

**NORCHESTER MAINTENANCE FUND, INC.  
BOARD OF DIRECTORS MEETING  
February 24, 2015  
MINUTES**

The Board of Trustees of the Norchester Maintenance Fund, Inc. held their regular meeting on February 24, 2015 at 6:30p.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

Michele Martin, Chaparral Management Company, AAMC®

Absent: None

**CALL TO ORDER:** With a quorum established, the Executive Session of the Board meeting was called to order at 6:32 p.m.

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

- Eight homeowners were sent to the attorney to address deed restriction violations.
- One homeowner will receive a first letter to address the deed restriction violation.
- One homeowner corrected the violation before today's meeting.
- One homeowner will be referred to the Noack Landscape to correct the violation.
- Community Manager will contact one homeowner in an attempt to correct the violation on a vacant lot.
- Notice of lien was signed for one property and will be given to the association attorney for processing.

Upon motion made, and duly seconded, Executive Session adjourned at 7:15 p.m.

**OPEN SESSION:** Open session was called to order at 7:20 p.m.

**MINUTES:** Pete Mathieu read the minutes of the Board of Directors meeting dated February 10, 2015 to the homeowners present. Upon motion made by Reeves Taylor, seconded by Erin Brucia, motion passed and the Board accepted the minutes of February 10, 2015 with the corrections.

**FINANCIAL UPDATE:** Reeves Taylor presented the financial report that reflected the actual income and expense versus the approved budgeted; upon a motion by Reeves Taylor, seconded by Erin Brucia, motion passed and the financials were accepted.

## **COMMITTEE REPORTS:**

- **CLUBHOUSE MANAGER REPORT:**

Phase one of the pool repairs to seal the cracks will start on March 9<sup>th</sup>. Cathy O'Connor stated that the Chase bank account needs to be funded with additional money to avoid being charged a service fee. The minimum balance to avoid a fee is \$7,000.00.

- **TENNIS COMMITTEE:**

Tennis matches have been postponed due to the cold and inclement weather.

- **LANDSCAPE COMMITTEE:**

The common areas were recently fertilized. The Board is looking into freshening up some of the end caps with some new plants for the Spring. The maintenance of the FEMA lots was also discussed. The association is working to get the County to maintain these lots on a regular basis before their scheduled April start date.

- **ARCHITECTURAL CONTROL COMMITTEE:**

One application was received for the painting of the exterior of the home

## **OLD BUSINESS:**

**LANDSCAPE AGREEMENT:** The service agreement was reviewed, and upon motion made, and duly seconded, motion passed to table the Noack service agreement until the next meeting to allow additional time to review the pricing.

**TEXAS COMMUNITY ASSOCIATION ADVOCATES RALLY DAY IN AUSTIN:** Michele Martin presented to the Board an opportunity to participate in the TCAA Rally Day in Austin on March 9<sup>th</sup>. Chaparral Management Company chartered a bus to transport Board members and managers to rally through TCAA, who works closely to review proposed legislation, craft alternative legislation for certain bills, and craft amendments where clarification is necessary that benefit homeowner associations.

**ASSOCIATION WEBSITE:** It was presented to the Board that the Association's website e-blasting system is not functioning correctly. Glenn Land assisted with sending an e-blast of the February 24<sup>th</sup> meeting agenda to 90 homeowners along with a combined effort between Brenda Cruz and Michele Martin a list of 124 subscribers were provided to Glenn Land to perform the e-blast function until the system is working properly.

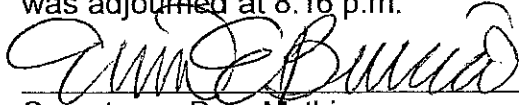
**TRAILS:** Kathleen Murphy noted to the membership that the trails along Jones are still under consideration from the County. There is also a 20 acre tract of land for sale near the corner of Jones Road at Cypresswood Drive. The area was noted as a concern due to similar areas in other communities having brought less than desirable businesses.

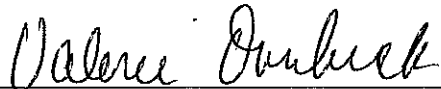
**NEW BUSINESS:** No new business to report.

**HOMEOWNER INPUT:** One resident addressed concern were regarding architectural submittals and provisions for extensions in time due to personal hardship.

**NEXT BOARD MEETING:** The next meeting of the Board of Directors is scheduled for March 24, 2015 at 6:30 p.m.

**ADJOURNMENT:** There being no further business to come before the Board, the meeting was adjourned at 8:16 p.m.

  
Secretary – Pete Mathieu  
Norchester Maintenance Fund, Inc.

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

V.P. - Erin Bncia