

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

November 13, 2025  
Fire Station 9755 Landry

## Call To Order

Mikel Fontana, President called the meeting to order at 7:00 pm. Board members in attendance were Norma Avila, Linda Benge, Debra Banano and Celene Kaserich. 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

October 9 11, 2025 monthly board meeting minutes were approved as presented.

## Management Reports

### Financial

September and October 2025 financials were reviewed. Posting of the electricity bill by Sterling shows incorrect classifications applied. Drew will discuss with those responsible.

### Collections

The current attorney report was reviewed. There are four accounts being handled by the attorney. Drew is following up on three of the reports based on questions asked by the Board President.

### Deed Restrictions

The monthly report was reviewed. Letters and three certified notices were sent. Certified notices will be followed up in forty-five days with the attorney if no repairs/responses are received.

### ACC Applications

The following ACC form(s) was reviewed:

- 17007 Kirkchapel- Painting -Approved
- 17030 Highworth – Painting -Denied (paint samples not provided)
- 17030 Highworth – Siding- Pending review
- 9036 Landry – Repairs/painting- Approved October BOD Meeting

Sterling approved two incorrectly submitted ACC forms without Board review/approval. Drew will communicate with those responsible and this practice should not continue.  
No ACC forms are approved without Board review.

### Monthly Invoices

Checks were reviewed and signed by the board. Two were being held for review: #192 (O'Neal) and #194 (Sterling – detail of \$25 fee for four accounts)

### Old Business

Playground Cushioning- Work Completed

Comon area repairs- Repairs Completed

### New Business

Community events- MCCIA will be hosting a Craft Fair on Saturday, December 6, 2025, 10am to 2pm in the Common Area- 17039 Fordingbridge Dr.

The Board is also considering a possible Paper Shredding event in the future.

I-9 Requirements- Forms were requested of President Fontana and the Board needs to know the purpose and reasoning for this request. Drew will investigate the requirements /reason for request of this form.

### Next Meeting Scheduled

December 11, 2025 @ 7:00pm – Fire Station

### Adjourn

With no further business to come before the board, a motion was made, seconded, and passed unanimously to adjourn at 7:34 pm.

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Celene Keserich, Secretary