will ask LMS to propose a few dates in February for the Annual Meeting (not during the Houston Livestock Show and Rodeo). He will also ask LMS to secure a meeting place for 2024.

Bluebonnet is confirmed as the new landscaper for the neighborhood.

As there was no further public business to be discussed, the Board Meeting adjourned at 8:01 pm.