

**NORCHESTER MAINTENANCE FUND  
Board of Directors Meeting Minutes**

**Date:** July 26, 2016  
**Time:** 7:30 PM  
**Location:** Norchester Clubhouse, 13439 Jones Road, Houston, Texas 77479

**Board Members Present:** Ron Jeffers, Sylvia McMillan Kathy Reagle, Reeves “Rip” Taylor, Kimberly Smith

**Board Members Absent:** None

**Member of Management Present:** Christopher Horwitz, Community Manager

**Homeowner(s) Present:** There were 40 homeowners present.

1. **Call to Order:** President Ron Jeffers called the meeting to order at 7:40 PM and thanked everyone for attending the meeting.
2. **Review and Approve Board Meeting Minutes:** Kathy Reagle read the minutes. Minutes read were not the minutes previously submitted. Ron Jeffers motioned to postpone the approval of minutes until the August 9, 2016 meeting. Reeves “Rip” Taylor seconded the motion. The motion passed.
3. **Committee Reports:**
  - a. Finance: Ron Jeffers provided a financial report. Rip Taylor motioned to accept the report, Kim Smith seconded. The motion passed.
  - b. Communication: Sylvia McMillan provided an update to the neighborhood regard communications.
  - c. By-Laws: No updates to report.
  - d. Landscape: Kathy Reagle gave an update on landscaping, and mosquito spraying. Northwest Pest to give presentation at next meeting.
  - e. Architectural (ACC): Glenn Land gave an ACC update. He stated 4 ACC requests (2 roofs, 1 fence, and 1 paint) were received and approved by the committee.
4. **Old/New Business**
  - a. No additional business at this time.
5. **Homeowner Forum** – Several homeowners expressed their concerns on various topics.
6. **Adjournment of Open Session:** Being no further business to discuss the meeting was adjourned at 8:38 PM.

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Authorized Board member

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Date