

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

November 10, 2022
Fire Station 9755 Landry

Call To Order

Mikel Fontana, President called the meeting to order at 7:03pm. Board members in attendance were 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

The October 13, 2022 monthly board meeting minutes were approved as presented.

Management Reports

Financial

The board was unable to approve the financials from October, so they will be reviewed at the December board meeting.

Collections

There are seven past due 2022 accounts. There are eight accounts at the attorney. (6 pending and 2 on payment plans.

Deed Restrictions

An inspection of the area will be completed. Letters will be sent.

ACC Applications

Two ACC applications were submitted for review and approved:
17023 Boyton Lane - Fence – Approved
9106 Newkay – siding/painting - Approved

All ACC forms are required to be submitted with all the required information including actual color samples (if required) before any work is scheduled. ACC forms are available online at www.memorialchasecia.com .

Monthly Invoices

The monthly invoices and association checks were not presented due to illness at the Sterling office, they will be delivered to President Fontana for review and signatures.

Old Business

Short Term Leasing (Home use wording)- Drew will be contacting Attorney regarding resolution for 'home use.' 6/9/2022 still working with attorney to document. 7/14/2022 *Have document, approved by board, to be signed and notarized for submission to Drew this weekend (7/16/22) to complete steps to add to the homeowner association bylaws. 8/11/2022 Form to modify guide for short term rentals is still at the attorney for review. 9/8/2022 still at attorney for review. 10/13/2022 Still waiting for filing.*
11/10/2022 We have received the filing and await notice requirements.

Payment Plan Fee Schedule- The Association has two payment plans: 3-month plan or a 4 month plan. Both plans require a \$40 prepayment and a \$10 monthly monitoring fee.

2023 Budget Planning – The budget was presented and approved by the Board. The association fee remains at \$375.

Monthly Charges Approval- Drew has advised that in December there will be an itemized billing provided for all Sterling additional fees charges. In addition, a fees schedule will be received from Sterling for reference.

Attorney check follow up – Check #6702 has been released to the attorney after we received bill and income statements with the invoices for payment.

Attorney Referral Fee- \$25.00 ---this fee is for title searchers that need to be done to verify owner of property.

Deputy/Constable attending meeting- still trying to set a date, will set date for 2023.

New Business

Trash Collection Guidelines Updated- still in review, but basically limits number of bags and heavy trash pickup. Will be posted after full review.

Next Meeting Scheduled

December 8, 2022 @ 7:00pm – location TBD

Adjourn

With no further business to come before the board, a motion was made, seconded, and passed unanimously to adjourn at 7:20pm.

Celene Keserich, Secretary