

# Memorial Chase CIA 2012 Annual Report

## Annual Meeting

The Board of Directors would like to invite you to the Memorial Chase CIA annual meeting. The annual meeting will be held at Klein Fire Station 33, Thursday, February 14, 2013 at 7:00PM. Please plan to attend the board appreciates your participation. If you have any questions regarding the annual meeting, please call Sterling Association Services during normal business hours at 281-447-3388.

### The meeting agenda is:

- Call to order
- Establish Quorum
- Board Members Introductions
- 2012 Summary
- 2012 Improvements
- 2013 Budget
- Long Term Outlook
- Misc. Business
- Homeowner Input
- Adjourn

## Board Member Elections

Four of the seven board positions are scheduled for ballot. David Kopinitz, Kim, Cluff, Celene Keserich and Kandace Mobley are running for Re-election (without opposition at this time). The board is open for additional candidates; if you are interested, please contact the Board of Directors. It is a very interesting and educational experience. It takes one evening per month for monthly meetings and another evening per month for review of management reports to prepare for the monthly meeting. As a board member, you may be called upon to participate in occasional special projects.

## 2012 Summary

### Management Company

MCCIA Management Company is Sterling Association Services Inc.; Drew Jones is the association representative and can be contacted if you have any questions or comments. Contact information – phone 832-678-4500 - fax 281-598-4487. PO Box 38113 Houston, Texas 77238-8113

### Pool Access

Residents are reminded that valid pool tags are required to enter the pool area during pool season. Dues must be current to obtain pool tags. The board is reviewing possible other options for pool access.

### Pool Opening Party

The pool party was held one week before the Memorial Day weekend to allow for more residents to attend as many of our neighbor's travel out of town during the Memorial Day weekend. Prizes were donated by local businesses and given away during the party. Special thanks to all those, including the local businesses, that helped make this party such a success. Names of the supporting businesses can be found on the association website

[www.memorialchasecia.com](http://www.memorialchasecia.com)

### Court Usage

The court areas are **strictly for the use of basketball and tennis**. Other usage must be approved in advance in writing from the Board of Directors. Residents can request a key to the courts online at the MCCIA web site. Complete the form and submit via email. Keys are for residents 18 years and older and MCCIA residents only. A \$25 fee applies for any replacement keys.

## 2012 Randall's Remarkable Card Collections – Free Money for MCCIA

The Randall's Remarkable Card program provides free money for the MCCIA community. Due to the recent closing of the Randall's in our area this program is being discontinued effective 01/01/2013

### Collection Summary (As of 12/31/12)

	Billed	Collected	Outstanding	% Collection
2012	88,125	86,168	1,957	97.8%
2011	88,125	86,875	1,250	98.6%
2010	82,250	81,550	700	99.1%

### MCCIA Assessment Rate History

2013	\$375	2007	\$325
2011	\$375	2006	\$325
2011	\$375	2005	\$300
2010	\$350	2004	\$300
2009	\$350	2003	\$275
2008	\$325	2002	\$275

**Note** - Each year, the board of directors review all contracts and monthly expenses to keep our cost down.

## The balance sheet of Memorial Chase CIA as of 12/31/12 is shown below. (Preliminary)

### Assets:

Operating Fund	\$51,038.69	
Reserve Fund	54,351.63	\$105,390.32
Assessments	4,907.00	
Collection Expense Rec.	1,482.00	
Late Fee Receivable	2,429.00	
Accounts Payable	-1,667.30	
2012 Assessments	-25,442.27	(\$18,291.57)
<b>Total Current Assets</b>		<b>\$87,098.75</b>

## Deed Restrictions / Violations

For all deed restriction violations recorded in 2012, a letter is sent to the homeowner regarding the violation, with a request for correction. 99% of the reported violations are promptly corrected. The board would like to thank every resident for their cooperation and great support. As a reminder, the board would like to ask each resident to please to keep our neighborhood looking great. Several items to stay focused on are:

- General Lawn Care – mowing/edging
- Improperly parked vehicles
- Repair / Replace loose or broken fence boards
- Fence Height 6' 6"
- Hanging / Falling Gutters
- Materials are to be stored out of sight from street
- Pets being allowed to roam the neighborhood
- Trash Cans left on curbside after collection

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## Trash Collection Guidelines

Trash collection is provided by the Water District – Collection days changed in 2001 to Tuesday and Friday. To keep our neighborhood in top shape, changes were made to the deed restrictions to include the following guidelines:

