

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

August 13, 2026
Fire Station 9755 Landry

Call To Order

Mikel Fontana, President called the meeting to order at 7:00 pm. Board members in attendance were Norma Avila, Linda Benge, Celene Keserich and David Kenny. Drew Jones 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

July 9, 2026, monthly board meeting minutes were approved as presented.

Management Reports

Financial

July 2026 financials were reviewed- they look good.

Collections

The attorney report was reviewed and there are six (6) accounts being worked. Four accounts will be handed over to the attorney for collection and the board should be copied on all email communications. A list of the four accounts were provided to Drew for processing.

Deed Restrictions

The monthly report of violation was reviewed.

ACC Application

The following ACC form(s) were reviewed and approved:

9314 Southleigh – Roof replacement
17131 Kirkchapel – Fence replacement
17004 Kirkchapel – Fence replacement
17003 Boyton Lane – Roof replacement
17131 Kirkchapel – Chimney repairs/painting
9119 Southleigh – Shed relocation

Monthly Invoices

Monthly checks were reviewed and approved by the board. In addition, checks for various accounts with credits were approved. President Fontana asked Drew why there was no attorney check. Drew will investigate this.

Old Business

Past Due Accounts

209 Letters were mailed with one needing to be sent with an address correction. USPS tracking of the letters is being monitored. Additional letters may need to be sent if there is no updates on the USPS tracking.

Group Living

The association attorney is reviewing the current resolutions that are in place and will advise on any changes and or updates that may be needed. MCCIA is a single-family residential neighborhood. Pending attorney research.

209 Letter Format

Drew provided an updated template for the 209 letters to be used for MCCIA. Mikel Fontana requested some minor changes to be made and then sent to the board for review.

New Business

Required Documents for Sale – Ownership Update

Complete closing documents received by Sterling. Board is requesting copies of those documents to verify info and handling. Drew to obtain.

Sterling ASI Management Call Handling

What information is Sterling providing to callers? What is the process to validate their right to information? Drew will investigate process.

Next Meeting Scheduled

August 13, 2026 @ 7:00pm – Fire Station, 9755 Landry.

Adjournment

With no further business to come before the board, a motion was made, seconded, and passed unanimously to adjourn at 7:43 pm.

Celene Keserich, Secretary