

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

**November 12, 2015
Fire Station– 9755 Landry**

CALL TO ORDER

President Mikel Fontana called the meeting to order at 7:00 p.m. Board members in attendance were Norma Avila and Celene Keserich. Drew from Sterling ASI, two residents were in attendance.

ADOPTA GENDA

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

HOMEOWNER/GUEST INPUT

A resident, Anne Allen, expressed interest in serving on the Board as an at-large member. The Board accepted and approved (via phone vote) her to serve on the board as a replacement for Kim Cluff.

APPROVAL OF MINUTES

The minutes of the October 8, 2015 meeting were reviewed and approved.

MANAGEMENT REPORT

Financial–The board reviewed the financial report for the month ending October 31, 2015. \$25.59 was deposited from the Randall’s Remarkable Program.

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

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

ACC Applications–There were three ACC application(s) to review/approve. One is incomplete and pending additional information. The other two were approved. 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. These payments included the resolved invoices pending payment to the attorney for collection items.

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. The attorney attended a board meeting on October 8, 2015 and discussed the invoicing process. The items in question have been resolved. Checks were issued and signed at the November 12, 2015 meeting.

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.

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

NEW BUSINESS

ASSESSMENT PAYMENTS- Mikel expressed to Drew that these payments must be placed in the correct account. Drew will review process and verify.

CONFIRM WHEN DEPOSITS ARE MADE- While reviewing the outstanding attorney invoices, Mikel noted that there was some inconsistency in the deposit timings. Drew will confirm the deposit schedule for our association monies.

NEXT MEETING SCHEDULED December 10, 2015 at a location to be determined.

ADJOURN

With no further business to come before the board, a motion was made, seconded and passed unanimously to adjourn at 7:26 p.m.

Celene Keserich,Secretary