

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

**February 11, 2016
Fire Station – 9755 Landry**

CALL TO ORDER

President Mikel Fontana called the meeting to order at 7:10 p.m. Board members in attendance were Norma Avila, Anne Allen, David Kopintz, Kandace Mobley and Linda Bengé. Drew from Sterling ASI and one resident were in attendance.

ADOPTA GENDA

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

HOMEOWNER/GUEST INPUT

None.

APPROVAL OF MINUTES

The minutes of the January 14, 2016 meeting were reviewed and approved.

MANAGEMENT REPORT

Financial–The board reviewed the financial report for the month ending January 31, 2016. The December 2015 final will be provided at the next meeting by Drew.

Collections–The board reviewed the current status of the past due accounts as of January 31, 2016. Current outstanding accounts will be sent to the attorney for handling.

Deed Restriction Report– A review of the area was completed and letters will be sent out to residents as needed for the various restrictions noted.

ACC Applications–There were two ACC application(s) to review/approve. One pending information/ approval.

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 association checks for their payment. Two checks were not signed: attorney check and management company increase. Drew will research and report at next meeting.

OLD BUSINESS

Attorney Invoices– Drew will be checking with the attorney who handles our collections. We have reviewed invoices submitted to the Board that should have been handled differently. Drew will invite the attorney to the meeting to discuss proper handling of invoicing. The attorney is currently on vacation and will be contacted by Drew when he returns. We will continue to request attorney input on the items in question. The attorney attended a board meeting on October 8, 2015 and discussed the invoicing process. The items in question have been resolved. Checks were issued and signed at the November 12, 2015 meeting. There is one additional item that needs clarification. Mikel will look into that item and contact the attorney.

Mikel will re-contact the attorney as he has not received a response.

POOL DRAIN COVER INVOICE- Discuss at the next meeting. Still pending Pool company researching for documentation.

PENDING ACC FORM UNDER REVIEW- Drew advised that we must consider the limitations for review of ACC forms.

Mosquito Fogging Contract- the board agreed that we should prepay the Excalibur Mosquito Control bill to take advantage of the reduced rate. Drew will hold for President final approval. This was approved by President to pay.

NEW BUSINESS

ACC Form Notice to all Residents 2016 – the board agreed that we should consider the expense of mailing an explanation with the sample ACC. It would benefit both the residents' awareness of the association requirements and reduce board review home changes. The Board agreed that Drew will formulate a letter to be sent. The Board will review for approval.

Association Document Retention – Drew confirmed that deed restriction documents are retained for one year. We requested that all ACC forms are retained for future review/research.

Board Positions – It was agreed to appoint board members to the same positions for 2016.

NEXT MEETING SCHEDULED March 10, 2016 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