- **Trash containers and recycling bins are to be stored out of view from the front of the house.**
- **Trash should not be placed at the curbside more than 24 hours before normal collection.**
- **Trash containers and recycle bins should be picked up from the curb as soon as possible after collection.**
- **Trash containers and recycle bins should not be placed in the street.**

## MCCIA WEB Page [www.memorialchasecia.com](http://www.memorialchasecia.com)

The MCCIA's web page has been updated. Highlights of the MCCIA web page are:

- ACC Forms – Monthly Newsletters
- MCCIA monthly meeting minutes
- Annual Meeting Information & Forms
- Comment & Suggestion Page
- Pool Tag Request/ Pool Hours
- Annual Pool Party Highlights

Currently residents can communicate with board members and the association via email [mccia@memorialchasecia.com](mailto:mccia@memorialchasecia.com). All emails must include the resident's name, address, and phone number.

## 2012 Common Area Repairs

Repairs were made to the common area during the year due to vandalism/damage. The playground fence was damaged multiple times and reports have been made with the Sheriff's department. Residents are to report any unlawful activities to 911.

## Outdoor Burning

MCCIA deed restrictions prohibit any outdoor burning within the neighborhood. This would include all burning including the burning of leaves, pine needles, limbs and lawn trimmings.

## 2012 Improvements

### Pool Area

Pool Slide was taken out of service due to damage to the slide. The board is looking at options to repair / replace the slide. The slide will be removed prior to the 2012 pool season if not repaired by the opening date.

### Common Area – Playground Equipment

The tennis court net was replaced due to normal wear and tear. See saw brackets and seats were replaced due to normal wear and tear.

## 2013 Pool Opening Party

The pool party will be held on **Saturday, May 18, 2013**

**Mark your calendars!** This is one week before the Memorial Day weekend. Volunteers are needed for planning and obtaining donations for door prizes to make the party a great success. If you are interested in helping out with the party, please email [mccia@memorialchasecia.com](mailto:mccia@memorialchasecia.com).

## ACC Forms

Residents are reminded that ACC forms **must be completed and approved before any repairs or additions to their residence**. This includes additions, fences, roofs, and painting. ACC forms and information are available at [www.memorialchasecia.com](http://www.memorialchasecia.com)

## MCCIA Planning For the Future

### 2013 Financial Overview

In October of 2012, annual assessment bills were mailed. A payment plan was available, which allowed assessments to be paid in three payments. As of 12/31/12, \$25,442 of the 2012 assessments had been paid. Accounts are delinquent if not paid in full by 01/31/2013 and a \$25.00 late fee and interest can be applied. Delinquent accounts will be turned over to our attorney for collection.

### 2013 Budget

The 2012 budget has been set and approved by the board. The budget was set as follows:

Budgeted 2012 Total Income	\$88,161.00
Budgeted 2012 Total Expenses	86,303.00
Net Income (Loss)	1,858.00

### Expense Details:

Utilities	\$14,616	Grounds Maint.	\$4,700
Taxes & Insurance	10,020	Administrative	4,165
Legal/Professional	21,250	Common Area	2,400
Pool	24,328		
Capital Reserve	4,824		

## Security Patrol Update

Memorial Springs dropped out of the security contract with the annual renewal of the contract in December 2012. The reduction of the Memorial Springs homes projected a 61% cost increase to the contract for 2013. The board reviewed the projected cost and expressed concerns of the cost increase and reduction of coverage over the last few years. Residents were solicited for comments regarding the current coverage and projected cost increase. The board reviewed residents feed back and contract details and declined to review the contract for 2013. The board will monitor neighborhood issues and look for other options as needed.

## Memorial Chase CIA – Homeowners Association

Just as a reminder there are two homeowners associations in Memorial Chase. It can be a little confusing no new residents. The two associations are MCHOA and MCCIA which are divided by the area of the neighborhood. If you have question regarding your association (MCCIA) please feel free to ask.

## Legislative Changes

The MCCIA board of directors is working with our management company and association attorney to insure that we are in compliance with some recent Legislative changes. Current association by-laws and guidelines are being reviewed to make sure we are compliant.

## 2013 Outlook

The financial health of our association is good. The board is always looking ahead to the future to insure that we keep our present health. We continue to work to ensure that the best interests of our neighborhood are kept as the top priority. As always the board is open to the opinions of each resident. Please make plans to attend the annual meeting and/or the monthly meetings held the second Thursday of each month at the Fire Station on Landry.

Looking forward to seeing you at the annual meeting

Respectfully,  
Memorial Chase CIA Board of Directors.