

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

October 8, 2015

Fire Station– 9755 Landry

CALL TO ORDER

President Mikel Fontana called the meeting to order at 7:05 p.m. Board members in attendance were Norma Avila and Celene Keserich. Drew from Sterling ASI, one resident and attorney Michael O'Neal were in attendance.

ADOPTA GENDA

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

HOMEOWNER/GUEST INPUT

Michael O'Neal discussed the process for handling collection accounts and shared the contract agreement he holds with MCCIA.

APPROVAL OF MINUTES

The minutes of the September 10, 2015 meeting were reviewed and approved.

MANAGEMENT REPORT

Financial–The board reviewed the financial report for the month ending September 31, 2015.

Collections–The board reviewed the current status of the past due accounts as of September 31, 2015.

Deed Restriction Report– A review of the area will be completed and letters will be sent out to residents as needed for the various restrictions noted.

ACC Applications–There were two ACC application(s) to review/approve. ACC forms should be submitted with all the required information including color samples. Forms are available online at www.memorialchasecia.com.

Monthly Invoices–The board reviewed the monthly invoices and association checks for their payment. All were signed but the one that Drew will discuss with Sterling regarding charge for Welcome Letters.

OLD BUSINESS

Attorney Invoices– Drew will be checking with the attorney who handles our collections. We have reviewed invoices submitted to the Board that should have been handled differently. Drew will invite the attorney to the meeting to discuss proper handling of invoicing. The attorney is currently on vacation and will be contacted by Drew when he returns. We will continue to request attorney input on the items in question.

2016 BUDGET– Budget draft is completed and was presented to Drew. Proposal is to keep the association fees at the same amount for 2016.

HOMEOWNERS ASSOCIATION LAW- A review of the latest association laws indicates that back-up generators are to be allowed. Drew is securing written guidelines. We are in line by requesting an ACC form for installation and requiring it must meet guidelines.

NEW BUSINESS

2016 ASSESSMENT RATE- The rate will remain the same for 2016 - \$375. Notices are being prepared for mailing soon.

NEXT MEETING SCHEDULED November 12, 2015 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 7:45 p.m.

Celene Keserich,Secretary