**MEMORIAL BEND CIVIC ASSOCIATION**

**BOARD MEETING MINUTES**

**January 29, 2024; AT MEMORIAL DRIVE UNITED METHODIST CHURCH, ROOM D-205,**

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

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

Jennifer Blackburn Lam Ha

Erica Jordan

Jody Lee

Michelle Miller

John Nguyen

**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 7:04 p.m. A link to attend virtually had been provided on the agenda, posted on the Association’s Website and emailed. No owners attended via the link.

**ADOPTION OF AGENDA**

Two items were added to the ARC Update section of the agenda. Erica Jordan motioned to accept the agenda as posted with the additional ARC items. John Nguyen seconded the motion, and the agenda was unanimously approved.

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

Prior to the meeting, Jennifer Blackburn emailed a draft of the minutes for the December 12, 2023 Board Meeting. Jennifer motioned to approve the Board Meeting Minutes as presented. John Nguyen seconded the motion the minutes were unanimously approved.

**PRESIDENT’S REPORT**

John Nguyen reported that the Annual Meeting is scheduled for February 13, 2024, at 6:30 p.m. Homeowners may begin signing in at 6:00 pm. Amendments to the Association’s Declaration are still in draft form and will not be ready for a Member vote in the Annual Meeting. The Board will need to clarify “small projects” relating to the Declaration and work on talking points for sharing the Declaration with the Members. John will work with Griffin Vance on these talking points and other communications to be emailed, posted on Facebook, distributed through neighborhood groups such as the Women’s Club and through MBCA Block Captains.

**TREASURER’S REPORT**

Lam Ha was absent. Michelle Miller reported that John Nguyen, Lam Ha, Stacy Leyendecker Jacob and she opened a 9-month $100,000 Certificate of Deposit at Chase Bank on 1/12/24 that will earn 5% interest.

**COMMUNICATIONS UPDATE**

Jody Lee reported that the Association’s Website has been updated and includes information regarding the Annual Meeting in February. Jody reminded the Board that, effective 2/13/24, she is resigning from the Board and will no longer serve as a Director and Communications Liaison. Jody will transfer logins for the Association’s website to the next Communications Liaison.

**CONSTABLE UPDATE**

Th Board briefly discussed assigning Block Captains to encourage support of the amended Declaration and to gather updated contact information from homeowners. Erica Jordan reported a few incidents in which the Constable was called in February. She will add the attempted break-in at the Mihok residence to the Constable report. Erica reported the Precinct’s 26% increase in Constable fees has been tabled and is unlikely to take effect in 2024. John Nguyen mentioned there is a sign down and debris remaining at Beltway 8 and Faust. Erica will call TXDOT to attend to the matter.

**ARC UPDATE**

No update from Robin Meunet, ARC. Griffin Vance, ARC member, called John Nguyen and asked for a few minutes to discuss urgent issues regarding account #10367 and account #10475. The Board called Griffin and he supplied details regarding issues with construction on these (2) properties and asked the Board to consider whether cease and desist letters are appropriate at this time. In an Executive Session that followed, the Board discussed and voted unanimously to send cease and desist letters to (2) owners.

**SUPER NEIGHBORHOOD REPORT**

Robin Meunet was absent. No report given.

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

John Nguyen suggested that the status of the amendments to the Declaration should be discussed at the Annual Meeting and issues should be highlighted that have recently occurred. The Board will remind homeowners that updated governing documents can potentially help maintain property values. John will speak with Griffin Vance regarding talking points for a video and other communications.

**DEED RESTRICTION VIOLATIONS**

There were no deed restriction issues for consideration at this meeting.

**COLLECTION MATTERS**

There were no collection matters for consideration at this meeting.

**OTHER ISSUES**

The Board is awaiting specific information regarding the cost of Flock cameras. It was suggested that crime prevention be discussed at the Annual Meeting, ask homeowners if they are interested in Flock cameras and if there are other companies that provide services and equipment similar to Flock cameras. Leyendecker Management Services will also attend the Annual Meeting and help facilitate.

There being no further business to discuss, the Board Meeting adjourned at 8:35 pm.