

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

**April 9, 2020
Remote Meeting**

CALL TO ORDER

Mikel Fontana, President called the meeting to order at 7:00 p.m. Board members in attendance were Norma Avilas, Kandace Mobley, David Kenney, and Celene Keserich. Drew from Sterling ASI was not in attendance.

ADOPTA AGENDA

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

HOMEOWNER/GUEST INPUT

None

APPROVAL OF MINUTES

The monthly minutes were approved.

MANAGEMENT REPORT

Financial

The board reviewed the financial report for March 31, 2020.

Collections

Five accounts are at the attorney to handle. Unpaid dues for 2020 were sent a late notice and fees via mail.

Deed Restrictions

A review of the area was done and letters have been sent.

ACC Applications

NO applications for review.

All ACC forms must be submitted with all the required information including color samples before any work begins. Forms are available online at www.memorialchasecia.com.

Monthly Invoices

The board reviewed and approved the monthly invoices and association checks for their payment.

OLD BUSINESS

MISSING PAYMENTS There are five payments from September that were lost by Attorney O'Neil-we need status. Drew to follow up. 2/13/2020 Still no response. Continue to follow up. 3/12/2020 Drew confirmed that two replacement checks were received and that the outstanding items will be pursued. 4/9/2020 Still waiting for follow up on these items.

POOL PLASTERING/REPAIRS Based on observation; a quote is being requested for replastering the pool. In addition, drains/drain covers may be necessary for recertification. Drew will handle this request. 3/12/2020 a bid in the amount of \$19,200 was received. Future review of past costs and any additional changes that might be needed are under consideration for handling after this years' pool season.

STORAGE At the next meeting, we will discuss Records retention and storage needs based on a request from Sterling Management. 3/12/2020 We have asked Drew to destroy any boxed items over seven (7) years old. We have asked that he keep one of those aged boxes and bring it to the next meeting for review. The cost to store at Sterling Mgmt. is \$5 per box per month. We have 7 boxes to store for a total of \$35 a month/\$420 per year. Suggestion was made to scan the items for reference rather than store. That is why the box review will be done-we can determine feasibility of scan cost versus storage. 4/9/2020 will continue to determine other options for retention.

NEW BUSINESS

LETTER TO MCCIA RESIDENTS- a letter addressing COVID19 is being mailed to residents of MCCIA.

2020 ANNUAL POOL PARTY/POOL SEASON SCHEDULE- Decisions will be made after the April 30 Stay Home/Stay Safe order in regard to a pool party. Schedule will also be determined and future decisions in regard to COVID 19.

COVID 19 IMPACT- In order to comply with the Harris County Stay Home, Stay Safe order, the tennis court/basketball area is currently locked. In addition, the park/play area is closed. Please comply with the Harris County order to avoid these areas.

NEXT MEETING SCHEDULED

May 14, 2020 @ 7pm location to be announced.

ADJOURN

With no further business to come before the board, a motion was made, seconded and passed unanimously to adjourn at 7:13 p.m.

Celene Keserich, Secretary