

NORCHESTER MAINTENANCE FUND, INC.
BOARD OF DIRECTORS MEETING
May 26, 2015
MINUTES

The Board of Trustees of the Norchester Maintenance Fund, Inc. held their regular meeting on May 26, 2015 at 6:30p.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 6:30 p.m.

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

- The Board reviewed and made decisions on two legal actions.
- The Board approved 28 accounts be sent to the attorney for collections.

Upon motion made, and duly seconded, Executive Session adjourned at 7:26 p.m.

OPEN SESSION: Open session was called to order at 7:33 p.m.

SECURITY REPORT: Deputy Lopez introduced himself to the members in attendance and presented the security report for April 2015 with 12 tickets issued.

MINUTES: Motion was made by Reeves Taylor, seconded by Brenda Cruz, motion passed to waive the reading of the minutes for April 30, 2015 and accept them as written.

FINANCIAL UPDATE: Reeves Taylor presented the financial report that reflected the actual income and expense versus the approved budgeted as well as the total owners with balances owed; upon a motion by Pete Mathieu, seconded by Brenda Cruz, motion passed and the financials were accepted as presented.

COMMITTEE REPORTS:

- **CLUBHOUSE MANAGER REPORT:**

Cathy O'Connor reported that an electronic calendar has been set up and transmitted to the Board and Chaparral Management to view items on the clubhouse schedule. In addition Cathy O'Connor reported the following:

POOL UPDATE: It was reported the pool pump has a pressure problem. The pool opened with a soft opening of approximately 25 swimmers on April 25, 2015.

GROUNDS MAINTENANCE: Dead tree branches have been falling and need pruned off the trees in the park and parking lot areas. In addition, Cathy will be meeting with Noack Landscaping regarding not bagging the grass clippings around the pool as the clippings are negatively affecting the chemical balance of the pool.

PROJECT LIST: Additional project items continued from last month for the summer include air conditioning inspection first week of June, safety cushion mulch at the playground delayed by weather, replacing the broken window on the play structure in park and fence repairs.

- **TENNIS COMMITTEE:**

It was reported that mixed double play is scheduled every Wednesday night at 6:00p.m., weather permitting through the end of July.

- **LANDSCAPE COMMITTEE:**

There was nothing new to report.

- **ARCHITECTURAL CONTROL COMMITTEE:**

Reeves Taylor reported several applications for roof replacement were received in April and advised the membership present that Chaparral Management would have samples and provide assistance with completing the application if needed for roof replacement.

OLD BUSINESS:

WEBSITE SERVICES: There was nothing to report as parties overseeing the project were not present at the meeting.

HAIL STORM DAMAGE: It was reported by Clubhouse Manager, Cathy O'Connor that the roof received possible damage during the recent hail storm. After review by a contractor and the insurance claims adjuster, it was reported that the roof had not encountered storm damage.

NEW BUSINESS:

MANAGEMENT REPORT - FINANCES: Valerie Overbeck presented the management report. It was noted that the certified collection letters were sent to members still outstanding for the 2015 assessment in April, and those remaining not on a payment plan will be turned over to the attorney on June 1st. In addition, owners delinquent the full assessment as of April 30, 2015 were 50 in number which calculates to 6.56% of the owners.

MANAGEMENT REPORT- DEED RESTRICTIONS: The deed restriction inspection report was provided in the management report for the inspection date of May 18, 2015. There were 61 compliance issues addressed comprised of 33 Courtesy Letters, 20 First Letters and 8 Second Letters.

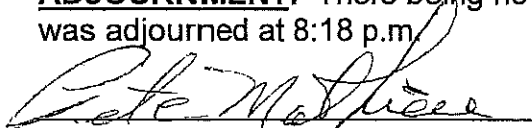
MANAGEMENT REPORT - ARCHITECTURAL CONTROL: The architectural control review report was provided in the management report for the month April. There were 9 plans reviewed, of which, 5 were approved, 1 was approved with conditions and 3 were returned incomplete.

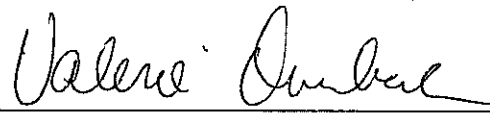
LEGISLATIVE UPDATE: Valerie Overbeck presented an update regarding Senate Bill #1168, which provides clarification to several items passed by prior legislators that affect associations in regards to mailing costs, open meetings via video conferencing, privacy protection in proxy voting for members, additional flexibility for payment plan options and clarifies voting being cast absentee, proxy and online.

HOMEOWNER INPUT: Concerns addressed by members present were regarding deed restriction matters.

NEXT BOARD MEETING: The next meeting of the Board of Directors is scheduled for June 23, 2015 at 6:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:18 p.m.


Secretary – Pete Mathieu
Norchester Maintenance Fund, Inc.


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