

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

August 14, 2025
Fire Station 9755 Landry

Call To Order

Mikel Fontana, President called the meeting to order at 7:01 pm. Board members in attendance were: Linda Benge, Debra Banano, Norma Avila 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

July 10, 2025 monthly board meeting minutes were approved as presented.

Management Reports

Financial

July 2025 financials were reviewed.

Collections

The current attorney report was reviewed. There are eight outstanding accounts being handled by the attorney. At the end of June, the required '209 letters' were sent to those who had not paid their 2025 association dues. Action will be taken if a response is not received within the 45-day timeline. Further review of the delivery confirmation process is being done by Drew. To date 10 items confirmed as "return to sender", 2 delivered and 1 in transit.

Deed Restrictions

The monthly report was reviewed. Letters will be sent.

ACC Applications

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

9314 Kirkchapel Ct – Fence

9123 Southleigh- Repair/Paint

Monthly Invoices

Checks were reviewed and signed by the board. One check was held as Sterling Mgmt. had duplicated amounts listed on an expense for President Fontana. The amount on the check was correct, the receipts added up, but Sterling Mgmt. info was wrong. Drew was advised and will investigate and respond.

Old Business

Home Sale Update Procedures- Drew will review the process and respond. 7/10/2025 Drew and President Fontana are still working on these. 8.14.2025 Drew confirmed that a certified title or warranty deed is required as proof.

Playground Cushioning- Drew will contact several vendors for quotes to add additional cushioning to the playground area. 7/10/2025 still in process of getting quote. 8/14/2025 Received one high quote of \$10K, Drew to seek additional quotes.

Animal Husbandry – Are Chickens allowed by Law- at this time, the law has not approved. The association by-laws clearly do not allow raising farm animals.

Back to School Pool Hours- Effective 8/10/2025 the pool will be open weekends only. Closed after September 1, 2025.

New Business

Check Fraud- this is resolved but additional measures with payments are being taken to reduce exposure.

Mowing contract Renewal- the quote information indicates an increase, but no contract has been received to date.

Next Meeting Scheduled

September 11, 2025 @ 7:00pm – Fire Station

Adjourn

With no further business to come before the board, a motion was made, seconded, and passed unanimously to adjourn at 7:31 pm.

Celene Keserich, Secretary