

**NORCHESTER MAINTENANCE FUND, INC.**  
**BOARD OF DIRECTORS MEETING**  
**November 5, 2015**  
**MINUTES**

The Board of Trustees of the Norchester Maintenance Fund, Inc. held their regular meeting on November 5, 2015 at 6:00p.m., at the Norchester Activity Center, located at 13439 Jones Road, Houston, Texas 77070.

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

Valerie Overbeck, CMCA®, AMS™, PCAM®, representing Chaparral Management Company, AAMC®  
Kathy Terry, Attorney at Law

Absent: Erin Brucia, Vice President

**CALL TO ORDER:** With a quorum established, the Executive Session of the Board meeting was called to order at 6:06 p.m.

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

- The Board reviewed three properties regarding deed restriction violations. One property had come into compliance prior to the meeting and was closed. Two other properties were reviewed and approved to be sent to the attorney for a legal compliance demand letter.
- The Board reviewed the attorney status report with Association's legal counsel, Kathy Terry.
- The Board reviewed and discussed confidential personnel matters.
- The Board interviewed a candidate for the Board of Director position that was recently vacated by Erin Brucia.

Upon motion made, and duly seconded, Executive Session adjourned at 6:57 p.m.

**OPEN SESSION:** Open session was called to order at 7:08 p.m.

**SECURITY REPORT:** Deputy Hodges introduced himself to the members in attendance and presented the security report for October 2015.

**MINUTES:** Motion was made by Pete Mathieu, seconded by Reeves Taylor to waive the reading the minutes as copies were supplied in advance to those in attendance and accept the September 29, 2015 to the members as written.

**FINANCIAL UPDATE:** Reeves Taylor presented the financial report through September 30, 2015 noting the expenses being 2.37% over budget in operating expenses and 13.59% over budget in clubhouse expenses for an overall percentage of 5.67% over budget.

**COMMITTEE REPORTS:**

• **CLUBHOUSE MANAGER REPORT:**

The clubhouse manager was not able to attend so the report was presented by Kathleen Murphy. It was noted that the pool has continued low pressure in the system requiring manual chlorine feed. The landscape beds around the clubhouse were mulched.

• **TENNIS COMMITTEE:**

Nothing new to report.

• **SOCIAL COMMITTEE:**

Brenda Cruz reported that there was a Halloween costume party at the clubhouse on October 31<sup>st</sup> with refreshments at the event. There were prizes awarded for different categories for costumes. Santa's Night Out is planned for Saturday, December 12<sup>th</sup> from 6:00-10:00 for children ages 3-10.

• **LANDSCAPE COMMITTEE:**

There was nothing new to report.

• **ARCHITECTURAL CONTROL COMMITTEE:**

Reeves Taylor reported the committee is continuing to receive applications for roof replacement, in the month of September. There were 9 applications submitted mostly for roofs, fence, driveway and window replacement.

**OLD BUSINESS:**

**RATIFICATION OF ELECTRONIC ACTION:** The Board reviewed and approved the proposals below electronically by unanimous consent, and was motion made by Reeves Taylor, seconded by Pete Mathieu, motion passed to ratify that action at this meeting:

- **REVISION TO PROPOSED BY-LAWS:** The Board reviewed the phrasing that allowed for the annual meeting quorum to be diminished that was being contested. They had the phrasing removed and printed, prior to distribution of the documents for vote.
- **CONSOLIDATION OF BANK ACCOUNTS:** Upon review of the remaining balances in the bank accounts for Norchester, the Board elected to close the two Chase Bank accounts and consolidate all funds into their operating account.
- **ANNUITY SURRENDER:** Upon review of the cash balances available and the normal operating expenses for the community, the Board elected to surrender the annuity to assist in funding the regular scheduled expenses of the community.
- **RECENSION OF THE GOVERNING DOCUMENTS VOTE:** After review of the division the governing documents voting has placed the community in, the Board elected to discontinue the vote on the current proposed documents and continue to revise the documents in a way that might bring more unity to the situation.

**2016 PRELIMINARY BUDGET REVIEW:** The Board held a budget workshop to work on preparations for 2016, however an additional workshop will be needed prior to presenting for consideration.

**NEW BUSINESS:**

**RESIGNATION & APPOINTMENT:** It was noted that due to the sale of the Norchester property of the Vice President, Erin Brucia, the Board of Director position was now vacated. Upon motion made by Brenda Cruz, seconded by Pete Mathieu, motion passed to appoint Kimberly Smith to serve the remainder of the term.

**2016 ASSESSMENT RATE & COMMUNITY SERVICE FEE:** The Board noting the inability to increase the assessments per the current governing documents, the current operating needs of the community and the legal authority to institute a community service fee to provide services to the community, by motion made by Pete Mathieu, seconded by Reeves Taylor, motion passed to set the assessment rate for 2016 at \$375.00 and a Community Service Fee of \$50.00.

**MANAGEMENT REPORT - COLLECTIONS:** Valerie Overbeck presented the management report. It was noted that owners delinquent the full assessment as of September, 2015 were 12 in number which calculates to 1.57% of the owners.


**MANAGEMENT REPORT- DEED RESTRICTIONS:** The deed restriction inspection report was provided in the management report for the inspection date of October 15, 2015. There were 84 compliance issues addressed comprised of 46 Courtesy Letters, 10 First Letters, 14 Second Letters, 3 Ten-day Letters and 11 Thank You Letters.

**HOMEOWNER INPUT:** Homeowners present wrote their questions and comments down and handed them to the Board. Valerie Overbeck read the questions and comments written with different directors and those present answering such questions that are summarized as follows: production of financial statements, collection processes, borrowing of funds, governing documents, surveys of amenity use, comparison to another community, the website not functioning properly, assurance of the opportunity to vote, whether the vote was itemized or all inclusive, construction of a driveway in the community, management company costs, contract renewals and services.

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

**ADJOURNMENT:** There being no further business to come before the Board, the meeting was adjourned at 8:10 p.m.

  
Secretary – Pete Mathieu  
Norchester Maintenance Fund, Inc.

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