

NORCHESTER MAINTENANCE FUND, INC.
BOARD OF DIRECTORS MEETING
April 30, 2015
MINUTES

The Board of Trustees of the Norchester Maintenance Fund, Inc. held their regular meeting on April 30, 2015 at 6:00p.m., at the Norchester Activity Center, located at 13439 Jones Road, Houston, Texas 77070.

Present: Kathleen Murphy, President
Erin Brucia, Vice President
Reeves 'Rip' Taylor, Treasurer
Pete Mathieu, Secretary
Brenda Cruz, Director at Large

Valerie Overbeck, CMCA®, AMS™, PCAM®, Chaparral Management
Company, AAMC®

CALL TO ORDER: With a quorum established, the Executive Session of the Board meeting was called to order at 6:00 p.m.

EXECUTIVE SESSION: Upon completion of the Executive Session, the Board listed the following result of the Executive Session:

- The Board met with the attorney to address delinquent accounts already at the attorney's office for collection.

Upon motion made, and duly seconded, Executive Session adjourned at 7:16 p.m.

OPEN SESSION: Open session was called to order at 7:21 p.m.

SECURITY REPORT: Deputy Hodges introduced himself to the members in attendance and presented the security report for March 2015 with 42 tickets issued. The Board recognized and voiced their appreciation to Deputy Abdullah for his years of service to the community.

MINUTES: Pete Mathieu read the minutes of the Board of Directors meeting dated March 24, 2015 to the homeowners present. With motion made by Reeves Taylor, seconded by Erin Brucia, motion passed and the minutes were accepted as written.

FINANCIAL UPDATE: Reeves Taylor presented the financial report that reflected the actual income and expense versus the approved budgeted as well as the total owners with balances owed; upon a motion by Erin Brucia, seconded by Brenda Cruz, motion passed and the financials were accepted after revisions were made to the life insurance total and the clubhouse income and expenses.

COMMITTEE REPORTS:

- **CLUBHOUSE MANAGER REPORT:**

Cathy O'Connor reported that an electronic calendar has been set up and transmitted to the Board and Chaparral Management to view items on the clubhouse schedule. In addition Cathy O'Connor reported the following:

POOL UPDATE: It was reported that the crack and plaster repair is complete. Problems with low pressure from the circulation system at the pool were occurring requiring on-site staff to chemically treat the pool. The chemical feed system will be repaired. Pool updates also included the hours the pool is scheduled to be open, swim team practice schedules and lifeguard coverage.

GROUNDS MAINTENANCE: Trees, rose bushes, plants, flowers and mulch were installed around the clubhouse grounds.

PROJECT LIST: Additional project items in preparation for the summer include air conditioning inspection, safety cushion mulch at the playground, replacing the broken window on the play structure in park and fence repairs.

- **TENNIS COMMITTEE:**

It was reported that mixed double play is scheduled every Wednesday night at 6:00p.m. beginning in May and continuing through the end of July.

- **LANDSCAPE COMMITTEE:**

Erin Brucia reported after meeting with Noack Landscaping, the tree damaged in the accident has recovered, however there is a dead tree that will need to be replaced. They are working on presenting options for the replacement. Additional items that were reported to address were having perennials as opposed to annuals such as knock out roses and society garlic installed. With projections reported of a possible problematic weather year, Noack was requested to review the condition of the trees on common areas and provide an estimate for thinning and pruning in advance. Initial estimate will be used as resource to obtain additional proposals with the same specifications.

- **ARCHITECTURAL CONTROL COMMITTEE:**

Reeves Taylor reported there were 4 applications received in March such applications included: painting, driveway expansion, siding and window replacement and fence installation.

OLD BUSINESS:

NOACK AGREEMENT RENEWAL: The Board reviewed the proposals from IMS Landscape Services, Land Crafters, Ltd., Vista Landscape Services, LLC and Noack Landscape for the landscape maintenance contract. Upon motion made by Erin Brucia, seconded by Brenda Cruz, motion passed to award the contract to Noack Landscaping. Erin will discuss with Noack Landscaping potential savings if the agreement is for more than one year.

WEBSITE SERVICES: Kathleen Murphy noted to the members that Chaparral Management has refunded Norchester Maintenance Fund for amounts charged for the unsuccessful e-blasting of the meeting agenda. The Board reviewed estimate from Chaparral Management to create a new website while maintaining the domain name. Cathy O'Connor noted to the Board the work her son has put towards a new website for Norchester. Once the website is complete, the maintenance will need to be performed by another party due to scheduling constraints. Erin Brucia will meet with Mr. O'Connor and schedule a presentation of Mr. O'Connor's website to the Board with an invitation to the members prior to going live.

NEW BUSINESS:

CABLE AND INTERNET PROVIDER: The Board reviewed the internet and cable installation and services packages proposed by Comcast and AT&T for continued service at the Norchester Activity Center. Upon motion made by Reeves Taylor, seconded by Erin Brucia, motion passed to accept a two-year contract for basic cable and internet with Comcast.

HAIL STORM DAMAGE: It was reported by Clubhouse Manager, Cathy O'Connor that the roof received possible damage during the recent hail storm. A roofing contractor has been notified and will submit estimates to the insurance company regarding the potential damages the event caused. Additional updates will be provided to the Board when available.

ALARM SYSTEM: The Board reviewed the contract for the alarm system for the Norchester Activity Center made that designates Miriam Ackley as the owner/signer of the contract on behalf of the Norchester Maintenance Fund. Upon motion made by Reeves Taylor, and seconded by Brenda Cruz, motion passed to provide financial guarantee of payment through the fulfillment of such contract to the owner/signer on the contract.

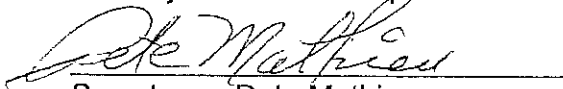
MANAGEMENT REPORT: Valerie Overbeck presented the management report. It was noted that the certified collection letters were sent to members still outstanding for the 2015 assessment in April. In addition, owners delinquent the full assessment as of March 31, 2015 were 63 in number which calculates to 8.27% of the owners.

The deed restriction inspection report was provided in the management report for the inspection date of April 13, 2015. There were 65 compliance issues addressed comprised of 33 Courtesy Letters, 19 First Letters, 1 Second Letter, 1 Ten Day Letter and 10 Thank You Letters.

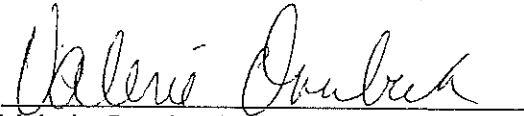
HOMEOWNER INPUT: Concerns addressed by members present were request to purchase a fire-proof safe for valuable documents of Norchester Maintenance Fund being stored a various previous board members residences as well as the activity center attic, deed restriction matters and governing documents revision status.

NEXT BOARD MEETING: The next meeting of the Board of Directors is scheduled for May 26, 2015 at 6:30 p.m.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:54 p.m.



Secretary – Pete Mathieu
Norchester Maintenance Fund, Inc.



Valerie Overbeck, CMCA®, AMS™, PCAM®
Managing Agent/Recording Secretary