

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

**May 14, 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, Linda Benge , Kandace Mobley, David Kenney, and Celene Keserich. Drew from Sterling ASI was in attendance.

ADOPT A 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 April 30, 2020.

Collections

Three accounts are at the attorney to handle. The attorney is also handling 4 accounts where checks are missing. Outstanding Association Dues will be reviewed at the June 2020 meeting for action.

Deed Restrictions

A review of the area will be done and letters will be sent.

ACC Applications

Five applications were submitted for review.

9406 Halkirk-fence approved

17018 Boyton-roof-approved

17006 Kirkchapel-windows-approved

17015 Fenny Bridge- Paint/gate-approved

17003 Fordingbridge- Siding replacement, paint and fence-approved

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. *5/14/2020- a water bill from 11/20-12/20 is under review as the NHCRWA fee seemed excessive. Water department is reviewing and will advise. Also, the phone bill for the pool phone was reviewed and is being adjusted. We should see credit on upcoming statement.*

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. 5/14/2020-attorney will be handling with Drew to research.

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. 5/14/2020-This item is still pending.

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. 5/14/2020-decision has been made to let Sterling Management handle the storage.

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. 5/14/2020- based on the current COVID19 situation, we are pending the possible pool opening until 6/17/2020. This will depend on current state/local restrictions and pool management ability to adhere to restrictions. We may have to open pool with: no chairs, no water fountain, no slide, no bathroom availability, no baby pool and resident only attendance (no guests). Social distancing will also be enforced. Sign in with photo ID verification and pool tag also required. IF opening June 17 is not feasible we will consider July 1, 2020 date. The MCCIA website will be updated weekly with information as decisions are made. You can request pool tags now.

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

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.

NEW BUSINESS

POOL TAG REQUEST LETTER MAILED- Letters have been mailed to all residents for pool tags. These tags are for people who reside in your home. Please only request the proper number of tags. We are being very conscientious about the restrictions placed for COVID19 and want our residents to enjoy the pool if it is feasible. We thank you for your cooperation during this pandemic.

NEXT MEETING SCHEDULED

June 11, 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 7:38 p.m.

Celene Keserich, Secretary