

NORCHESTER MAINTENANCE FUND
Board of Directors Meeting Minutes

Date: August 9, 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
Board Members Absent: Kimberly Smith

Member of Management Present: Christopher Horwitz, Community Manager

Homeowner(s) Present: There were 16 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. **Northwest Pest:** Steve from Northwest Pest gave a presentation regarding the chemicals and techniques used in mosquito spraying and how that applied to Norchester. Steve went over the route and how drivers are tracked via GPS. If there is rain, the driver stops and comes back a different day.
3. **Review and Approve Board Meeting Minutes:** Sylvia McMillan motioned to accept the June 14, 2016 and July 26, 2016 minutes as written, Reeves “Rip” Taylor seconded, The motion passed, and the minutes were accepted.
4. **Committee Reports:**
 - a. Finance: Ron Jeffers provided a financial summary regarding the general fund, clubhouse expenses, and bank balances. Ron stated that he and Rip Taylor would be developing the budget for 2017. A community fee may be needed for 2017 to help with budget.
 - b. Communication: Sylvia McMillan provided an update to the neighborhood regard communications.
 - c. By-Laws: Joan provided an update regarding the bylaw and that the committee has made significant progress.
 - d. Landscape: Kathy Reagle gave an update on landscaping.
 - e. Architectural (ACC): Glenn Land gave an ACC update. 2 applications were received and approved by the committee.
5. **Old/New Business**
 - a. The electric contract was discussed. Rip Taylor motioned to postpone the decision until more prices could be compared by the brokers. Sylvia McMillan seconded. The motion passed.
6. **Homeowner Forum** – Several homeowners expressed their concerns on various topics.
7. **Adjournment of Open Session:** Being no further business to discuss the meeting was adjourned at 8:45 PM.

Authorized Board member

Date