

**MINUTES OF THE 2020 ANNUAL MEETING OF MEMBERS  
TERRACES ON MEMORIAL HOMEOWNERS ASSOCIATION, INC.  
TUESDAY, MARCH 10, 2020**

The 2020 Annual Meeting of Members of the Terraces on Memorial Homeowners Association, Inc. was held at 7:00 p.m. on Tuesday, March 10, 2020 at the offices of Crest Management, 17171 Park Row, Suite 310, Houston, Texas 77084.

**CALL TO ORDER**

A quorum was established with 32 homeowners' present, either in person or by proxy. Board President Nick Kornuta called the meeting to order at 7:00 P.M.

**INTRODUCTIONS**

Nick Kornuta introduced the Board of Directors

- President – Nick Kornuta (Single Family Home Seat)
- Vice President/Secretary – Jodee Caceres (At Large Seat) – via teleconference
- Treasurer – Eric Mitchell (At Large Seat) - Absent
- Director – Donna Land (Patio Home Seat)
- Director – Antoinette Beale (Town Home Seat) - Absent

**APPROVAL OF MINUTES**

Nick Kornuta explained the Board would like to seek approval to draft Annual Meeting Minutes that accurately reflect the meeting tonight and to approve such minutes at a subsequent monthly Board meeting (most likely at March or April meeting). Allowing the Board to approve the Annual Meeting Minutes each year in this manner eliminates a 12-month delay in completing the process at the next Annual Meeting when it is difficult for anyone to recall what took place a year ago. After such Board approval, the Annual Meeting Minutes will be posted to the community web site. A motion was made, seconded and unanimously agreed the Board will review and approve the 2020 Annual Meeting Minutes at a subsequent Board of Directors Meeting and post such approved Meeting Minutes on the community website.

A motion was made to approve the March 10, 2020 annual Meeting minutes, seconded and unanimously approved.

**ELECTION OF DIRECTORS**

Nick Kornuta explained the election process for the HOA Board; there being Five (5) Board positions (one for the Single-Family Homes, one for the Patio Homes, one for the Townhomes, and two At-Large positions; with each Board position being held for a two-year term.

The floor was opened for nominations. There were no nominations from the floor. There was a motion made, seconded and unanimously approved to close the floor. There were two board positions open, both for At-Large seats, with one incumbent seeking reelection (Jodee Caceres), and one candidate (Judy Calloni). A motion was made, seconded and unanimously agreed by acclamation to have the two candidates serve on the Board of Directors, each will serve a two (2) year term to expire 2022.

**COMMUNITY UPDATE**

Nick Kornuta presented the Community Update.

**Harris County Municipal District Number 407 (HCMUD 407)**

- Three neighborhood homeowners continue to service on the MUD Board. (3 of 5 positions).
- MUD 407 continues to pay the garbage collection contract.
- MUD 407 continues to pay for electricity costs (via reimbursement to the HOA).

- MUD 407 continues to pay for the lake management contract and chemical costs (via reimbursement to the HOA).

#### **Trash Collection Service Provider Update**

- WCA Waste Corporation remains the trash collection service provider.
- Trash Collection Days are Monday and Thursday (trash and recycle day).

#### **Landscape**

- The Association is in the final year of a 3-year contract with Monarch Landscape.
- Monarch will continue working with the Board to improve the turf grass quality.
- Landscape renovations have been completed around the entrance and the arbors at the front.

#### **Briarhills Property Owners Association (POA)**

- The contract with Briarhills POA for use of their amenities was extended through 2021
- New facilities such as a clubhouse, pool, tennis courts, and a playground are available for Terraces on Memorial homeowners to utilize.

#### **Brick Wall**

- The concrete perimeter wall has been completed.
- The concrete wall has been replaced with brick along Highway 6 and with TREX along the boundary with the office building and empty lot on Briarhills Parkway.
- There is a new policy on owner's responsibility not to damage the new structures.
- Owners with this new wall in their yards have been informed of this policy and it is posted on the Association's website for all to view.

