

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
MEMORIAL CHASE COMMUNITY IMPROVEMENT ASSOCIATION, INC.**

**February 9, 2012
Fire Station – 9755 Landry**

CALL TO ORDER

President Mikel Fontana called the meeting to order at 7:16 p.m. Board members in attendance were Norma Avila, Linda Bengé, Trey Kuykendall, David Kopinitz, Kim Cluff and Celene Keserich. Drew Jones with Sterling Association Services and one resident was also in attendance.

ADOPT AGENDA

A motion was made, seconded and passed unanimously to adopt the agenda as presented.

HOMEOWNER/GUEST INPUT

No homeowner input.

APPROVAL OF MINUTES

The minutes of the January 12, 2012 meeting were reviewed and approved as presented.

MANAGEMENT REPORT

Financial – The board reviewed and approved the final financial report for the month ending January 31, 2012.

Collections – The board reviewed the current status of all past due accounts as of January 31, 2012. Every past due account, not already at the attorney or pending as noted, will have a past due notice letter sent out on February 15, 2012.

Deed Restriction Report – January/February deed restrictions are still pending. A review of the area will be done and notices sent.

ACC Applications – There was one ACC applications to review/approve. The prior months pending form has been approved after review of additional information. Residents are reminded that ACC forms must be submitted and approved prior to starting any projects. ACC forms should be submitted with all the required information including color samples. Forms are available online at www.memorialchasecia.com.

Monthly Invoices - The board reviewed the monthly invoices and signed the association checks for their payment. Drew will look into two items: the fax and scan charges listed on the Sterling Association Services invoice and the pool phone which is still not working.

OLD BUSINESS

Reserve Study- The reserve study was reviewed and discussed.

Year-end closing- The year-end closing is done. Monies from assessments were transferred into the main checking account.

HOA Law Changes/2012 Payment plan for unpaid association dues- The Board agreed that we have meet the requirements for changes. By-law review is still be done by the attorney.

2011 Final Close Out—Drew will have this information at the next meeting.

Pest Control Contract- the board agreed to sign the pre-paid pest contract for 2012.

NEW BUSINESS

Election of Officers- The election of Officers for 2012 is as follows:

Mikel Fontana-President
David Kopinitz-Vice President
Norma Avila-Treasurer
Celene Keserich-Secretary
Linda Bengé-Director
Kim Cluff-Director
Trey Kuykendall-Director

NEXT MEETING SCHEDULED March 8, 2012 at the Fire Station on Landry.

ADJOURN

With no further business to come before the board, a motion was made, seconded and passed unanimously to adjourn at 7:45 p.m.

Celene Keserich, Secretary