

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

**July 14, 2011**

**Fire Station 33 – 9755 Landry**

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**CALL TO ORDER**

President Mikel Fontana called the meeting to order at 7:00 p.m. Board members in attendance were Celene Kesperich and Kim Cluff. Drew Jones with Sterling Association Services, Inc and two residents were also in attendance. Jill Chumley has resigned from the Board due to residence change. Norma Avilas has been agreed to serve as a Board member.

**ADOPT AGENDA**

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

**HOMEOWNER/GUEST INPUT**

No homeowner input.

**APPROVAL OF MINUTES**

The minutes of the June 9, 2011 meeting were reviewed and approved as presented.

**MANAGEMENT REPORT**

**Financial** – The board reviewed and approved the final financial report for the month ending June 30, 2011.

**Collections** – The board reviewed the current status of all past due accounts as of June 30, 2011. There are 15 accounts past due. A second notice was sent and at this time we will be sending a certified letter with a thirty-day response time. Those accounts with a balance of \$30 or less will be sent another invoice.

**Deed Restriction Report** – The neighborhood inspection was done and 10 letters will be sent to those not in compliance.

**ACC Applications** – There was one ACC application to review/approve. Residents are reminded that ACC forms must be submitted and approved prior to starting any projects. ACC forms should be submitted with all the required information including color samples. Forms are available online at [www.memorialchasecia.com](http://www.memorialchasecia.com).

**Monthly Invoices -** The board reviewed the monthly invoices and signed the association checks for their payment.

**OLD BUSINESS**

**Reserve Study** –The revised reserve study showed that we were two payments

short, so two transfers were done and we are now current.

**Additional Security Options** – By December 2011 we need to reconsider the Security Contract.

### **NEW BUSINESS**

**Pool Slide-** The pool slide incurred damage. The cost to replace the slide is approximately \$4000. We are having estimates secured for fiberglass repair of the affected area only. Determination will be made on how to proceed.

**Account Problems-**An apology letter due to late application of funds by the management office is to be sent to 9306 Southleigh. In addition, remaining balance on 17015 Boyton Lane should be offset.

**Payment and Check mailing delays-**Mikel asked Drew to check into the recent delays in check and payment receipt. i.e.Tara Energy payments

**Correction on the income statement spread sheet-** Mikel asked Drew to make a correction under POOL EXPENSE...Chemicals should be listed with an amount of \$504 per month. POOL MANAGEMENT amounts are correct as is.

**NEXT MEETING SCHEDULED August 11, 2011 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 7:40 p.m.

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Celene Keserich, Secretary