

NORCHESTER MAINTENANCE FUND, INC.
BOARD OF DIRECTORS MEETING MINUTES
February 10, 2015

The Board of Trustees of the Norchester Maintenance Fund, Inc. held a board meeting on the above date at the Norchester Activity Center at 6:30 p.m. located at 13439 Jones Road, Houston, Texas 77070.

Present:

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

Michele Martin, Chaparral Management Company, AAMC®

Absent:

None

CALL TO ORDER:

With a quorum established, the meeting was called to order at 6:32 p.m.

EXECUTIVE SESSION:

Clubhouse personnel matters were discussed and voted on. Some other accounting matters were discussed.

Executive session ended at 7:15 p.m.

OPEN SESSION:

Open session started at 7:20 p.m.

CHANGE OF OFFICER POSITIONS:

Kathleen Murphy announced to the homeowners present that the officer positions have changed and the Board introduced themselves with their current positions.

President Kathleen Murphy
Vice President Erin Brucia
Treasurer Reeves Taylor
Secretary Pete Mathieu
Director at Large Brenda Cruz

MINUTES:

Erin Brucia read both the November 24, 2014 and the January 13, 2015 minutes to the homeowners present. Upon a motion by Reeves Taylor and a second by Erin Brucia, the Board accepted the minutes of November 24, 2014 with the corrections after it was reviewed.

Upon a motion by Reeves Taylor and second by Pete Mathieu, the Board accepted the minutes of January 13, 2015. Both motions were accepted as the official action of the Board; Motion passed.

OLD BUSINESS:

Pool repairs:

A motion by Reeves Taylor and second by Brenda Cruz the Board approved the Lone Star Pool Leak Detection and Repair bid. Lone Star Pool will install approximately 130 staples and inject cracks in the shell of the pool as part of phase one of the pool repairs. Phase two will start after pool season in the Fall of 2015.

Governing Documents:

Kathleen Murphy will meet with Pat Halvorsen to review the Governing Documents that have been reviewed and revised for compliance and enforcement by Kathy Terry the association attorney and Pam Bailey, President of Chaparral Management Company.

NEW BUSINESS:

Mosquito service agreement:

Upon a motion by Pete Mathieu and second by Reeves Taylor; the Board approved the 2015 mosquito service agreement renewal.

Historical documents:

Kathy Selleck agreed to scan and email the Board some of the old plats and documents that have historical significance to the association.

Association bank account:

The Board agreed to make the Secretary of the association and the Club manager who is currently Cathy O'Connor signers on the Chase bank account.

Norchester Townhouses Club usage:

Kathleen Murphy discussed that she has been in contact with the Norchester Townhouses in regards to collecting \$100 from each household for a total of \$4,200 for club usage for 2015. If the community as a whole does not approve this service agreement the homeowners will be charged \$240 per household to use the club for 2015. The Norchester Townhouse community service agreement will be reviewed each year to determine usage fee per household.

Association website:

The Board agreed to select Glen Land to take over the updating responsibilities for the association website effective immediately.

HOMEOWNER INPUT:

Discussion: Sylvia McMillian reported that the FEMA lots are in need of a mow immediately.

Resolution: Ms. Martin will contact Harris County Flood Control/ FEMA in regards to their lots needing to be mowed

Discussion: One of the homeowners brought up that Cypress Greenway has a project to add additional trails in the Norchester area.

Discussion: A homeowner asked how many times the pest control company sprays each month

Resolution: Northwest Pest Patrol typically sprays once a week.

Discussion: Several homeowners were concerned that they are not receiving the e-blasts from the website to notify them of upcoming meetings.

Resolution: Ms. Martin pulled up the subscriber list and a total of 109 homeowners are registered for the website. Chaparral Management is aware of the issue that homeowners aren't receiving the e-blast notifications and they are working to resolve it. Glen Land volunteered to help manage the website like he has done in the past.

NEXT BOARD MEETING:

The next meeting of the Board of Directors is scheduled for February 24, 2015 at 6:30 p.m.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 8:32 p.m.

Pete Mathieu

Secretary – Pete Mathieu
Norchester Maintenance Fund, Inc.

Michele Martin
Managing Agent/Recording Secretary

