

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

April 14, 2016

Fire Station – 9755 Landry

CALL TO ORDER

Mikel Fontana, President, called the meeting to order at 7:03 p.m. Board members in attendance were Celene Keserich and one resident. Drew from Sterling ASI was 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 were approved.

MANAGEMENT REPORT

Financial–The board reviewed the financial report for the month ending March 31, 2016.

Collections–The board reviewed the current status of the past due accounts as of March 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 and one remains pending. ACC forms should 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

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. Explanation was received from the attorney: funds went to attorney expenses then remaining assessment is paid to us.

POOL DRAIN COVER INVOICE- Discuss at the next meeting. Still pending Pool company researching for documentation. Board has sent email to follow up with Southwest Pools for response to our inquiry.

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

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. A notice has been completed and reviewed. This form will be mailed April 20 along with the Pool Party notice. In addition, copies will be available at the pool party.

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. The Board will begin an electronic record file to maintain ACC forms and deed restriction letters in addition to the Management company file for future reference.

Payment Plan Request - Two request were reviewed and approved for payment plans for 2016 annual assessments.

NEW BUSINESS

Management Company -Monthly fee increase to \$625 has been approved by the board.

Annual Pool Opening Party – Pool party will be held May 21, notice will be mailed April 20 along with deed restriction info letter. Incidental expenses were approved for repair in preparing the pool for the season: ropes, floats, surface crack repair, life preserver, etc. In addition, an annual pool contract was signed for the season.

NEXT MEETING SCHEDULED May 12, 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 7:21 p.m.

Celene Keserich, Secretary