

NORCHESTER MAINTENANCE FUND, INC.
BOARD OF DIRECTORS MEETING
September 29, 2015
MINUTES

The Board of Trustees of the Norchester Maintenance Fund, Inc. held their regular meeting on September 29, 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
Brenda Cruz, Director at Large

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

Absent: Pete Mathieu, Secretary

CALL TO ORDER: With a quorum established, the Executive Session of the Board meeting was called to order at 6:37 p.m.

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

- The Board reviewed and four properties regarding deed restriction violations. One property had two different violations that were being addressed. After Board review and discussion, all were approved to be sent to the attorney for a legal compliance demand letter.
- The Board reviewed one account in legal collections. The attorney had prepared a Notice of Lien. After review of the account, the Board approved the Notice of Lien and such was executed by the Board President.

Upon motion made, and duly seconded, Executive Session adjourned at 7:13 p.m.

OPEN SESSION: Open session was called to order at 7:17 p.m.

SECURITY REPORT: Deputy Lopez introduced himself to the members in attendance and presented the security report for August 2015.

MINUTES: Brenda Cruz read the minutes for August 25, 2015 to the members in attendance. Upon motion made by Brenda Cruz, seconded by Erin Brucia, motion passed to accept them as written.

FINANCIAL UPDATE: Reeves Taylor presented the financial report through August 31, 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:**

TENNIS COURT LIGHTING: The lighting on the tennis courts went over the original approved estimate due to the glass being broken and some of the wiring to the light being charred. In addition, it was found that two ballasts were out and the life span on another was almost complete. All three were replaced due to saving funds as the cost of the lift rental to perform the work at the height needed is significant. The average life is approximately 6-7 years.

POOL UPDATE: Significant pool repairs have been reviewed with initial estimates arriving for the following: American Disabilities Act compliant lift \$7,000; replace the pump room with new sand filters, new plumbing and electrical \$16,000-20,000; re-plaster the main pool \$35,000; install built in steps instead of ladder access to the pool when re-plastering \$12,000; repair the wading pool \$16,000-18,000; remove cracked portions of the pool decking and replace with new decking \$35,000-40,000 and to replace the wading pool decking \$5,000-6,000. Contractors state the repairs may take approximately 2 months to complete in the event of no delays. Cathy O'Connor states more conservative estimate to be 4 months. The Board noted that swim season starts in April, and all approved repairs would need completed prior to the commencement of.

- **TENNIS COMMITTEE:**

Nothing was reported at this meeting.

- **SOCIAL COMMITTEE:**

Brenda Cruz reported that there will be a Halloween costume party at the clubhouse on October 31st and is seeking donations of decorations, cupcakes, cookies and candy for the event. There will be prizes awarded for different categories for costumes.

- **LANDSCAPE COMMITTEE:**

Erin Brucia reported that the mulching and irrigation work is complete. There are several dead trees to be removed. Noack Landscape Services recommended provision for additional irrigation in certain areas to assist in proper irrigation for new trees.

- **ARCHITECTURAL CONTROL COMMITTEE:**

Reeves Taylor reported the committee is continuing to receive applications for roof replacement, in the month of August. There were 10 applications submitted mostly for roofs, but one for new back patio and window replacement. It was also noted to the members present that when making application, Chaparral Management has sample brochures of shingle types to help them in the process.

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 Erin Brucia, motion passed to ratify that action at this meeting:

- **TENNIS COURT LIGHTING:** Proposal from Plourde Electric for repairs to the tennis court lighting along with the addendum for additional work required in the amount of \$4,360.00.

- **TOWN HALL MEETING CALENDAR:** After review of the availability of the clubhouse and those to be in attendance, the Board set the Town Hall meeting dates for October 7, 2015, October 21, 2015 and the Special Meeting vote date of November 11, 2015 for the clubhouse all of which will start at 7:00p.m. Notice and proxy were reviewed and approved as well.

LANDSCAPE CONTRACT UPDATE: The Board reviewed the landscape contract that contained the provision to lock in rates for three years with Noack Landscape Services. It was noted that the contractor had already been recognized as a low bidder. The contract provided for the cost to be \$38,785.00 in 2016; \$39,948.75 in 2017; and \$41,144.35 in 2018. Motion was made by Reeves Taylor, seconded by Brenda Cruz, motion passed and the contract was executed.

NEW BUSINESS:

BUDGET PREPARATIONS: Reeves Taylor noted that the initial draft of the budget will be prepared by the next Board meeting for review. Board members will be assigned different areas to review and analyze in assistance with the process. The budget will be presented for vote at the November Board meeting.

HARRIS COUNTY FLOOD CONTROL DISTRICT: The Board reviewed the certified letter and maps received by the Harris County Flood Control District that discuss their maintenance project repair plans that have gone out for bid this September. The maps and letter discussed the removal of portions of fence that encroaches onto their drainage easement. Upon review of the age of the fencing being approximately 45 years old, motion was made, and duly seconded, to allow the district to remove the fence, placing it on the property for removal. Once the project was completed, replacement would be evaluated.

BALLOT – RECORD DATE: In preparations for the special meeting vote regarding the governing documents revision, a record date for the ballot needed set. Upon motion made by Reeves Taylor, seconded by Brenda Cruz, motion passed to set the record date for October 7, 2015.

MANAGEMENT REPORT - FINANCES: Valerie Overbeck presented the management report. It was noted that owners delinquent the full assessment as of August 31, 2015 were 15 in number which calculates to 1.97% of the owners.

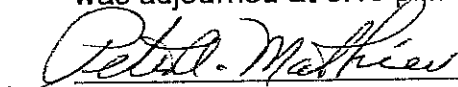
MANAGEMENT REPORT- DEED RESTRICTIONS: The deed restriction inspection report was provided in the management report for the inspection date of September 15, 2015. There were 82 compliance issues addressed comprised of 44 Courtesy Letters, 27 First Letters, 2 Second Letters, 4 Ten-day Letters and 5 Thank You Letters.

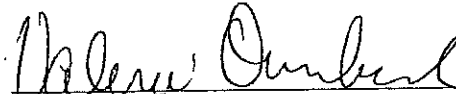
TOMBALL ARCHEOLOGICAL RECOVERY CLUB: It was noted that Donald Broethel from the Tomball Archeological Recovery Club contacted the Harris County Flood District in regards to retrieving articles of interest from their property in Norchester. The District requires approval from Norchester Maintenance Fund prior to them proceeding with recovery. Upon motion made by Brenda Cruz, seconded by Erin Brucia, motion passed to approve the recovery provided the lots are returned to better condition than before.

HOMEOWNER INPUT: Kathleen Murphy noted there was no one signed up to provide input to report.

NEXT BOARD MEETING: The next meeting of the Board of Directors beginning with Executive Session is scheduled for October 27, 2015 at 6:00 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™, PSAM®
Managing Agent/Recording Secretary