

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

**October 8, 2020  
Remote Meeting**

**CALL TO ORDER**

Mikel Fontana, President called the meeting to order at 7:01 p.m. Board members in attendance were Norma Avila, Annie Allen, 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 September 30, 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 will be done, and letters will be sent.

**ACC Applications**

Three applications were submitted for review.

17011 Boyton – fence replaced and painting - approved

17003 Fordingbridge- Windows – approved

9306 Southleigh Drive – AC unit Window- not 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](http://www.memorialchasecia.com).

**Monthly Invoices**

The board reviewed and approved the monthly invoices and association checks with the exception of the Tara Energy check/bill which was already paid directly from the bank account and Drew will look into the Sterling bill listing 6 charges of \$25 listed as REFERRAL FEE to ATTY- we believe this charge to be in error.

**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. 10/8/2020 Continue to monitor.

**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 year's 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. *10/8/2020 Resurfacing of the pool with additional repair of the coping stone around the baby pool will be done based on board approval.*

**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. *10/8/2020 Residents with keys to the court area will be allowed usage, however compliance with the maximum 4 residents limit with no guests must be adhered to or privileges/keys will be revoked.*

**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. 10/8/2020 prices have been received and shed will be purchased and built in the pool area. In addition, door prices for the bathroom/shower entrances are still being received.

**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. 10/8/2020 tested bill pay online via bank and it worked so this will be mode used for future emergency bill payment.

**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.

**ACC Form UPDATE** – Board will be updating the ACC form to clarify requirements before any approval. *10/8/2020 still pending*

## **NEW BUSINESS**

**2021 Budget-** Based on current income and expenses the assessment for 2021 will remain at \$375.

## **NEXT MEETING SCHEDULED**

**November 12, 2020 @ 7pm** location to be announced.

## **ADJOURN**

*With no further business to come before the board, a motion was made, seconded and passes unanimously to adjourn at 7:31 p.m.*

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Celene Keserich, Secretary