

NORCHESTER MAINTENANCE FUND, INC.
BOARD OF DIRECTORS MEETING
June 23, 2015
MINUTES

The Board of Trustees of the Norchester Maintenance Fund, Inc. held their regular meeting on June 23, 2015 at 6:00p.m., at the Norchester Activity Center, located at 13439 Jones Road, Houston, Texas 77070.

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

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

Absent: Erin Brucia, Vice President

CALL TO ORDER: With a quorum established, the Executive Session of the Board meeting was called to order at 6:20 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 2 violations be sent to the attorney for compliance demand.

Upon motion made, and duly seconded, Executive Session adjourned at 7:14 p.m.

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

SECURITY REPORT: Deputy Lopez introduced himself to the members in attendance and presented the security report for May 2015 with 22 tickets issued.

MINUTES: Motion was made by Reeves Taylor, seconded by Pete Mathieu, motion passed to waive the reading of the minutes for May 26, 2015 and accept them as written.

FINANCIAL UPDATE: Reeves Taylor noted the financial report would be transmitted electronically due to a delay in the receipt of the finalized financials.

COMMITTEE REPORTS:

- **CLUBHOUSE MANAGER REPORT:**
POOL UPDATE: It was reported the pool may have a possible leak. Cathy will do a preliminary bucket test for leaking prior to sending out a contractor to review. Major leak repairs would be scheduled in the off pool season. Brenda Cruz announced that

the swim team season has finished for the year except for those who qualified for competition. Cathy so noted that the swim team consisted of 126 members, of which, approximately 65% were non-residents of Norchester.

GROUNDS MAINTENANCE: Cathy O'Connor reported having two bids received for the tree trimming around the clubhouse and parking lot. Valerie Overbeck will send additional bid that was received to Cathy for review.

- **TENNIS COMMITTEE:**

It was reported that mixed double play continues every Wednesday night at 6:00p.m., weather permitting through the end of July. Glenn Land will install custom made wind screens at the tennis courts.

- **LANDSCAPE COMMITTEE:**

It was reported that insects are infiltrating the lantana around the N caps, mulch is needed, that the planting performed by Noack was done at the wrong location with the wrong materials. Landscaper will correct but has been delayed due to inclement weather. The Garden Club presented funds in the amount of \$700.00 for mulching and special improvements.

- **ARCHITECTURAL CONTROL COMMITTEE:**

Reeves Taylor reported seven applications mainly for roof replacement were received in May and advised the membership present that Chaparral Management would assist owners in finding samples and with completing the application if needed for roof replacement.

OLD BUSINESS:

WEBSITE SERVICES: Brenda Cruz reported that Grant O'Connor is in the final stages of creation of the website for Norchester. A presentation and Skype discussion will be scheduled for the July meeting. It was noted that 103 electronic notices with the agenda were sent for the meeting and that signed minutes will be posted on the website.

HAIL STORM DAMAGE: Kathleen Murphy reported that a third request for an outside contractor to review the clubhouse roof for hail storm damage has been requested.

NEW BUSINESS:

MANAGEMENT REPORT - FINANCES: Valerie Overbeck presented the management report. It was noted that owners delinquent the full assessment as of May 31, 2015 were 34 in number which calculates to 4.62% of the owners.

MANAGEMENT REPORT- DEED RESTRICTIONS: The deed restriction inspection report was provided in the management report for the inspection date of June 15, 2015. There were 61 compliance issues addressed comprised of 33 Courtesy Letters, 20 First Letters and 8 Second Letters.

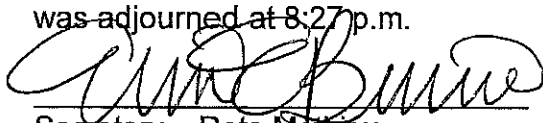
CHAPARRAL MANAGEMENT ANNIVERSARY: Valerie Overbeck announced the celebration of Chaparral Management Company's 30th anniversary, expressed to the Board and members present appreciation for being part of it and encouraged all in attendance to take part in the cake and refreshments provided.

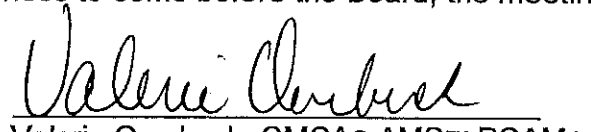
LEGISLATIVE UPDATE: Valerie Overbeck presented an update regarding the 84th Legislative Session. While the Senate and House have approved the bill, but the time frame for the Governor to veto has expired so the bill will be in effect on September 1, 2015. This bill allows governing document amendments to be approved if a majority approval vote of the required 67 percent quorum of the members is received. An invitation to the Board Member Legislative Update Seminar scheduled September 22, 2015 from 6:00 p.m. to 9:00 p.m. was noted to the Board.

HOMEOWNER INPUT: Concerns addressed by members present were regarding the installation of trails on the west side of the ditch with a collaborative effort between the MUD and the Harris County Flood Control District. In addition, updates on the governing documents revision campaign were requested and provided that the campaign is projected, to be started at the end of August with the official voting meeting tentatively scheduled at the end of October. Bid specifications have been drafted, with one bid received and requests for additional being sent out by the Board.

NEXT BOARD MEETING: The next meeting of the Board of Directors is scheduled for July 28, 2015 at 6:30 p.m.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:27 p.m.


Secretary – Pete Mathieu
Norchester Maintenance Fund, Inc.


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