

**TERRACES ON MEMORIAL H.O.A., INC.**  
**Board of Directors Meeting Minutes**  
**Wednesday, April 26, 2023**

A meeting of the Board of Directors for Terraces on Memorial Homeowners Association, Inc. was held on Wednesday, April 26, 2023, at 6:30 PM at Crest Management Company, 17171 Park Row, Suite 310, Houston, TX 77084.

**I. CALL TO ORDER:**

A quorum was established, and Board President Nick Kornuta called the meeting to order at 6:33 PM.

**Board Members Present**

Nick Kornuta, President  
Jodee Caceres, Vice President/Secretary  
Karen Mills, Treasurer  
Funmi Ekundayo, Director

**Crest Representative Present**

Cindy B., CMCA, AMS

**II. HOMEOWNERS PRESENT**

There was one homeowner present to discuss a deed restriction violation.

**III. SECRETARY REPORT – APPROVAL OF MINUTES**

The minutes for the March 22, 2023, Board of Directors Meeting were presented, and a motion was made, seconded, and unanimously approved.

**IV. TREASURER REPORT – FINANCIAL REPORT**

1. The Board received the financial reports for March 2023.
2. Financial Report – Nick Kornuta reviewed the financials, and they were approved as submitted.
3. Total assets as reported per the Balance Sheet of March 31, 2023, were reported as \$1,676,561.98 with \$674,903.17 total cash in Operating and Money Market accounts, and Total Reserve Funds were reported as \$977,882.18.
4. Total YTD expenses as of March 31, 2023, were reported at \$108,791.
5. Total YTD Delinquency as of March 31, 2023, was \$17,742.63.

**V. MANAGEMENT REPORT**

1. General Maintenance Issues
  - i. Gates/Cameras – Cindy B. reported that ProCam had submitted their 2023 invoice and it was submitted to be paid.
  - ii. Landscape – A copy of Monarch Landscape’s proposal to add eight yards of soil to meet the lip of the gazebo base and install one pallet of St. Augustine sod bordering the gazebos and sidewalks was provided in the board packets. After review, the Board approved the proposal with a stipulation that Nick will oversee and guide the project as the Board does not think that much material will be needed for the area.
  - iii. Lake – Lake Management was out for their scheduled lake maintenance. During this visit, they performed their routine lake maintenance throughout the lake and entry pond. The fountains, lights, timers, and GFI’S were checked, and all were in good and working condition. No treatment was needed this visit, and there were no algae or vegetational growth. Lake Management conducted a monthly water quality test, and the result were within the normal ranges. They also test ran the well and collected the meter reading. The water level was +1 inch high this visit.
  - iv. General Maintenance – Cindy B. reported that the power washing project of the common area sidewalks and mailbox concrete pads had been completed.

## VI. OLD BUSINESS

1. Website Update – Jodee Caceres stated that she was still working on the integration and working with Network Solutions to build the new website. It was noted that Jodee was reimbursed by the Association for the website expenses that she paid upfront in the amount of \$3,054.59.
2. Spring Event Discussion – Funmi Ekundayo stated that she and the volunteers were concerned about the weather for the Saturday event. After a discussion, the Board stated that a decision to postpone the event needed to be made by Thursday at the latest so vendors, volunteers, and homeowners could be informed in a timely manner.

## I. NEW BUSINESS

1. Architectural Guidelines Discussion – A recent storm brought on a discussion amongst the board members regarding pergola covers. From the discussion, the Board discussed adopting ARC Guidelines to clarify the current covenants, conditions, and restrictions. The Board asked that Cindy B. provide sample ARC Guidelines from other Associations so the Board may review, and compile interest points for the Association attorney to generate a policy for Terraces on Memorial's Board to review.

## EXECUTIVE SESSION

### II. DEED RESTRICTION VIOLATION REVIEW

1. A copy of the Enforcement Action Report was provided in the board packets. Due to weather conditions, Jade was unable to inspect the community. It was suggested that the Board hold off on any decisions this month and await next month's report.
  - i. Discussion with account 24401SF02030 regarding their deed restriction violation. After the hearing, the Board stated that the front curtain lights needed to be removed but may be reinstalled and illuminated for Halloween and Christmas only. Regarding the back curtain lights, the homeowner would need to submit an Exterior Modification Request for the ARC Committee to review and approve. If the request is denied, the lights must be removed from the back.

The Board also requested that Cindy B. check with the Association attorney to confirm that the Board has the authority to enforce the violation with the current Declaration and Security and Lighting Policy.

2. There was no Attorney Action Report to be reviewed this month.
3. A copy of the Exterior Modification Report was provided in the board packets.

### III. DELINQUENCY REVIEW

1. A copy of the accounts receivable report was provided in the board packets. There was no action to be taken this month, however the Board did agree and approve to send delinquent accounts to the attorney for collections after the final demand letters expire.
  - i. Discussion regarding account 24401SF03005 – A copy of the homeowner's email request to have fees on their account waived was provided in the board packets. After review, the Board stated that historically, they had not waived fees off homeowner's account, therefore the request was denied. The Board stated that the homeowner could be placed on a payment agreement with Crest Management's office.

## IV. ADJOURNMENT

There being no further business to discuss, a motion was made and seconded; all were in favor to adjourn the meeting at 8:12 PM.

The next Board Meeting will take place on Wednesday, May 24, 2023, at Crest Management.

  
Jodee S. Caceres, Secretary

  
Date