

Minutes Of the Monthly Meeting of The Memorial Chase Community Improvement Association Board of Directors

April 13, 2023

Fire Station 9755 Landry

Call To Order

Mikel Fontana, President called the meeting to order at 7:05pm. Board members in attendance were Norma Avila, Linda Benge, David Kenney, Sanga Kuykendall and Celene Keserich. Drew from Sterling ASI was also in attendance.

Adopt Agenda

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

Homeowner/Guest Input

None

Approval of Minutes

The March 9, 2023, monthly board meeting minutes were approved as presented.

Management Reports

Financial

The board reviewed and approved the financials for March 2023.

Collections

There are 47 accounts still outstanding.

Deed Restrictions

An inspection of the area has been completed and thirteen letters have been sent.
(Our new contract indicated that Sterling Mgmt will do the drive to check for restrictions-this will start with April and we will see if this will continue or we can opt out of it.)

ACC Applications

Two (2) ACC applications were submitted for review and were approved:

17011 Fenny Bridge – Paint/Siding – approved

17003 Highworth – paint/facing/shutters/door– approved.

All ACC forms are required to be submitted with all the required information including actual color samples (if required) **prior** to any work being started or scheduled. ACC forms are available online at www.memorialchasecia.com .

Monthly Invoices

The monthly invoices and association checks were reviewed and processed by the board. Due to illness at the Management company, several checks were not presented for payment. President Fontana wrote two checks from the Board account: one for Sterling Mgmt (the check presented had the new contract amount which is not effective until April 2023) and a February 2023 invoice which was corrected and paid to Sterling Mgmt. Continued problems with check presentation, check amounts and late payments must be corrected by Sterling Mgmt.- late notices and late payments will not be tolerated by the Board.

Old Business

Sterling ASI Pending Invoices – The board reviewed a report on pending Sterling ASI invoices with two having outstanding question that Drew will provide feedback to the board. Payment information was provided to Sterling for all other pending invoices and Drew will research each of the invoices and payments..

2/9/2023 Several items still remain unresolved for Drew/Sterling to resolve as listed below.

-It was noted that an in-depth overview of the invoices occurred at last month's meeting.

-President Fontana had to pay AT&T and Water bill as they were both noted as LATE. He continues to pay the Tara Energy bill due to consistent problems with payment.

-President Fontana handed Drew/Sterling a \$50 check for the 3/1/2021 invoice and wants an acknowledgment of receipt.

-Another check for \$366.04 was presented to Drew/Sterling for a 2/1/2021 invoice which was for annual mailing, this amount was paid as the \$1000 listed was not correct for our association with only 235 homes.

-Still in question are checks number 506,507 and 508 which were mailed with invoices---why have they not posted to the bank to date AND five(5) other checks from Sept/Oct/Nov not cleared?

- Also, an invoice for Southwest Pools was submitted by President Fontana for payment and no check was presented for payment. President Fontana reminded Drew/Sterling that if presented it should be paid as requested.

3/9/2023---still pending.

4/13/2023- all invoices are now paid through March 2023

Sterling ASI Contract Review – Drew presented the board with the Sterling ASI management contact renewal. The board requested Drew to provided details on a couple question regarding the contact renewal. He was asked to obtain the information and present to the board at the February monthly meeting.

2/9/2023 The board was advised that cost of items had increased, the increase reported was 18.5%. The contract was showing 4% yearly increase. In addition, the contract showed a date of 2/1/2022.

The Board is asking that the contract date be changed to 3/1/2023 and that all past due notices being reviewed are cleared. The contract can then be presented again to the Board for approval.

3/9/2023 pending information from Drew. Approved contract showing an effective date of April 2023 for \$740.25

4/13/2023 – signed contract given to Drew.

Common Area Repairs – Drew was requested to have a contractor inspect the Common Area and provide a report including cost estimates for repairs so they can be completed prior to the annual pool season opening. 2/9/2023 – Decks to be repaired, quotes being received. One of the pumps went out and a replacement estimate is \$875 which was approved. **3/9/2023 still need estimates**

4/13/2023 still need estimates- Drew to pursue.

Copies of Original 2023 Assessment Invoices – how is this being handled based on dispute requirements? Info to be obtained from Drew at next meeting. **4/13/2023 Drew is still researching.**

New Business

2023 Pool Season – The pool party will be held May 20, 2023, the weekend before Memorial Day. More to follow. **4/13/2023 – the notice was approved to be sent to residents.**

Landry Park Area Mowing- the park area was not mowed properly, Drew contacted the district and it has been mowed properly.

Mail Out Cost- Drew will provide quote for the notice to be mailed for one sheet/envelope and postage.

MCCIA 2022 Final Financial Report Status- Drew will provide to President Fontana.

Next Meeting Scheduled

May 11, 2023 @ 7:00pm – Fire Station 9755 Landry

Adjourn

With no further business to come before the board, a motion was made, seconded, and passed unanimously to adjourn at 7:36pm.

Celene Keserich, Secretary