

NORCHESTER MAINTENANCE FUND, INC.
BOARD OF DIRECTORS MEETING
August 25, 2015
MINUTES

The Board of Trustees of the Norchester Maintenance Fund, Inc. held their regular meeting on August 25, 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®
Kathy Terry, Attorney at Law

CALL TO ORDER: With a quorum established, the Executive Session of the Board meeting was called to order at 6:07 p.m.

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

- The Board reviewed and discussed processes, status of violations and collections and future legal actions needed with attorney.
- The Board adopted Social Committee with Brenda Cruz as chair.

Upon motion made, and duly seconded, Executive Session adjourned at 6:56 p.m.

OPEN SESSION: Open session was called to order at 7:11 p.m.

SECURITY REPORT: Deputy Lopez introduced himself to the members in attendance and presented the security report for July 2015.

MINUTES: Motion was made by Reeves Taylor, seconded by Erin Brucia, motion passed to waive the reading of the minutes for July 28, 2015. Upon motion made by Reeves Taylor, seconded by Erin Brucia, motion passed to accept them as written.

FINANCIAL UPDATE: Reeves Taylor presented the financial report through July 31, 2015 noting the expenses being slightly over budget.

COMMITTEE REPORTS:

- **CLUBHOUSE MANAGER REPORT:**
POOL UPDATE: Pool hours of operating are on weekends from 1:00pm-6:00pm. Estimates will be obtained for the repairs and submitted to the Board for approval

with an anticipated date of repair to occur in the off swim season prior to the end of the year for the leak to the pool.

CLUBHOUSE MAINTENANCE/REPAIR: New timers were placed on the thermostats in the clubhouse which may reduce the electrical usage as they will have the ability to be regulated closely. Broken exterior lights around the clubhouse were replaced with LED lights.

- **TENNIS COMMITTEE:**
Large tennis tournament is scheduled for August 28-30.
- **LANDSCAPE COMMITTEE:**
Mulch was provided for the flowerbeds. There are still some significant irrigation issues, one of which is at Dunbrook where there is a valve frozen. The large tree near the lighting at the clock tower needs trimmed back as it is too close to the lighting.
- **ARCHITECTURAL CONTROL COMMITTEE:**
Reeves Taylor reported the committee is continuing to receive applications for roof replacement, in the month of July 8 were submitted.

OLD BUSINESS:

RATIFICATION OF ELECTRONIC ACTION: The Board reviewed and approved the proposals below electronically by unanimous consent, and by motion made, and duly seconded, motion passed to ratify that action at this meeting:

- **WEBSITE SERVICES:** Contract for a new website and management to be done through Grant O'Connor. Erin Brucia is still working on finalizing the contract.
- **GOVERNING DOCUMENTS CAMPAIGN MANAGEMENT:** Contract for Chaparral Management to manage the governing documents campaign.
- **PRINTING OF REVISED GOVERNING DOCUMENTS:** Proposal from Alphagraphics and Minuteman for the printing of the revised documents that will be mailed to the members, of which Minuteman was awarded the bid.
- **IRRIGATION REPAIRS:** Repairs throughout the irrigation system provided by Noack Landscaping Services after their irrigation analysis.

LANDSCAPE CONTRACT UPDATE: The landscape contract continues to be under negotiations with the current contractor Noack Landscape Services for an extended contract that will lock in a rate for more than one year of service.

NEW BUSINESS:

TOWN HALL MEETING CALENDAR: Valerie Overbeck presented to the Board optional dates for Town Hall meetings for the governing document's campaign that included different days of the week to provide for a broader scope of audience. After confirmation from the Board and on clubhouse the proxy and notice can be sent out to the members.

MANAGEMENT REPORT - FINANCES: Valerie Overbeck presented the management report. It was noted that owners delinquent the full assessment as of July 31, 2015 were 16 in number which calculates to 2.10% of the owners. Prior year's accounts receivables collected in July was \$5,012.57.

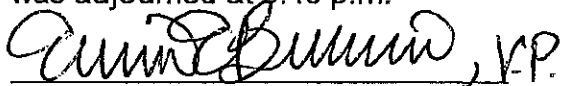
MANAGEMENT REPORT- DEED RESTRICTIONS: The deed restriction inspection report was provided in the management report for the inspection date of August 17, 2015. There were 81 compliance issues addressed comprised of 52 Courtesy Letters, 16 First Letters, 8 Second Letters and 5 Thank You Letters.


LEGISLATIVE UPDATE: Valerie Overbeck reminded the Board of their invitation to the Board Member Legislative Update Seminar scheduled September 22, 2015 from 6:30 p.m. to 8:30 p.m. and advised them to reserve a seat if planning to attend. Reeves Taylor is currently registered.

HOMEOWNER INPUT: Concerns addressed by members present were regarding the governing documents revisions, violations of the deed restrictions done by neighbors, reduced visibility of constable patrol and receipt of deed restriction violation letters for raising the canopy of the tree not wanted.

NEXT BOARD MEETING: The next meeting of the Board of Directors beginning with Executive Session is scheduled for September 29, 2015 at 6:30 p.m.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 9:43 p.m.


Secretary – Pete Mathieu
Norchester Maintenance Fund, Inc.


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