

NORCHESTER MAINTENANCE FUND, INC.
BOARD OF DIRECTORS MEETING
July 28, 2015
MINUTES

The Board of Trustees of the Norchester Maintenance Fund, Inc. held their regular meeting on July 28, 2015 at 6:30p.m., at the Norchester Activity Center, located at 13439 Jones Road, Houston, Texas 77070.

Present: Erin Brucia, Vice President
Reeves 'Rip' Taylor, Treasurer
Brenda Cruz, Director at Large

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

Absent: Kathleen Murphy, President
Pete Mathieu, Secretary

CALL TO ORDER: With a quorum established, the Executive Session of the Board meeting was called to order at 6:34 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 approved 1 violation be sent to the attorney for compliance demand.

Upon motion made, and duly seconded, Executive Session adjourned at 6:58 p.m.

OPEN SESSION: Open session was called to order at 7:02 p.m.

SECURITY REPORT: Deputy Lopez introduced himself to the members in attendance and presented the security report for June 2015 with 54 tickets issued.

WEBSITE PRESENTATION: Erin Brucia introduced to the members in attendance Grant O'Connor via telephonic communication as he presented remotely on the television screen the draft prepared for the Association's website. Questions were asked regarding accessibility, functionality, information provided and additional services. Discussions regarding the proposal presented to the Board to be performed later in the meeting.

MINUTES: Motion was made by Reeves Taylor, seconded by Erin Brucia, motion passed to waive the reading of the minutes for June 23, 2015. Upon motion made by Reeves Taylor, seconded by Brenda Cruz, motion passed to accept them as written.

FINANCIAL UPDATE: Reeves Taylor presented the financial report through June 30, 2015 noting the expenses being slightly over budget as anticipated during the summer months as it is projected to minimize towards the end of the year.

COMMITTEE REPORTS:

- **CLUBHOUSE MANAGER REPORT:**

POOL UPDATE: It was confirmed that the pool has a leak. 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.

DECK: Several boards were replaced on the current deck, however it was noted to the Board that due to the deteriorated condition of the deck, replacement included for the 2016 budget should be considered.

PERGOLA: New top to the pergola was installed.

BLEACHER: Several boards were replaced to the bleachers.

WATER FOUNTAIN: When irrigation was repaired last year, Noack cut off the line going to the water fountain. Cathy reported that the fountain would need replaced rather than repaired with the cost at approximately \$1,500.00 for the unit.

TOWING OF VEHICLES: Vehicular parking in the Association parking lot persons not utilizing the facilities has been noted. It was requested that such vehicles be towed. Valerie Overbeck noted the requirement for proper signage being displayed in order to tow vehicles from the lot.

TENNIS COURT TAGS: Cathy O'Connor reported the potential of tennis court use from individuals not authorized to use the facilities and expressed the Board consider requiring tennis court tag registration in addition to the pool tag registration.

- **TENNIS COMMITTEE:**

It was reported that mixed double play continues every Wednesday night at 6:00p.m., weather permitting. Tennis tournament is scheduled for August 28-30. Due to the inoperable water fountain, Cathy noted that water jugs will be used to hydrate those participating.

- **LANDSCAPE COMMITTEE:**

It was reported that insects that infiltrated the lantana around the N caps was treated, mulching of the landscape beds has been scheduled, that the problems with planting were addressed in a walk through last week between Noack and Kathleen Murphy. The contract is still pending continued negotiations.

- **ARCHITECTURAL CONTROL COMMITTEE:**

Reeves Taylor reported six applications were reviewed, of which all were approved. In addition, there are 3 requests pending decision.

OLD BUSINESS:

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

- **TENNIS WINDSCREENS:** Estimate from A Glenn Land Consulting Engineer for 172' of 9' high TMS Pro-Style windscreens and 4 super squeegee replacement roller to be installed in the amount of \$1,674.00.

- **TREE PRUNING:** Per the discussion in the previous Board meeting the trees around the clubhouse and common area needed pruned. Estimates were received by Cathy O'Connor and Jones Road Tree Service was selected in the amount of \$3,000.00.

WEBSITE SERVICES: Erin Brucia presented the proposal from Grant O'Connor to manage the website in the amount of \$80.00 one-time transfer fee, \$60.00 monthly to manage the hosting and \$12.00 monthly for the google management features for a monthly contractual amount of \$72.00. Upon motion made by Brenda Cruz, seconded by Erin Brucia, motion passed to table the decision until details of the timeline of completion and transfer along with administrative accessibility are provided.

GOVERNING DOCUMENTS CAMPAIGN: Brenda Cruz reported that proposals were requested for the management of the governing documents campaign to multiple public relations firms and an additional management company, all of which declined to bid. In addition, counsel was sought by the Association's attorney and another management company who advised the Board to utilize the services, knowledge and expertise of the current management company. It was noted that the proposal provided by Chaparral Management for the management services of the campaign would be \$6,796.14. The Board and the members present discussed different aspects including costs, funding, volunteer assistance, campaign plans and changes to the documents. Upon motion made and seconded, motion passed to table the decision for a proposed plan from the Governing Documents Committee is provided.

NEW BUSINESS:

MANAGEMENT REPORT - FINANCES: Valerie Overbeck presented the management report. It was noted that owners delinquent the full assessment as of June 30, 2015 were 23 in number which calculates to 3.02% of the owners. Prior year's accounts receivables collected in June was \$7,145.37.

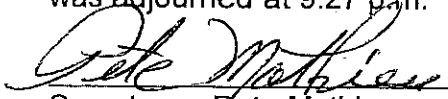
MANAGEMENT REPORT- DEED RESTRICTIONS: The deed restriction inspection report was provided in the management report for the inspection date of July 9, 2015. There were 91 compliance issues addressed comprised of 50 Courtesy Letters, 18 First Letters, 9 Second Letters, 3 ACC Letters and 5 Thank You Letters.

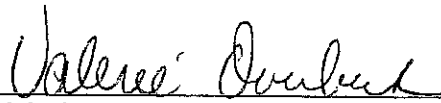
LEGISLATIVE UPDATE: Valerie Overbeck reminded the Board of their invitation to the Board Member Legislative Update Seminar scheduled September 22, 2015 from 6:00 p.m. to 9:00 p.m. and advised them to reserve a seat if planning to attend.

HOMEOWNER INPUT: Concerns addressed by members present were regarding the governing documents revisions and receipt of deed restriction violation letters for raising the canopy of the tree not wanted. A meeting invitation will be sent by Chaparral Management between the Board, Governing Documents Committee and Street Directors that can be extended to interested parties in preparations of the campaign.

NEXT BOARD MEETING: The next meeting of the Board of Directors beginning with Executive Session is scheduled for August 25, 2015 at 6:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 9:27 p.m.


Secretary – Pete Mathieu
Norchester Maintenance Fund, Inc.


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