

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

**September 10, 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 Avila, Linda Benge, David Kenny, and Celene Keserich. Drew from Sterling ASI was 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

The monthly minutes were approved.

MANAGEMENT REPORT

Financial

The board reviewed the financial report for August 31, 2020.

Collections

Twenty accounts out of the total 235 are in review. Six are currently being handled by the attorney.

Deed Restrictions

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

ACC Applications

Three applications were submitted for review.
17011 Boyton Lane – fence replaced and painting - approved
9211 Southleigh – fence replaced – approved
9203 Southleigh – gate replaced - 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.

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. 6/11/2020 this is still in progress. 7/9/2020 still in progress. 9/10/2020 *only three items remain in review.*

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. 6/11/2020 No updates this year. 9/10/2020 *The Board has agreed to move forward with the repairs required on the pool.*

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. 7/9/2020 Park area is now open for use. 9/10/2020 *The court area remains closed due to the order to comply.*

HOMEOWNERS COMMUNICATION UPDATE- Due to COVID19 we are asking that all inquiries be done online via the website. Face to Face visitation is not an option during this time. Thank you for your consideration. 9/10/2020 *In addition, please be sure to when contacting Sterling Management that you indicate the correct subdivision that you live in—we are in Memorial Chase Community Improvement Association (MCCIA).*

NEW BUSINESS

Check Request /Processing- Checks requested to reimburse for expenses paid, which have complete documentation attached as to their need, should not be delayed by the management company. Sterling ASI accounting should refer to Drew for immediate review/payment.

Invoice Payments- Due to several late payment/shut off notices which required immediate use of the president's personal funds, options are being considered to avoid these situations. i.e.-Emergency checks from bank are being pursued so that payments can be made directly via association funds, alert notices from vendors to president.

ACC Form Update – Board will be updating the ACC form to clarify requirements before any approval.

Pool Area Considerations - Bids are being pursued for a shed in the pool area to store chairs, pool items, etc. In addition, bid for new bathroom doors is being requested.

Next Meeting Scheduled

October 8, 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 7:28 p.m.

Celene Keserich, Secretary