#### **Gates**

- The gates remain a high-maintenance asset.
- The Board was aware of an issue with the EZ Tag reader not opening the gate intermittently. This occurred when a guest with a non-registered tag was within range.
- The problem has been corrected.
- Please help the Board – promptly report misuse of the gates to [hoa@terracesonmemorial.org](mailto:hoa@terracesonmemorial.org)
- Encourage your guests to use the gate control box and not drive in the exit gate. Give regular services/visitors your gate code to gain entry.
- When giving out gate codes, be judicious.

#### **Lakes & Fountains**

A new fountain was recently installed at front pond. Lake has had new fountains installed at both ends in the last few years.

#### **ARC APPLICATION PROCESS**

Nick Kornuta presented the Architectural Application and Approval process.

Per our community deed restrictions, PRIOR approval from the Terraces on Memorial Architectural Control Committee (TMARC) for all exterior modifications, including but not limited to: Yard/Garden (trees and shrubs), Home Exterior (windows, satellite dishes, painting) Exterior Garden Structures (ex: pergola's, pools, outdoor kitchens, patios, patio extensions).

An Application form is located on the Terraces on Memorial website.

The Architectural Committee has thirty (30) days to review an ARC application (45 days when a variance is being requested). It was explained that if the application is incomplete or requires clarification and questions from the committee, the review process timing starts over.

The resident is ultimately responsible for their contractor's activities including but not limited to damage to Common Areas – including gates, cleaning silt from gutters, concrete wash water disposal, Always know the details of what your contractor plans before work begins.

Always inform the Architectural Committee of these details in writing and seek approval before commencing the project to avoid the possibility of costly re-do or removal of unapproved projects.

### **WEBSITE, HOA EMAIL DISTRIBUTION LIST, COMMUNICATION**

Nick Kornuta provided updates on the HOA email distribution efforts, community website, and general communications.

Maintenance/Updating of the HOA email and contact info database list for our three communities: Single Family Homes, Patio Homes, Townhomes.

It was requested that everyone update their email address and other contact information as needed and that everyone encourage their neighbors to provide updates to the Association when their info changes.

Homeowners should be aware that it is required per the deed restrictions for homeowners to notify Crest management and the HOA regarding tenants. Everyone registered with the HOA receives e-mail communications regarding monthly Board Meetings, Agendas and security advisories, etc.

Website Management and Monitors ToM WhatsApp Chat Group (for HOA related inquiries)

Edit/Update of the Welcome and Information Packet as needed.

The email account for communication from the Board is [terracesonmemorial@gmail.com](mailto:terracesonmemorial@gmail.com)

Residents were advised not to send e-mails to above Gmail address – it is not monitored on a routine basis – intended only for sending HOA communications to residents.

Residents should send inquiries to the Board at [hoa@terracesonmemorial.org](mailto:hoa@terracesonmemorial.org)

Please advise regarding new residents to: [welcome@terracesonmemorial.org](mailto:welcome@terracesonmemorial.org).

Volunteers are needed for a newsletter committee if newsletters to the community are to begin again. Anyone wishing to help should e-mail the HOA.

Crest has a website for homeowners: [www.crest-management.com](http://www.crest-management.com). Homeowners can review their annual fees, late fees and view open compliance matters. The Townhome Association homeowners are also able to access both their monthly townhome account and the account information for the master association fee information.

Nick noted that volunteers are a much needed and necessary part of the community. If residents wish to hold community social events, or a neighborhood watch, then volunteers are critical. The five-member Board cannot do it all.

### **FINANCIAL PRESENTATION**

Nick Kornuta presented the financial review for 2019 approved budget versus actual 2019 expenditures. He reviewed a 2019 pie chart of expenses explaining what the Association dues pay for.

The Board noted 2020 assessment rates were not raised and the Association is in good financial shape. Nick reported the following with regard to assessment collections:

- 41% - Portion of 2020 Assessments collected by January 31, 2020 (on time)

- 45% - Portion of 2020 Assessments collected during Jan 2020 Grace Period
- 5% - Portion of 2020 Assessments collected during February 2020
- 9% - Portion of 2020 Assessments remaining to be collected

Currently 2020 dues were 91% collected as of the end of February.

