

MEMORIAL BEND CIVIC ASSOCIATION

BOARD MEETING MINUTES

**September 18, 2024; AT MEMORIAL DRIVE UNITED METHODIST CHURCH, ROOM D-205,
12955 MEMORIAL DRIVE, HOUSTON, TX 77079**

BOARD MEMBERS PRESENT

Adrian Amjadi
Jennifer Blackburn
Lam Ha
Erica Jordan
Michelle Miller (attended remotely)
John Nguyen

BOARD MEMBERS ABSENT

IN ATTENDANCE

Homeowners Tom and LillieBeth Wilson were present.

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 7:05p.m.

ADOPTION OF AGENDA

Jennifer Blackburn motioned to adopt the agenda as presented. Adrian Amjadi seconded the motion, and the agenda was unanimously adopted.

APPROVAL OF 07/31/2024 BOARD MEETING MINUTES

Prior to the meeting, Jennifer Blackburn emailed Board Members the minutes of the July 2024 Board Meeting. Erica Jordan motioned to accept the minutes as presented. John Nguyen seconded the motion and the July 31, 2024, Board meeting minutes were approved.

PRESIDENT'S REPORT

John Nguyen mentioned the upcoming National Night out will be October 1. Pizza, ice cream and other goodies will be provided at the Memorial Bend Club pool. Erica will bring material to collect emails and other contact information from our neighbors. There has been lots of progress on the Boheme construction project. We can see the second and third section of the Verdi project will begin soon. Please look out for your neighbors while celebrating this holiday season.

DISCUSSION REGARDING FINE POLICY

John Nguyen will ask Stacy at Leyendecker (LMS) for language to introduce the fine policy to the neighborhood as well as an email blast. We will include a follow up in the neighborhood newsletter. There will be a grace period to correct variance and then \$100 per day until corrected. John motioned to accept the fine policy as presented. Erica seconded the motion and the motion passed.

TREASURER'S REPORT

Lam Ha reviewed the Balance sheet, income statement and Budget with the Board. There is currently approximately \$22,900 in unpaid fees with the association's attorney.

2025 OPERATING BUDGET

Lam discussed the 2025 operating budget including a 5% increase in HOA dues. Also discussed, Constable fees, Flock Cameras and contributions from Autumn Oaks and Rustling Oaks for shared services of the Constable. Jennifer motioned to approve the 2025 Operating Budget as presented. Erica seconded the motion and it was unanimously approved.

John will ask Leyendecker to get details for the \$3000 of legal fees and ask if it's normal to bill for legal fees quarterly.

COMMUNICATIONS UPDATE

Adrian Amjadi reported on the latest newsletter. Michelle offered to help collect emails from our neighbors attending MB Women's Club happy hour. Marie Dupre is sponsoring National Night Out.

Erica reported that the Public Storage unit is now closed and that the file boxes contained there will be transferred to John Nguyen. Future Board Presidents will "inherit" the files with the office.

Erica will call Leyendecker after Halloween and ask our pest control company to go back to spraying once per week, our winter plan for mosquitos.

CONSTABLE UPDATE

Erica reported that recently a stolen vehicle was picked up on Bunker Hill Flock camera. It was recovered after being stripped. Reminder, please lock your doors.

ARC UPDATE

John reported that Griffin proposed paying Terry Wilson \$750 to help neighbors get plans for new construction approved. Leyendecker (LMS) would be paid \$50 per application.

SUPER NEIGHBORHOOD

No one was present to report on Super Neighborhood this meeting. Erica will ask Robin Menuet if she would like to address the Board regarding Super Neighborhood in the future.

COMMITTEE UPDATE TO REVIEW/REVISE ASSOCIATION GOVERNING DOCUMENTS

John will ask Cliff, the association's attorney, for a final revision of the document.

COLLECTION MATTERS

All existing collection matters have been turned over to the association's attorney.

DEED RESTRICTION VIOLATIONS

Account 10254: yellow sign from City of Houston (CoH), house not secured, children playing in house, no maintenance. Erica called the city inspector, picture and letter sent. Waiting on City of Houston for results.

Account 10402: needs to be power washed, visible mildew, move forward with attorney. Letter sent.

Account 10241: lawn and maintenance care needed. Currently, Bluebonnet has been mowing at the expense of the association.

Account 10348: edging needs to be done and trash needs to be picked up. Letter has been sent.

OTHER ISSUES

Tom Wilson brought up concerns with the procedure for getting a generator approved and discussed frustrations with the website and with response from LMS. The website needs to be updated. Lam will test website by putting in an application to see results. John to speak to LMS about professionalism when responding to neighbors.

ADJOURN

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 12/18/2024, at 7:00 p.m., at Memorial Drive United Methodist Church, Room D-205, 12955 Memorial Drive, Houston, TX 77079.