

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

December 10, 2015

Home of Celene Keserich- 9111 Southleigh Drive

CALL TO ORDER

President Mikel Fontana called the meeting to order at 7:00 p.m. Board members in attendance were Norma Avila, Anne Allen, Linda Benge, David Kopintz and Celene Keserich. Drew from Sterling ASI, one resident were in attendance.

ADOPTA GENDA

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

HOMEOWNER/GUEST INPUT

None.

APPROVAL OF MINUTES

The minutes of the November 12, 2015 meeting were reviewed and approved.

MANAGEMENT REPORT

Financial–The board reviewed the financial report for the month ending November 30, 2015.

Collections–The board reviewed the current status of the past due accounts as of November 30, 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 pending information and 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.

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. There is one additional item that needs clarification, Mikel will look into that item and contact the attorney.

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

management office.

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. Drew has confirmed the process – deposits are made within two days; delays seen in past years are no longer evident.

NEW BUSINESS

ANNUAL MEETING- The annual meeting will take place at 7:00pm., February 11, 2016 at the fire station-9755 Landry

NEXT MEETING SCHEDULED January 14, 2016 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 7:47 p.m.

Celene Keserich,Secretary