### **IMPORTANT REMINDERS**

- The pond is for visual enjoyment only – no fishing no kayaking and please do not let your dog swim in the pond.
- Reminder to clear the grass off of “pop-off” drains.
- Nothing may be attached to the new brick wall or TREX fence. This will void the warranty and any damage caused by nails, screws, bolts, vines, trees, shrubs, etc. will be the responsibility of the homeowner to repair/replace.
- Street parking: street parking is for occasional guests and visitors. Vehicles that belong to the residents and those of regular visitors (housekeepers, nannies, etc.) must be parked in the driveway or garage, per the Association’s DCCR’s.
- Secure trash and clean-up newspaper advertisements left in your driveways – what gets to the streets finds its way to the lake.
- Please put trash curbside only after 6:00 p.m. the evening before collection. Please do not leave landscape waste at the curb for days before trash pick-up; having trash containers and yard debris on the curbs for days makes the community appear poorly maintained.
- Dogs need to be on a leash at all times (per City of Houston ordinance) and any dog waste collected and disposed of properly. There are several pet waste stations with disposal bags throughout the community. These stations are emptied weekly, however, if residents find that the stations are full, please call Crest Management or e-mail the HOA to advise.
- Cats should not be allowed to roam free. All pets, cats and dogs must be on a leash or inside your home or yard – per Deed Restrictions and City of Houston pet ordinances.
- Any and all modifications to the exterior of your home must be pre-approved by the ARC.
- Please stop at all the stop signs – not only is it the law it is the right thing to do.
- Drive slowly and carefully in our community (there are a lot of children in the neighborhood).
- Please help us be part of the solution. Report any damage or problems to our e-mail [hoa@terracesonmemorial.org](mailto:hoa@terracesonmemorial.org)

### **QUESTION AND ANSWER SESSION**


- Q:** A resident asked if there were any other materials, they could install besides wrought iron due to the cost of continual maintenance.
- A:** The Board responded that they were unsure if there was a material that was like wrought iron fencing.
- Q:** A resident inquired how the current MUD reimbursed expenses would be absorbed by the Association when the MUD bond was complete.
- A:** The Board responded that the Association is currently placing funds in the Association savings account. However, when the time is near, the Association Board will need to re-evaluate the expenses versus current assessment rate. In the meantime, the Association is in a good financial standing.

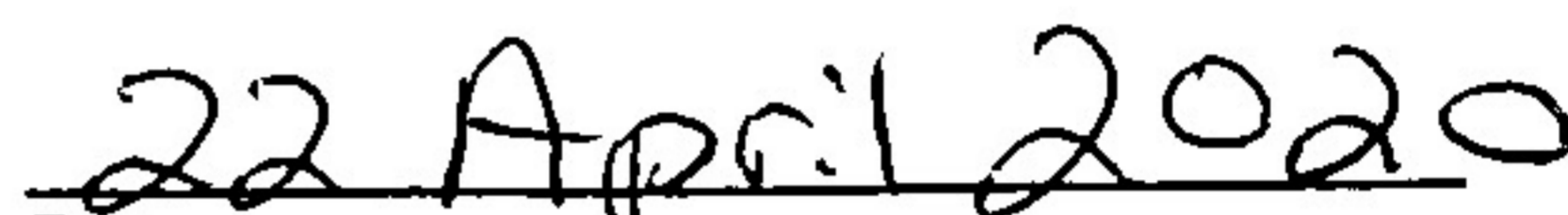
**BOARD ORGANIZATION**

Nick Komuta –	President
Jodee Caceres –	Vice President and Secretary
Antoinette Beale –	Treasurer
Donna Land –	Director
Judy Calloni –	Director

**ADJOURNMENT:**

There being no further business to discuss, a motion was made and seconded; all were in favor to adjourn the 2020 Annual Meeting at 7:39 PM.

  
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Jodee S. Caceres, Secretary

  
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Date