

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

December 13, 2012

Home Of Linda Benge on Kirkchapel

CALL TO ORDER

President Mikel Fontana called the meeting to order at 7:00 p.m. Board members in attendance were Norma Avila, Linda Benge, Celene Keserich and David Kopinitz, Drew Jones with Sterling Association Services and three residents were also in attendance.

ADOPT AGENDA

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

HOMEOWNER/GUEST INPUT

There was no homeowner input.

APPROVAL OF MINUTES

The minutes of the November 8, 2012 meeting were reviewed and approved as presented.

MANAGEMENT REPORT

Financial – The board reviewed and approved the final financial report for the month ending November 30, 2012. Association fees are coming in and funds are good. Our Randall's incentive this year is \$15.77.

Collections – The board reviewed the current status of all past due accounts as of November 30, 2012.

Deed Restriction Report – A review of the area was done, and letters will be issued for all violations noted.

ACC Applications – There were two ACC applications to review/approve. Residents are reminded that ACC forms must be submitted and approved prior to starting any projects. 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 signed the association checks for their payment.

OLD BUSINESS

Attorney Open Issue/invoice- The Board continues to wait for a by-law review by the attorney. The attorney check has been voided pending information we are waiting for regarding the bylaws.

Common Area Update- The tennis court net has been replaced. The lights are being sought for replacement and gate security continues to be discussed.

NEW BUSINESS

Annual Meeting Notice- The annual meeting notice was reviewed by the board. The notice will be sent for the meeting that will take place on February 14, 2013 at the Fire Station on Landry.

NEXT MEETING SCHEDULED January 10, 2013 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 7:31 p.m.

Celene Keserich, Secretary